

DECLARATION OF A GIFT/BENEFIT

Part 2 of the Code of Conduct Policy City of Kitchener

Member's Name: _____

Sitting as (Councillor or Board/Committee Member): _____

If not Councillor, Board/Committee: _____

Telephone: _____

Gift/Benefit

Nature of Gift/Benefit:

Estimated Value: _____

Received from: _____

Date of Receipt: _____

If gift/benefit was not a consumable product, what is or will be the disposition (i.e. kept by member, given to City, donated, etc.)

Signature

Date

GIFTS AND BENEFITS

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his / her duties of office, unless permitted by the exceptions listed below. Notwithstanding the exceptions listed, no member shall accept monies or any instrument that can be converted into monies unless authorized by law. For these purposes, a fee or advance paid to, or a gift or benefit provided by a third party with the member's knowledge to a member's spouse, child (who is under the age of 18 years), is deemed to be a gift to that member.

The following are recognized as exceptions:

- a) compensation authorized by by-law;
- b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- c) a political contribution otherwise reported by law;
- d) services provided without compensation by persons volunteering their time;
- e) a suitable memento of a function honouring the member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them; and, by the Federal government or the government of a foreign country;
- g) food, beverages and / or admission fees provided for banquets, receptions or similar events, if:
 - i. attendance is resultant to protocol or social obligations that accompanies the responsibility of office; and,
 - ii. the person extending the invitation or a representative of the organization is in attendance;
- h) communication to the offices of a member, including subscriptions to newspapers and periodicals.

In the case of categories **(b) (e) (f) (g) and (h)**, if the value of the gift or benefit exceeds \$100, or if the total value received from any one source over any 12 month period exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Office of the City Clerk.

The disclosure statement must indicate:

- 1. the nature of the gift or benefit;
- 2. its source and date of receipt;
- 3. the circumstances under which it was given or received;
- 4. its estimated value;
- 5. what the recipient intends to do with the gift; and,
- 6. whether any gift will at any point be left with the City.

All disclosure statements shall be a matter of public record.