

## Council Gifts and Term Supplies Policy



Section	Date	By-Law Number	Page	Of
City Council	October 20, 2015	147-2015	1	2
Subsection	Repeals By-Law Number		Policy Number	
Council Term Supplies			CC-3-1	

### Gifts for Council at Beginning of Term

#### Purpose

To provide a recognition gift to the Mayor and Members of Council upon being elected to office in the year of a regular election (or by-election, as the case may be).

#### Presentation

The gifts are to be presented at the Inaugural Meeting of Council (usually first Monday in December of an election year), by the City Clerk (or Designate) on behalf of the citizens of the City of Kenora.

#### Value of Gifts

The value of such gift to be presented shall not exceed \$200.00 per person, or, in the case of a seven Member Council, a total of \$1,400.00 for all gifts. These gifts become the personal property of the individual Member to retain as a memento of serving on Council.

The purchase of such gifts to be determined by the Clerk's Office.

### Term Equipment

#### Purpose

To provide certain supplies to the Mayor and Members of Council upon being elected to office in the year of a regular election (or by-election, as the case may be), in order to assist them in carrying out their duties and responsibilities as elected officials of the City. Such items, under this or any Policy, **shall not** to be used by any Member during the campaign period should the Member be nominated to run for an office pertaining to a regular municipal election or by-election.

## Council Gifts, Term Equipment and Supplies Policy

Policy Number	Page	Of
CC-3-1	2	2

### Items to be Provided

The following items shall be provided by the City of Kenora to all seven (7) Members of Council:

- ~ Swipe Key (to access City Hall and various facilities)
  - ~ Procedural By-law
  - ~ Orientation Manual
  - ~ Municipal Budget
  - ~ Policy Manual
  - ~ Meeting Planners
  - ~ Name Tag Pins
  - ~ Business Cards
  - ~ Parking Permit
- ~ May be provided with laptop with Docking Station, Monitor, Keyboard, Mouse, Printer and Bag (may be purchased at the end of term)
  - ~ Paper and Ink for printer as required
  - ~ Internet Connection (monthly fee paid)
  - ~ Cisco IP Phone (to be returned at tend of term)
- ~ Smartphone or Cell phone (monthly fee paid, may be purchased at end of term)
  - ~ May be provided with a tablet device (e.g. Apple iPad, Blackberry Playbook, monthly fee paid, may be purchased at end of term)

(For information pertaining to the use of Smartphone/Cell phones, computer systems etc., please refer to separate IT policies.)

### Return Items

Swipe keys and Cisco IP phones shall be returned to the City upon the completion of the term of Council, or in the event of resignation, disqualification, etc., from office. Upon completion of the term of Council, members will have the option to purchase, at a cost determined by the IT department, the following items: laptop and accessories, smartphone or cell phone, and tablet device. Should a member not complete their term the laptop and accessories, smartphone or cell phone and tablet device shall be returned to the City. Other supplies under this Policy may be returned to the City at the discretion of the Member.