

**Policy Title: Disposition of Significant Historical, Artistic or Cultural Items Given to Elected Officials**

**Policy Number: 03-12-03**

Section: **Corporate Administration**

Subsection: **Accountability and Transparency**

Effective Date: **May 10, 2019**

Last Review Date: **March, 2022**

Approved by:

Owner Division/Contact:

**Council**

**Legislative Services Division, Corporate Services Department**

## Policy Statement

Items given to the City of Mississauga’s Elected Officials will be periodically recorded to confirm City ownership and final disposition.

## Purpose

The purpose of this policy is to outline the process that will be followed to review and record Items that are given to Elected Officials, including final disposition of each Item.

## Scope

This policy applies to all Items, including those provided to a family member or to a staff member who is receiving the Item on behalf of an Elected Official and that is connected directly or indirectly to the performance of the Elected Official’s duties. Items that are reported in accordance with the Council Code of Conduct, specifically Rule 2, must also be recorded.

## Excluded From Scope

Elected Officials’ property that is personal and separate from their official role does not need to be recorded, including:

- Personal milestones (e.g. birthday, anniversary gifts)
- Office accessories or furnishings purchased through the official’s expense account in accordance with Corporate Policy and Procedure – Elected Officials’ Expenses
- Articles associated with a fundraising event sponsored by the Elected Official and organized outside of City administration
- Personalized items of clothing (e.g. jackets, hats, T-shirts)
- Trinkets (e.g. fridge magnets, key chains, coffee mugs, stuffed animals) presented at Council to commemorate a City event or initiative
- Newspaper clippings, and

- Personal awards (e.g. honorary degree; recognition from a professional association)

## Definitions

For the purposes of this policy:

“Director” means the Director, Legislative Services, Corporate Services Department or his/her designate.

“Elected Officials” means the Mayor and Members of Council of the City of Mississauga.

“Item” means anything that is received by an Elected Official as an incident of protocol or social obligation from an organization, agency, private sector entity or individual. Such items normally accompany the responsibilities of office and may be of historical, artistic or cultural value to the City, as determined by qualified City staff or outside experts. Examples include, but are not limited to, clocks, books, figurines, a work of art, certificates, plaques, framed or plaqued photographs, equipment or items containing precious metal or stones.

“Staff Review Team” means a working team consisting of the Director and the following staff or their designate:

- The City Solicitor, Legal Services, City Manager’s Department
- The Director, Recreation and Culture, Community Services Department
- The lead staff person in Museums Mississauga, Recreation and Culture Division, Community Services Department, responsible for museum artifacts, and
- Other City staff as required

## Administration

This policy is administered by Legislative Services, in consultation with other City departments, as required.

## Accountability

### Director

The Director is responsible for:

- Ensuring Elected Officials’ executive assistants are trained on this policy and any related protocols
- Obtaining assistance from other City departments as required to complete the review of Items that are recorded
- Ensuring review of recorded Items is completed quarterly and at the end of each term of an Elected Official’s time in office
- Ensuring all Items are transferred to the appropriate locations, as determined by the Staff Review Team, and
- Updating and maintaining records of all Items, from initial receipt to final disposition

---

### **Elected Officials' Executive Assistants**

Elected Officials' executive assistants are responsible for liaising with the applicable Elected Official to ensure all Items received by the Elected Official are recorded on the template, in accordance with this policy.

### **Ownership of Items**

Items given to Elected Officials in their capacity as a City official are considered to be City owned. Such Items may be of significant historical, artistic or cultural value to the City, as determined by qualified City staff or outside experts. Examples are:

- Plaques for support of an event or organization on behalf of the City
- Items from agencies or organizations as part of a visit or function where the Elected Official is the City's representative (e.g. books, pictures, framed or plaqued photographs), or
- Items such as plaques that are received in the course of an Elected Officials' duties (e.g. a ribbon cutting for a new Mississauga business), including those inscribed with an Elected Official's name

If the Elected Official who was invited to an event is unable to attend and an Item inscribed to them is given to their alternate, the Item should be passed on to the Elected Official named on the Item. The Item will then be recorded on the named official's template. If the Item is given to the City in general, the Elected Official who accepts the Item must list it.

### **Process**

Elected Officials will list all Items received, and their location, on a template provided by Legislative Services for that purpose. Each Elected Official will maintain an individual template for the duration of their time in office. On a quarterly basis, to align with the timing of the Council Code of Conduct declaration of gifts process, Elected Officials' executive assistants will ensure that the template is completed and signed by the applicable Elected Official. The Elected Official's signature signifies that the list is complete and that all Items received in that period have been noted or that no Items were received.

The Director will assemble the Staff Review Team at the conclusion of each quarter. The Staff Review Team will review each list and determine the Item's historical, artistic or cultural value to the City and the most suitable placement for each.

At the conclusion of each Elected Official's time in office, the Staff Review Team will conduct a full review of all Items that were recorded during that Elected Official's term(s). The applicable template(s) will be updated to indicate the final disposition of each Item and a copy provided to the Elected Official.

Items will either be disbursed or displayed in accordance with the following:

### **Disbursement of City Owned Items**

The Staff Review Team may determine that certain Items are not suitable for retention by the City (e.g. due to the existence of a duplicate or if the Item is of no archival, historical, artistic or cultural interest to the City).

Items will be disbursed in accordance with Corporate Policy and Procedure - Disposal of Surplus Assets, with the following exceptions:

- Museums, Recreation and Culture Division, will receive any Items that meet their collecting mission (refer to Corporate Policy and Procedure – Museums’ Collection), and
- Art may be placed in the City in accordance with the “Locations of Art” section of Corporate Policy and Procedure – Facility Planning – City Acquired Art

If not placed, Items will be offered to the Elected Official who originally received the Item.

### **Display of City Owned Items**

Items that have been selected as being suitable for display in the City may be displayed on either a temporary or permanent basis. Items will be used at the sole discretion of the City and, where applicable, displayed in accordance with existing policies (e.g. Museums’ Collections).

Note: Items may be temporarily displayed in an Elected Official’s office. Items cannot be housed at an Elected Official’s private residence. The Staff Review Team will determine the final disposition of the Item once the Elected Official is no longer in office.

### **Record Retention**

Legislative Services will retain all records and any related documentation, in accordance with the Retention By-Law 0097-2017, as amended. The records will be made available to the public, subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). The Staff Review Team will review the records prior to publication to ensure they comply with MFIPPA.

### **Report to Council**

Legislative Services will provide an annual report of received Items to Council.

### **Revision History**

Reference	Description
GC-0415-2016 – 2016 06 08	
GC-0101- 2019 – 2019 03 06	Effective May 10,/19 – reference to Disposal of Surplus City Assets policy added

Policy Number: 03-12-03

Effective Date: May 10, 2019

Policy Title: Disposition of Significant Historical,  
Artistic or Cultural Items Given to  
Elected Officials

Last Review Date: March, 2022

5 of 5

---

March 17, 2022	Scheduled review; no changes required
November 01, 2023	Housekeeping changes – to reflect organizational changes and improve accessibility.