

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Official Gift Giving and Receiving Procedures	
Authorizing Policy: 09-16-01 Protocol Policy	
Procedure #: 09-16-01-03	
Last Revision Date: N/A	Procedure Sponsor: City Clerk

1. Procedure Statement

The purpose of this document is to provide clear direction for obtaining official gift(s) for dignitaries or other individuals during Protocol Events and what to do when official gifts are received.

2. Definitions

Dignitary(ies) – Dignitaries may include, but are not limited to, members of the Royal Family, the Queen's representatives, the Prime Minister and members of the House of Commons, officials from other levels of government in Canada, and officials from other governments outside of Canada.

Protocol – Written and unwritten convention, etiquette, and rules guiding interaction and communication.

Protocol Event – A City of St. John's hosted event of significant public profile, requiring official participation by the City, external dignitaries, external organizations and/or the public. Other types of activities such as half-masting of flags, flag/banner raisings, City Hall lighting, official gift giving, proclamations, and/or letters of recognition/congratulations/greeting are also considered to be Protocol Events.

3. Procedure Requirements

3.1 Official City Gift

The City's official gift, in circumstances where one is required, is the book, "City Seen: Artists' Views of St. John's 1785-2010", by Patricia Grattan.

When a department becomes aware of a Protocol Event and the need for a gift, they should contact the Supervisor, Office of the City Clerk, via email, detailing (i) who will be receiving it, (ii) the protocol circumstances for the gift, and (iii) when it will be presented.

Requests shall be made at least one week in advance and shall be logged by the Supervisor, Office of the City Clerk.

3.1.1 Alternative Protocol Gift: If a department considers there to be exceptional circumstances that necessitate the purchase of an alternative protocol gift, the City Manager shall be provided with information with respect to (i) whom the gift is being presented, (ii) why an alternative gift is required, (iii) the approximate cost of the gift, and (iv) from what budget the gift shall be paid. As with other protocol gifts, requests shall be made at least one week in advance.

The gift shall not be purchased until authorization is provided by the City Manager.

3.1.2 Management of the Gift Inventory: The Supervisor, Office of the City Clerk shall maintain a listing with details of gifts distributed to departments.

3.2 Receiving Official Gifts

If a Council member or City official has accepted an official gift that may be of 'significant value' (considered to be historic value or of monetary value of \$250 or more), they should contact the Supervisor, Office of City Clerk, who shall provide additional information, after assessing the situation, as to whether the gift shall be considered an official gift and how the gift should be transported to the appropriate destination.

The Supervisor, Office of City Clerk shall, upon receipt of official gifts, (i) record and describe the gift, its giver and circumstances surrounding presentation; (ii) arrange for insurance on gifts of significant value; and (iii) arrange for appropriate public display and/or archiving.

4. Application

This procedure applies to Council members and City officials giving or receiving gifts on behalf of the City.

5. Responsibilities

As noted in the Protocol Policy 09-06-01, the development and interpretation of policies and procedures for gift giving and receiving related to protocol events is the responsibility of the Office of the City Clerk.

6. References

09-16-01 Protocol Policy

7. Approval

- Procedure Sponsor / Owner: City Clerk
- Procedure Writer: Policy Analyst
- Date of Approval from Senior Executive Committee: November 2, 2018

8. Monitoring and Contravention

The Office of the City Clerk shall monitor the application of the procedures.

Any contravention of the procedures may be brought to the attention of the City Manager for further investigation and potential follow up disciplinary or legal action.

9. Review Date

Procedures Initial Review: 1 year, then with the policy after the 3rd year.
Subsequent Reviews: 5 years