

From: **"Mochrie, Paul"**
To: **"Direct to Mayor and Council - DL"**
Date: 2024-07-04 4:47:57 PM
Subject: Gift Disclosure Process Update

Dear Mayor Sim and Councillors,

This email provides an update on a new process to proactively publish completed Gift Disclosures online on a quarterly basis.

New Proactive Publishing Process for Gift Disclosures

Completed gift disclosure forms are filed with the City Clerk and made available for public viewing upon request in hardcopy. These forms will now be proactively published online on a quarterly basis. The quarterly proactive release of gift disclosure forms will make it easier for members of the public and media to access this information in a timely manner and will reduce staff time spent on responding to hardcopy requests.

Starting in September 2024, the following process will be implemented:

1. Councillors will receive a copy of the gift inventory spreadsheet at the end of each quarter to review and sign off that they have accepted the gifts listed.
2. The signed copies of Gift Disclosure forms from the inventory list will be proactively posted online each quarter on the Councillors' webpage on vancouver.ca on the following schedule:
 - Beginning of April
 - Beginning of July
 - Beginning of October
 - Beginning of January

Important Reminders

For Members of Council, rules of Gift Disclosure are governed by the **Vancouver Charter** and **Code of Conduct Bylaw No. 12886**. As a reminder, a Council Member must not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties, with narrow exceptions. The key exception is that Council Members may accept gifts/personal benefits received as **"an incident of the protocol of social obligations that normally accompany the responsibilities of office."** If such a gift or benefit is offered, the recipient Council Member must decide to accept it, return it, or to turn it over to the City Clerk for disposal. Where a Gift Disclosure statement is required, the disclosure must be made to the City Clerk **within 30 days of receipt of the Gift**, or upon reaching the annual limit of \$100.

Please note, if you are offered tickets to an event or social occasion, and you are not planning to attend, you must return the tickets to the host or you must turn over to the City Clerk. If you accepted the tickets with the intent to attend and submitted the Gift disclosure form, but do not end up using the ticket, the disclosure form can not be retracted.

If you have any questions, please contact Lesley Matthews at lesley.matthews@vancouver.ca.

Best,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x̱w̱məθkʷəy̱əm (Musqueam), Sḵw̱x̱w̱7mesh (Squamish), and səilwətał (Tsleil-Waututh) Nations.