

INFORMATION TO BE COMPLETED BY DONOR

I/We, _____, hereby solemnly declare that the
(name of donating organization or individual)

monetary donation and/or in-kind donation amount of and/or estimated* amount of

\$ _____, was donated to Councillor _____ for a Council

Member-Organized Community Event.

Description of donation: _____

Currently, to the best of my knowledge, I/we and my/our organization/group/company/association/corporation am/are not registered as lobbyists with the City, are not a client or employer of a lobbyist, or developers with any pending planning, conversion, demolition or sign variance application or bidders of any outstanding Requests for Proposals or Requests for Quotations.

I/We declare that the donation amount is given unconditionally and voluntarily. I/We understand that this is public information and will be posted to the City of Toronto's internet site as part of the Constituency Services and Office Budget Policy.

Dated (yyyy-mm-dd): _____, and signed in the City (or Town) of _____.

Name: _____ Title: _____
(First, Last - print name of officer or individual)

(name of organization/group/company/association/corporation) Signed: _____
(signature of officer or individual)

Check to request income tax receipt**

Information to be completed by Council Member on next page

The City Clerk's Office collects personal information on this form under authority of the City of Toronto Act, 2006, ss. 136(c), 157 and 159, and By-Laws 1076-2006, 154-2007 and 861-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council. The information may also be shared with staff of the Accounting Services Division to determine eligibility for issuance of an Income Tax Receipt and with the Integrity Commissioner to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Director, Council & Support Services, City Clerk's Office at the 9th Floor, West Tower, 100 Queen Street West, Toronto ON M5H 2N2 or at 416-392-8676.

INFORMATION TO BE COMPLETED BY COUNCIL MEMBER

Donation was accepted for the following Council Member-Organized Event:

Name of Event: _____

Date of Event (yyyy-mm-dd): _____

Additional Information: _____

Signed by Councillor: _____ Date (yyyy-mm-dd): _____

* The City of Toronto reserves the right to determine the reasonable market value of in-kind donations.

** Income Tax Receipts will only be issued for qualified donations. See below.

Important Information

This form will be posted on the internet as part of the routine disclosure of Councillor office expenses. Forms are to be completed by all donors of cash or in-kind to Council Member-Organized Community Events, irrespective of dollar value. All donations in cash or in-kind will be treated as part of the annual \$10,000 limit. All donations will be accounted for in the calendar year in which it is received.

Income tax receipts shall be issued for donations of \$10.00 or more if requested. For donations in-kind, income tax receipts shall be issued if the gift provides a benefit to the City and is of a non-consumable nature. Donations in-kind of a consumable nature will not qualify for an income tax receipt.

For donations in cash or in-kind that exceed \$300 this form will also act as a Gifts and Benefits Form Report for the Integrity Commissioner and will be provided to the Integrity Commissioner.

Questions can be addressed to Council & Support Services - City Clerk's Office by telephone at 416-392-7038 or by email: clksupp@toronto.ca

Completed and signed form should be returned to: Council & Support Services - City Clerk's Office
City Hall, 100 Queen Street West, 9th Floor, West Tower
Toronto, Ontario M5H 2N2

Authority and Guidelines

For the by-laws and guidelines covering Council Member-Organized Community Events, see the following:

- Part IV of Code of Conduct for Members of Council, as approved by City Council at its meeting on September 25, 26 and 27, 2006, which covers Gifts And Benefits.
- Executive Committee Report 22, Clause 6, titled "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol", adopted by Toronto City Council at its meeting on July 15 and 16, 2008, which lays out the Policy on Council Member-Organized Community Events.
- Constituency Services and Office Budget Policy
- Policy on Accounting for Donations to Council-Member Organized Community Events

Copies of the above are available at:

- <http://www.toronto.ca/integrity/integrity-reports.htm>
- <http://www.toronto.ca/integrity/integrity-protocols-policies.htm>
- http://www.toronto.ca/city_council/pdf/office-budget-policy.pdf
- http://www.toronto.ca/city_council/pdf/donation_policy.pdf