

Village of Port Clements
Gift Giving Policy for Council and Staff
Policy No. 5, 2012

Adopted: February 20, 2012
Amendment: August 3, 2021

Last Reviewed: August 3, 2021
Next Review Date: August 2023

Objective: To set guidelines in regards to gift giving for retiring staff and Council to ensure an equitable policy is adhered to from person to person.

General: The Municipality of Port Clements wishes to recognize the value and dedication of staff and Council members and to do so with appropriate gift values upon their retirement from their position. This policy is intended to provide a gift giving dollar value based on years of service. Staff should choose a gift within the appropriate dollar range which they feel recognizes the interests of the recipient of the gift.

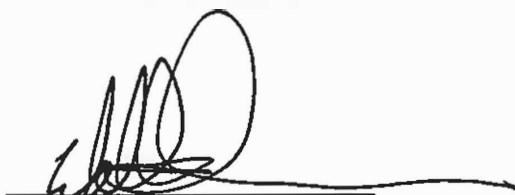
Staff

Years of Service – less than 1	Gift value between \$40-50
1-3 years	Gift value between \$50-75
4-5 years	Gift value between \$75-100
Gift value to increase by \$10 per year thereafter to a maximum of \$300	

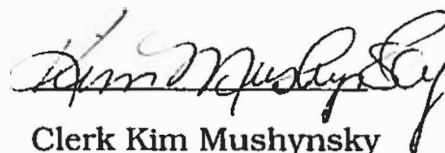
Council

Less than one full 4 year term	Gift value between \$40-50
One full term	Gift value between \$75-100
Gift value to increase by \$10 per year thereafter to a maximum of \$300	

In addition to the above limits for gifts, there will be a luncheon provided for any staff or Council member upon retirement if their service has exceeded 5 consecutive years.



Mayor Wally Cheer



Clerk Kim Mushynsky