

GENERAL ADMINISTRATION MANUAL

VOLUME 1: CORPORATE POLICIES - GENERAL

TITLE: GIFT POLICY

EFFECTIVE: 94 05 12

1 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet meeting No. 94-21, dated May 12, 1994.

1.2 Application

1.2.1 This policy applies to all departments, as defined in Policy 1.1.

1.3 Purpose and Principles

1.3.1 This policy establishes guidelines for the presentation of gifts and disposition of gifts by officials of the Government of Yukon, including:

- guidelines for the type and costs of gifts and/or souvenirs purchased with public funds and presented when appropriate by Government of Yukon officials to officials with whom they interact in the performance of their duties;
- guidelines for the disposition of gifts/souvenirs received by officials acting in their capacity as representatives of government, whether received from officials or agencies of the public or the private sector;
- guidelines to ensure that gifts presented by the Government of Yukon are in accordance with uniform standards and reflect favourably on the government.

2 ROLES AND RESPONSIBILITIES

2.1 Presentation of gifts

2.1.1 Modest gifts or souvenirs may be presented to dignitaries visiting the Yukon and to officials who host or otherwise perform a service to Government of Yukon officials when they are visiting other jurisdictions.

Other than in exceptional circumstances, gifts should be exchanged by government officials of similar rank. That is, the Government Leader would normally present gifts to other Heads of Governments at provincial, state or national level. Deputy Ministers would normally present gifts to Deputy Ministers of other jurisdictions.

- 2.1.2 In keeping with the evolution of the role of the Commissioner to that of a Lieutenant Governor, presentations to certain categories of visitors to the Yukon would normally be made in the first instance by the Commissioner rather than the Government Leader or any other member of the Cabinet. This would normally include diplomatic or ambassadorial visits of a courtesy nature, visits by Lieutenant Governors and vice-regal or royal visits. This should not be interpreted as precluding similar actions by the Government of Yukon if it is deemed appropriate. The Protocol Officer will maintain close liaison with the Office of the Commissioner in this respect.
- 2.1.3 Official gifts on behalf of the Government of Yukon should insofar as possible reflect the unique nature of the Yukon by virtue of being made here and/or represent some aspect of the Yukon. The Protocol Office will make recommendations as to the most suitable selection.
- 2.1.4 As a general rule, gifts presented by the Government of Yukon should be restricted to a maximum value of one hundred (100) dollars. Exceptions to this may be made:
- in the case of presentations to Heads of States or Heads of Government, where the maximum value may be increased to five hundred (\$500) dollars; and
 - the Deputy Minister of the department involved may authorize expenditure at his/her discretion in excess of the one hundred (100) dollar limit for presentation to other officials, up to a maximum limit of two hundred and fifty (250) dollars.
- 2.1.5 Every effort should be made to avoid offering any embarrassment to the recipient with respect to the giving of a gift, including the actual value of the gift. In this respect, it should be borne in mind that it is frequently acceptable, and indeed preferable, to consult discreetly in advance with the staff of a visiting dignitary regarding the matter of an exchange of gifts.

Consultation with Government House is recommended in connection with the selection of gifts on the occasion of a regal or vice-regal visit. Similarly, consultation is available with the Department of Canadian Heritage with respect to State visits, and with the Department of Foreign Affairs & International Trade regarding diplomatic visits.

- 2.1.6 When in the course of performing the function of his/her office, an individual makes successive visits to the Yukon, generally only the first of such visits should be the occasion of the giving of a gift of any significance. On successive occasions, an expression of the regard of the Government of Yukon for the office and/or the individual may be made in other appropriate ways.
- 2.1.7 A record will be maintained by the Executive Council Office (Protocol Office) of the types of presentations made to officials in certain high offices, such as the Governor General, in order to avoid possible duplications at some later date.
- 2.1.8 Funds will be budgeted by the Executive Council Office for gifts presented by Cabinet Ministers. Departments will charge the provision of gifts against existing hospitality budgets for presentation of gifts by departmental officials, as required, both at home and when representing the government outside the Yukon.

- 2.1.9 Government of Yukon officials attending conferences and otherwise representing the government on visits outside the Yukon should be prepared on occasion to make a small but suitable presentation to the host official, in addition to small souvenirs such as pins to other official attendees and host staffs. The Executive Council Office (Protocol Office) is available for consultation in this regard.

2.2 Receipt of gifts

- 2.2.1 Gifts received by Government of Yukon officials in the course of their official duties may be retained as personal property when the items are of modest value and when there is clearly no impropriety, or appearance of impropriety, in their receipt or retention.
- 2.2.2 Acceptance of incidental gifts, hospitality or other benefits by an official in the performance of their duties is acceptable providing:
- the value of the item is less than one hundred (100) dollars;
 - the presentation is a normal expression of courtesy or protocol that does not bring into question the recipient's objectivity and impartiality or the integrity of the government;
 - the gift is clearly intended for the incumbent rather than the office the incumbent represents, as indicated by specific inscription or some other tangible evidence, or the nature of the gift itself.
- 2.2.3 Gifts, hospitality or other benefits of a value exceeding one hundred (\$100) dollars, or which could be deemed to bring into question the recipient's objectivity, impartiality or the integrity of the government should be tactfully declined. When this is not possible, such gifts should be reported in confidence and in writing by Deputy Ministers to their Minister and by other government officials to their Deputy Minister. The disposition of the gift or benefit will be determined by Management Board, together with a decision as to whether a public declaration of all relevant details is appropriate.