

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 October 2

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## GIFTS & HONORARIUMS POLICY

### **Recommendation**

*It is recommended that the Finance & Facilities Committee make recommendation to the Board of Health to approve the Gifts and Honorariums Policy #4-055 as appended to Report No. 039-14FFC.*

### **Key Points**

- The Board of Health asked the Finance & Facilities Committee to further discuss the policy revisions.
- The policy has been revised to allow staff to receive small intrinsic valued gifts that are an appropriate common expression of courtesy.

### **Background**

At the July 3<sup>rd</sup> Finance & Facilities Committee meeting Policy 4-055, Gifts and Honorariums was reviewed and the Committee recommended revising the policy.

The Board of Health asked the Committee to further discuss the Gifts & Honorariums policy.

### **Revised Policy**

Since the July 3<sup>rd</sup> Committee meeting concerns were raised regarding the change to not accept any token gifts and the impact that may have on staff to client relationships. Staff surveyed other public health units and the City ([Appendix A](#)) to determine their policy regarding receipt of gifts. From the responses received it would seem that small token gifts in the range of \$25-\$100 may be accepted.

Attached as [Appendix B](#) is a revised Gifts and Honorariums policy (Policy #4-055). The policy has been revised to include the following statement:

*“Staff may accept gifts of small intrinsic value if they are an appropriate common expression of courtesy or appreciation within normal standards of hospitality; all other must be declined. All gifts received must be reported to the employee’s supervisor”.*

This report was prepared by Mr. John Millson, Director of Finance & Operations.



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