

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General Policies
POLICY	6110 – Gifts and Honoraria

Objective	The objective of this policy is to ensure that any gifts and honoraria bestowed using Legislative Assembly funds are economical, proper, reasonable, and properly approved.
	This policy applies to all employees of the Legislative Assembly appointed under section 39 of the <i>Constitution Act</i> (R.S.B.C. 1996, c. 66).
	The receipt of gifts by employees of the Legislative Assembly is addressed in <i>Policy 4015 – Standards of Conduct</i> .
Authority	Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per <i>Policy 1100 – Creating and Updating Policies</i> .
Key Definitions	“ honoraria ” and “ honorarium ” means a nominal stipend issued, on an <i>ex gratia</i> basis, to an individual in recognition of voluntary services rendered.
1. General	<ul style="list-style-type: none"> .01 Employees must ensure that any gifts bestowed using Assembly funds reflect the utmost propriety, and cannot bestow gifts that may be perceived as inappropriate. Gifts are not to include gift cards, alcohol, tobacco, cannabis, and any related supplies for such items. .02 Employees must not bestow a gift or honorarium, purchased using Assembly funds, without a valid business or operational rationale. .03 Employees must not bestow a gift or honorarium on an individual or group where a real or perceived conflict of interest exists. .04 All values listed throughout this policy include all applicable taxes, duties, delivery fees, etc., and represent the collective value of any gifts and honoraria presented to an individual or group in a fiscal year. .05 If multiple items are to be purchased and combined into a single gift (e.g. a gift basket), the applicable threshold will be determined on the basis of the aggregate value of all incorporated components.
2. Coordination of Gift Giving	<ul style="list-style-type: none"> .01 For any gifts bestowed under sections 3 and 4 of this policy, the Office of the Clerk is responsible for coordinating gifts on behalf of the Assembly, to ensure that gifts of an appropriate nature and collective value are bestowed.
3. Protocol Gifts	<ul style="list-style-type: none"> .01 An employee may be required to bestow a gift on behalf of the Assembly at a hospitality, protocol, or ceremonial event as an expression of

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appreciation by the Assembly, or as part of diplomatic convention or tradition.

- .02 A director of an Assembly department may approve the bestowal of a protocol gift consistent with the provisions of this policy valued up to \$100.00, subject to *Policy 3000 – General Expenditure* (i.e., no additional pre-approval is required with appropriate Expense Authority).
- .03 Bestowal of a protocol gift valued between \$100.01 and \$250.00 must be pre-approved in writing by the Assembly Executive member responsible for the employee's department.
- .04 Bestowal of a protocol gift valued over \$250.01 must be pre-approved in writing by the Assembly Executive member responsible for the employee's department and by the Clerk of the Legislative Assembly.
- .05 If the Clerk of the Legislative Assembly intends to bestow a protocol gift valued over \$250.00, written pre-approval must be obtained from the Speaker.
- .06 All protocol gifts valued over \$20.00 must be inventoried and tracked, including who they were bestowed to, on a Protocol Gift Inventory Tracking Sheet by the purchasing department. The purchasing department is solely responsible for the safekeeping of these items and maintaining an accurate record for audit trail purposes.
- .07 Protocol gifts should be purchased from or through the Parliamentary Gift Shop. If a gift is purchased from a different source, preference should be given to giftware produced in British Columbia.

4. Empathy Gifts

- .01 An employee may bestow a gift on behalf of the Assembly on occasion of the death, serious illness, or surgical recovery of a former or current Lieutenant Governor, Member of the Legislative Assembly, Assembly employee, or Member or employee's spouse/dependent.
- .02 Empathy gifts may include flowers, gift baskets, or in memoriam donations to registered charities or non-profit organizations.
- .03 Bestowal of an empathy gift is limited to \$250.00, and must be pre-approved in writing by the Executive member responsible for the employee's department. Only one empathy gift should be bestowed on behalf of the Assembly on an individual in conjunction with a specific event listed in section 4.01.

