ADMINISTRATIVE PROCEDURE

Business Administration Accepting and Offering Gifts, Hospitality and Donations BUS #13

Revised: **September 2026**

Background

As a Catholic school division, Christ The Redeemer Catholic Schools (CTR) is called to conduct its work with integrity, generosity, transparency, and responsible stewardship. The giving and receiving of gifts, hospitality, and donations must reflect these values, protect the integrity of professional relationships and decision-making, and ensure that Division resources are used prudently in support of our Catholic educational mission and the common good.

With respect to operating the Division in a sound and prudent fiscal manner, CTR's Board of Trustees' Financial Guidelines Policy delegates to the Superintendent to "…not expend more funds than are received or otherwise available in a fiscal year."

Guiding Principles

Staff should maintain high standards of propriety and professionalism and neither open themselves to suspicion of dishonesty nor place themselves in a position of conflict between their official duty and private interest.

Staff should be aware that accepting gifts, hospitality or donations offered by contractors, suppliers, service providers and others, might place an employee in a vulnerable position. Even when offered and accepted in innocence, others may misconstrue the intention. Similarly, the giving of gifts, hospitality and donations using Division funds for the purpose of gaining some benefit or influencing a decision in favor of the Division or a staff member is strictly prohibited.

Some members of staff necessarily spend time with other organizations, where it is normal business practice or social convention to offer and/or receive gifts, hospitality, donations or participate in fundraising events. Offers of this kind can place staff in a difficult position: to refuse may cause misunderstanding or offence; however, to accept may give rise to questions of impropriety or conflict of interest.

The purpose of this administrative procedure is to assist members of staff in this respect.

Procedures

1. CTR values the right and responsibility of its staff members to participate in and be involved with community, charitable and other not-for-profit or private organizations; however, the conduct of any staff member in these type of activities is not permitted if it will create a conflict of interest or even a suspicion of any conflict of interest with such individual's official duties for CTR.

2. The action of individuals acting in an official capacity should not give the impression to any member of the public, to any organization with whom they deal, or to their colleagues, that they have been, or may have been, influenced by a benefit to show favour or disfavour to any person or organization.

3. Neither CTR or any of its staff shall accept a gift of significant value (threshold of $100 CAD for individual gifts, and $200 CAD cumulative per vendor per year), favor, personal advantage, service, loan or benefit of any kind unless special circumstances exist (retirement gifts for example). If there is any question or doubt about the acceptance of a gift in a specific circumstance, such matter should be referred to the Superintendent for approval.

4. Under no circumstances shall Division funds be used to offer gifts, hospitality, or the purchase of event tickets or donations to a political party, registered political candidate, or to a riding constituency association. Such gifts or donations are illegal under the provisions of the *Election Finances and Contributions Disclosure Act* of Alberta.

5. CTR has the discretion and may choose to support strategic or associated community or educational partners (such as Calgary Catholic Diocese or St. Mary's University) through the making of donations, purchase of event tickets for staff, supply of facilities, or other donations to such entities providing that the total annual expenditure on such amounts does not in any year exceed the approved budgeted amount for such fiscal period and also providing that each such expenditure is first approved in writing by the Superintendent.