



City of Kelowna
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Council Policy

Council Disclosure of Gifts and Personal Benefits

ESTABLISHED September 11, 2023

Contact Department: Office of the City Clerk

Guiding Principle

Open and transparent government.

Purpose

To assist members of Council in interpreting and complying with the legislated restrictions on accepting gifts, and the public disclosure requirements of those gifts lawfully received.

Application

This Policy applies to members of Council.

Policy Statements

1. It is the personal responsibility of each Council member for being aware, in good faith, of the legislated restrictions on accepting a gift or personal benefit (hereafter "gift") and the disclosure requirements for those gifts that may be lawfully accepted.
2. A Council member may not accept a ticket, to any event, concert, show, performance, opening, membership, etc. for which a member of the public has to pay an admission fee to enter or participate, for any amount less than the cost to the public for the same ticket, unless the event, etc. meets the one of the criteria in Section 3, below.
3. Protocol or social obligations that normally accompany the responsibilities of office where a Council member may accept a gift include but are not restricted to:
 - a) A gift of an individual nature from visiting Royalty, Sister City dignitaries, senior level of government officials, Cabinet members, First Nations, or other local governments;
 - b) A token gift presented for speaking on behalf of the City to a recognized group or organization;
 - c) A token gift presented at an open Council meeting by a society, group or organization, etc. presenting under "Public in Attendance";
 - d) A delegate gift available to all registered delegates attending a Council authorized conference;
 - e) One (1) admission to an event subject to an issued City of Kelowna Outdoor Event Permit;
 - f) One (1) admission to an event put on by an Arts or Cultural organization that receives funding from the City of Kelowna.
4. For certainty, nothing in this Policy requires a Council member to accept a gift identified in Section 3, above, and it is the personal choice of each Council member whether to accept such a gift or not. Council members are responsible for any Canada Revenue Agency requirements regarding declaring gifts received as an elected official.
5. A Council member must file a Gift Disclosure Statement Form, as attached to and forming part of this Policy, with the City Clerk within twenty-one (21) days of receipt of those gifts meeting the disclosure requirements of the Community Charter.
6. Completed Gift Disclosure Statement Forms will be available for public inspection at the Office of the City Clerk, City Hall.

Amendments

Resolution:

Replacing:

Gift Disclosure Statement Form

I, _____ (full name) hereby disclose that I have received a gift that meets the Community Charter disclosure requirements, the details of which are:

Nature of the Gift or Benefit	Source*	Date(s) Received	Circumstances under which the gift or benefit was given

Note: * - If the gift is from a corporation, the disclosure must indicate the full names and addresses of at least two individuals who are directors of the corporation

I hereby declare that to the best of my knowledge the information contained herein is correct

Dated this _____ day of _____, 20____ Signature of Council Member _____

Received this _____ day of _____, 20____ Signature of City Clerk _____