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- .04 In the event that a scenario is not listed in section 4.01, an empathy gift may be bestowed subject to the discretion of the Assembly Executive member responsible for the employee's department.
- 5. Congratulatory Gifts**
- .01 Bestowal of a congratulatory gift to an employee, excluding established Assembly employee recognition awards, is subject to the discretion of the director (or equivalent) responsible for the employee's department. An employee may bestow a gift on behalf of the Assembly on the occasion of marriage or addition of a family member of a current Lieutenant Governor, Member of the Legislative Assembly, or Assembly employee.
- .02 Notwithstanding section 5.01, a congratulatory gift cannot be bestowed for a birthday.
- .03 Congratulatory gifts are not to exceed \$100.00.
- .04 Preference should be given to giftware produced in British Columbia.
- 6. Honoraria**
- .01 An honorarium may be issued to an individual, not employed or paid by the Assembly, that provides voluntary service to the Assembly provided that the:
- a. payment is a gesture of goodwill and appreciation as a thank you for participation, with no legal obligation to pay, and the value is \$500.00 or less in a calendar year;
 - b. value of the honorarium is not reflective of the value of the work performed; and
 - c. payment is made on a one-time or non-routine basis in appreciation of the voluntary service.
- .02 Discretion over the value of an honorarium must be exercised if the individual receiving it has received in-kind support from the Legislative Assembly, such as, but not limited to, per diems and reimbursement of travel and accommodation expenses.
- .03 In the event one of the conditions noted in section 6.01 is not satisfied, the disbursement(s) will be treated as a special payment. In this circumstance, the individual will be issued a T4A for this payment.
- .04 Bestowal of an honorarium valued up to \$250.00 must be pre-approved in writing by the Assembly Executive member responsible for the employee's department.

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- .05 Bestowal of an honorarium valued between \$250.01 and \$500.00 must be pre-approved in writing by the Assembly Executive member responsible for the employee's department and by the Clerk of the Legislative Assembly.
- .06 If the Clerk of the Legislative Assembly intends to bestow an honorarium valued over \$250.00, written pre-approval must be obtained from the Speaker.
- .07 A request for an honorarium payment must be supported by a memorandum requisitioning the payment, including a detailed explanation of the services provided. The memorandum must be approved by an Expense Authority with adequate authority as per *Policy 3000 – General Expenditure* and in accordance with the provisions of sections 6.04 and 6.05, as appropriate, prior to being submitted to Financial Services for processing.
- .08 Directors (or equivalent) are responsible for tracking all honoraria payments made by their department, including the value and reason for bestowal.

- 7. Reporting** .01 On a regular basis, as requested by the Clerk of the Legislative Assembly, each department's Protocol Gift Inventory Tracking Sheet and listing of honoraria provided must be submitted to the Clerk (or their designate) for review.

- 8. Appendix** .01 Appendix 1 – Authorization Summary

Contact	Questions regarding this policy may be directed to Financial Services at financialservices@leg.bc.ca .
Procedures	Protocol Gift Inventory Tracking Sheet
References	Policy 3000 – General Expenditure Policy 4015 – Standards of Conduct

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Kate Ryan-Lloyd

Approved and authorized by Kate Ryan-Lloyd,
Acting Clerk of the Legislative Assembly

September 9, 2019

Date

POLICY HISTORY

Version 1	July 29, 2019
Version 2	September 9, 2019

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APPENDIX 1
AUTHORIZATION SUMMARY

The following table provides a summary of the pre-approval levels required for each category of disbursement identified in this policy.

Authority Level	Protocol Gift			
	≤ \$100.00	> \$100.00 ≤ \$250.00	> \$250.01	Clerk > \$250.00
Expense Authority	✓	✓	✓	
Director	✓	✓	✓	
Executive Staff		✓	✓	
Clerk			✓	
Speaker				✓

Authority Level	Congratulatory Gift	Empathy Gift	Honorarium		
	≤ \$100.00	≤ \$250.00	≤ \$250.00	> \$250.01 ≤ \$500.00	Clerk > \$250.00
Expense Authority	✓	✓	✓	✓	
Director	✓	✓	✓	✓	
Executive Staff		✓	✓	✓	
Clerk				✓	
Speaker					✓

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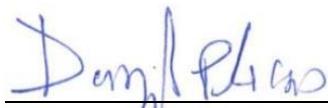
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POLICY APPLICABILITY – OFFICE OF THE SPEAKER

The provisions of this policy apply to the Office of the Speaker. For greater certainty, the following clarifications are made with respect to policy provisions relating to the Office of the Speaker:

Section	Clarification
3.01, 4.01	Gift-giving contemplated by an employee may be gift-giving by the Speaker or by an employee of the Office of the Speaker
3.02, 5.01	Approval contemplated by a director is provided by the Speaker
3.03, 4.03, 4.04, 6.04	Approval contemplated by an Executive staff member is provided by the Speaker
3.04, 6.05	Approval contemplated by an Executive staff member and by the Clerk of the Legislative Assembly is provided by the Speaker
3.05, 6.06, 7.01	Does not apply
6.08	The Speaker may designate any employee in the Office of the Speaker

In the event of the Speaker's extended absence from British Columbia or incapacity, or if the Office of Speaker is vacant, approvals required by this policy may be provided by the Deputy Speaker.



Authorized by the Honourable Darryl Plecas,
Speaker of the Legislative Assembly

September 9, 2019

Date