

# THE CORPORATION OF THE CITY OF WINDSOR POLICY

Primary Owner:	Office of the CFO/City Treasurer	Policy No.:	FI.A2.15
Secondary Owner:	Financial Acctg and Corp Controls	Approval Date:	December 7, 2020
		Approved By:	CR600/2020
Subject:	<b>CORPORATE GIFT</b>	Effective Date:	<b>Immediate</b>
		Procedure Ref.:	n/a
Review Date:	December 2025	Pages 3	Replaces: CR196/2015
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## **1. POLICY**

1.1. There may be instances where it is appropriate for a gift to be given on behalf of the City of Windsor, and/or the City's Agencies, Boards, Commissions or Committees (ABCs), both to individuals or groups. Any such gifts should be appropriate to the occasion and be of modest or nominal value.

## **2. PURPOSE**

2.1. To provide guidelines for corporate gift giving by defining when a gift is appropriate and/or desirable.

2.2. To provide guidelines to determine the suitability of the gift.

2.3. To establish limitations on the value of a gift.

## **3. SCOPE**

3.1. This policy applies to all City departments, Agencies, Boards, Commissions & Committees (ABCs) funded by the City of Windsor, in whole or part, or whose governing body contains City of Windsor representation **AND** whose financial transactions are accounted for within the City's financial systems.

3.2. Exclusion from this policy:

3.2.1. Gift Fund – Employee voluntary contributions

## **4. RESPONSIBILITY**

4.1. **City Council** is responsible to:

4.1.1. Review and approve all proposed gifts with an individual value over \$500, exclusive of taxes.

4.2. The **Chief Administrative Officer (CAO)**, whose authority in this may be delegated, is responsible to:

4.2.1. Review and approve all proposed gifts with an individual value over \$100 up to and including \$500, exclusive of taxes.

4.3. The **ABC Board of Directors** are responsible to:

4.3.1. Review and approve all proposed gifts from ABCs with an individual value up to \$100, exclusive of taxes.

- 4.3.2. Forward all proposed gift requests that are deemed appropriate, with an individual value over \$100 up to and including \$500, exclusive of taxes, to CAO for approval.
- 4.3.3. Facilitate reports to City Council for all proposed gift requests that are deemed appropriate, with an individual value over \$500, exclusive of taxes.

4.4. The **Chief Financial Officer (CFO)/City Treasurer, or designate**, is responsible to:

- 4.4.1. Review and approve all proposed gifts from City departments with an individual value up to \$100, exclusive of taxes.
- 4.4.2. Direct the review of this Policy, at a minimum every five (5) years, or sooner if required, and recommend updates as necessary.

4.5. The **Departmental Managers** are responsible to:

- 4.5.1. Forward all proposed gift requests, with an individual value up to \$100, exclusive of taxes, to the CFO/City Treasurer or designate for approval.
- 4.5.2. Forward all proposed gift requests that are deemed appropriate, with an individual value over \$100 up to and including \$500, exclusive of taxes, to CAO for approval.
- 4.5.3. Facilitate reports to City Council for all proposed gift requests that are deemed appropriate, with an individual value over \$500, exclusive of taxes.

## **5. GENERAL GUIDELINES**

5.1. Prior to gift giving, all proposed gift requests must be submitted to Managers and subject for approval as outlined in section 4.5. (Section 4.3 for ABCs).

5.2. Individual gifts should not exceed \$100, exclusive of taxes. However, in those extraordinary circumstances where a higher value gift is deemed appropriate, approval must be obtained from the following:

- City Council – amounts over \$500, exclusive of taxes.
- Chief Administrative Officer (CAO) – amounts over \$100 up to and including \$500, exclusive of taxes.
- Chief Financial Officer (CFO)/City Treasurer or designate – amounts up to \$100, exclusive of taxes.
- ABC Board of Directors – amounts up to \$100, exclusive of taxes.

5.3. The Corporate Purchasing Card must not be used to purchase gifts.

5.4. For reimbursement, a Business Expense Form must be completed. Supporting documentation must include receipts, name of recipient, brief description, purpose for giving the gift and approval as identified in section 5.2.

### **5.5. GIFTS TO INDIVIDUAL OR GROUP (EXTERNAL)**

5.5.1. Occasions and/or circumstances may occur whereby giving a gift may be appropriate. The following list is not intended to be exhaustive, but rather a summary of common occasions for gift presentation:

- 5.5.1.1. Appreciation for volunteer efforts.
- 5.5.1.2. Citizen recognition for significant achievement and/or contribution to the community.
- 5.5.1.3. Citizen recognition (volunteer milestone anniversary, etc.).

**5.5.2.** Gifts should be suitable to the occasion. Where appropriate, gifts should identify the City of Windsor or ABC (e.g. City or ABC logo imprint/engraving). If a City logo is used it must adhere to the 'City of Windsor Corporate Visual Identity Standard'.

## **5.6. GIFTS FOR THIRD PARTIES**

**5.6.1.** Protocol exchanges for third parties (e.g. twin city delegates, etc.) are subject to provisions as outlined in the City's Travel and Business Expense Policy.

## **5.7. GIFTS FOR EMPLOYEES**

**5.7.1.** Employees may receive gifts from the City of Windsor for:

### **5.7.1.1. Employee Recognition**

The City recognize, acknowledge, and show appreciation for the collective efforts of all staff members that contribute to the workplace and overall mission of the municipality. Employees will be invited to join the 'Annual Employee Recognition Banquet' to celebrate their achievements and contributions to the workplace. Gifts or awards under this category is subject to the provisions of the Employee Recognition Policy.

### **5.7.1.2. Employee Appreciation**

Employee Appreciation is held annually during the month of November. This category is subject to the provisions of the Staff Appreciation and Recognition (STAR) Committee. Gifts given to staff are generally non-cash gifts of nominal value.

### **5.7.1.3. Service Year Milestones**

Employee will receive years of service pin in this category. Departments are encouraged to honor their employees through group presentations.

### **5.7.1.4. Significant achievement or recognition for voluntary service (unrelated to work or job performance)**

Where appropriate, gifts should identify the City of Windsor or ABC (e.g. City or ABC logo imprint/engraving).

### **5.7.1.5. Retirement Farewells**

The City recognizes employees for their dedicated service and contributions during the course of their employments. Full time and regular part-time employees who have achieved 10 years or more of continuous service are entitled to receive gifts on behalf of the City of Windsor. Approval is required prior to gift purchase (see section 5.1 and 5.2).

**5.7.2.** Cash (currency or cheques) and near-cash gifts (e.g. gift cards or gift certificates) are considered a taxable employment benefit regardless of the amount and **not** recommended.

## **5.8. NON-COMPLIANCE**

Gifts under this policy are funded by the City of Windsor. Any employee using City funds over and above allowed in this policy or without approval must repay the funds and may be subject to disciplinary action.

## **6. REFERENCES AND RELATED DOCUMENTS**

**6.1.** Travel & Business Expense Policy CS.A3.06

**6.2.** Employee Recognition Policy

**6.3.** Transit Windsor / City of Windsor Policies M104-2015