

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: GIFT POLICY

PURPOSE: To establish a policy for gifts given by officials or representatives of the City.

AUTHORITY: Council Resolution # 94-15-37 dated July 11, 1994

GIFT POLICY

Background

Gifts given by officials or representatives of the City of Whitehorse should reflect the pride that we have in our great City and its citizens. In an effort to spend taxpayers money wisely, while avoiding duplication or embarrassment, the following policy has been developed. We want, in all ways, to show our respect for the recipients in our giving of gifts. Similarly, we want to show our deep appreciation for gifts given to the citizens of Whitehorse by registering, acknowledging, and displaying those items.

Gifts given under the Sister Cities' initiatives were felt to be of a special nature so a separate Sister Cities' gift policy is attached as an addendum. The spirit of this addendum is identical to that of the master document.

Types of Gifts

1. Official gifts on behalf of the City should reflect the unique nature of Whitehorse and Yukon by virtue of being made here and/or representing some aspect of Yukon or Whitehorse.

Gift Recipients

2. As a general rule:
 - (1) Presentations from City to City (first time only) and Heads of Government should range in price from \$50.00 (norm) to a maximum of \$300.00 (exceptional cases only).
 - (2) Gifts to other dignitaries visiting Whitehorse should be modest i.e. (\$10-\$25) pins, cups, books, gift certificates (as per inventory)
3. When in the course of performing the function of his/her Office an individual makes successive visits to the Yukon, only the first of such visits should be the occasion of the giving of a gift of any significance.

Procedures

4. A record will be maintained by the Mayor's Office of the types of presentations made to officials/cities, such as Sister City Mayors in order to avoid possible duplications at some later date.
5. Funds will be budgeted through the Clerk's Office by Mayor and Council for gifts presented by the Mayor and Council members. A modest gift bank and registry of Inventory will be maintained by the Mayor's Office for Mayor and Council's use. The Sister City Board will maintain a separate gift inventory but will utilize Mayor and Council's central gift registry through the Mayor's office. A registry of all previous gifts given by the City of Whitehorse will be maintained by the Mayor's office.
6. City officials attending conferences and otherwise representing the City on visits outside the Yukon should be prepared on occasion to make a small but suitable presentation to the host Mayor/Council, in addition to small souvenirs such as pins to other official attendees and host staffs. Gifts valued under \$10.00 need not be recorded in the central registry.

ADDENDUM

POLICY: SISTER CITIES GIFT POLICY

PURPOSE: To establish a guideline for recommending the specific gifts to be purchased on behalf of the City of Whitehorse and the Sister City Board.

The following policy was established as an Administrative Directive:

General

The City of Whitehorse has established Sister City relationships with the following cities:

1. Ushiku, Japan - June 23, 1986
2. Echuca, Australia - November 22, 1977
3. Castries, St. Lucia - June 26, 1989
4. Juneau, Alaska - August 16, 1990

It has been City practice to purchase and exchange gifts with our Sister City visitors (excluding Juneau, Alaska). Gifts have been selected based on the related occasion, as well as the specific City's culture and customs.

On official Sister City exchange officials, senior staff and other citizens visiting Whitehorse are presented with individual gifts, the magnitude of which has been dependent on the significance of the individual's relationship to our City (see attached example Appendix A). When the City of Whitehorse visits one of our Sister Cities, appropriate gifts are purchased

for the City itself, the Mayor and Council, and where applicable for senior staff, organizers and host families.

Student exchanges with Ushiku, Japan, would result in the City of Whitehorse purchasing gifts for the following:

- Whitehorse student in Japan - the City of Ushiku; the Mayor of Ushiku; and each host family;
- Ushiku students in Whitehorse – gifts from Mayor and Council and a going away gift from the Sister City Board for each student and chaperon.

On special occasions (i.e. the City's Anniversary) our City Council or the Sister City Board may elect to send a gift in recognition of such. Gifts are rarely exchanged with Juneau, Alaska unless extraordinary circumstances prevail.

Responsibility

The purchase of gifts shall be authorized by the Chief Administrative Officer or the Director of Human Resources or delegated to a duly authorized City alternate. The Sister City Board is not authorized to commit City funds. Where possible, preference will be given to gifts that reflect a Yukon Culture. Appendix A of this Directive will be changed as required to ensure the Gift List remains current.

■ July 1994