

THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: CORPORATE DIGNITARY ITEMS

POLICY NO.: 02.C.03

Section:	Accountability & Transparency		
Effective Date:	June 12, 2019	Date of Last Review:	March 27, 2023
Approval Authority: Council	Policy Owner: City Manager		

POLICY STATEMENT

A Policy guiding the acquisition and distribution of the City's Corporate Dignitary Items supports a results-driven approach to relationship-building; corporate image; city-building; and economic development.

PURPOSE

The City will use this Policy to guide its response to requests for Corporate Dignitary Items by Council, External Organizations, the General Public and Employees in a manner that promotes accountability, transparency and fairness while enhancing the City image, and community pride.

SCOPE

This Policy applies to the Head of Council, Councillors, and Employees involved in the approval, acquisition, fulfillment and management of existing and future Corporate Dignitary Items. Purchases made by Councillors or Departments for their personal or operational uses (such as, public education awareness of City services) are outside the scope of this Policy. Gifts obtained through donation or sponsorship are out of scope of this Policy. The ceremonial Key to the City is outside the scope of this Policy.

LEGISLATIVE REQUIREMENTS

None.

DEFINITIONS

- 1. City:** The Corporation of the City of Vaughan.

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- 2. Corporate Dignitary Items:** City-owned branded and unbranded merchandise purchased in bulk or small quantity by the City, including general merchandise and dignitary gift items.
- 3. Councillor:** Elected representative of Vaughan City Council and their respective office.
- 4. Department:** A City administrative unit described in the City's organizational structure.
- 5. Dignitary:** High-ranking representative(s) of a Canadian and/or foreign business, government, non-government organization, and/or cultural institution visiting the City; or, that may be visited by representatives of the City in an official capacity, such as: an outbound delegation, special ceremonies of local business and community organizations (e.g., grand opening, milestones, and other similar events), or other related City events and activities.
- 6. ED:** Economic Development Department.
- 7. Employees:** All employees of the City.
- 8. External Organization:** Entities external to the City with an identified common economic and/or cultural interest with the City and may include municipal and senior government (including their domestic and foreign agencies), non-government organizations (NGO), industry associations, business associations, boards of trade, chambers of commerce, not-for-profit agencies, boards and commissions, MP and MPP offices, or other community and industry-based not-for-profit entities.
- 9. General Public:** An individual(s) or organization(s) that do not have a common economic or cultural interest with the City and is not considered an External Organization.
- 10. Head of Council:** Mayor of the City.
- 11. Vendor:** Suppliers of Corporate Dignitary Items.

POLICY

A formal policy to govern requests for Corporate Dignitary Items invites transparency, fairness and efficiency in considering and fulfilling these requests, with an emphasis on developing relationships that further economic prosperity, social and/or cultural opportunities in the City.

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1. Corporate Dignitary Items

- 1.1. Should promote a positive corporate image.
- 1.2. Shall be purchased at a cost that provides the best value for the City and following the Corporate Procurement Policy.
- 1.3. The selection of new Corporate Dignitary Items shall be approved by the Mayor or the City Manager (or designate) on an annual or as-needed basis depending on stock levels, budget availability and custom requests.
- 1.4. Distribution should reflect a level of fairness amongst External Organizations.
- 1.5. Requests for Corporate Dignitary Items shall comply with the Corporate Dignitary Items Procedure PRC.09.

2. Dignitary Gifts – Head of Council

- 2.1. Dignitary gifts shall not exceed a nominal per unit cost as stated in the Corporate Dignitary Items Procedure.
- 2.2. Dignitary gifts shall be presented by the Mayor, except:
 - 2.2.1. In the Mayor's absence, a designated Councillor, or member of staff may present a dignitary gift. The Mayor's Office shall be advised about the presented Dignitary gift, including the name of the Dignitary to avoid future duplication. The Economic Development department will be responsible for documenting all types of gifts presented from the Corporation as identified in this Policy.

3. Business Gifts

- 3.1. Mayor, Councillors, or Employees engage in routine visits to Vaughan-based businesses as part of the City's economic development and community promotion mandate. For these types of business visitations, a City information kit may be presented at each meeting, including a City or Economic Development pin, and a City pen or equivalent stock sourced from the Corporate Dignitary Items inventory.

4. General Public Sales

- 4.1. Corporate Dignitary Items are available for sale to the General Public. An order form is required to be completed, and payment shall be made by the customer at a point-of-sale location in the Civic Centre, including the Cashiers.

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4.2. General Public sales are final sale unless items are deemed defective.

5. External Organization Requests

5.1. Giveaway requests from External Organizations are to be received by ED through a completed Giveaway Request Form.

5.2. Giveaway items shall be capped to a nominal number of units per organization, on an annual basis.

5.3. Giveaway items to external organizations include:

- Pins
- Pencils

6. Accountability and Financial Responsibility

6.1. ED shall conduct a physical inventory count on a semi-annual (June) and annual basis (December).

6.2. Pursuant to applicable City by-laws, policies and procedures, ED shall write-off at year-end, and then donate, auction, recycle or dispose of Corporate Dignitary Items that are deemed obsolete by the Department Head and Chief of the Portfolio.

6.3. The value of Corporate Dignitary Items is not deemed to be material under general accounting principles and shall not require reporting to the Finance Department.

6.4. Expenses related to Corporate Dignitary Items are funded by the Council-approved annual Economic Development Budget.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	Other (specify) Term of Council	Next Review Date:	January 2, 2028
Related Policy(ies):	02.C.02 – Inbound & Outbound Delegations, 02.C.01 – Cultural & Economic Partnerships, 13.A.02 – Employee Code of Conduct, 06.C.02 – Council Member Expense, 15.C.03 – Corporate Procurement		
Related By-Law(s):			

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Procedural Document:	PRC.09 – Corporate Dignitary Items
Revision History	
Date:	Description:
21-Mar-23	Scheduled review; updates include change in terms, title and authority.
08-Apr-24	Minor formatting, update of related policies, correction of effective date.
Click or tap to enter a date.	