

**This form is used in the declaration of Gifts and Benefits by  
Members of Council in the performance of their duties if the value exceeds \$300,  
or if total value received from any one source during a calendar year exceeds \$300.**

**INFORMATION TO BE COMPLETED BY COUNCIL MEMBER**

<b>Name of Councillor:</b>	
<b>Nature of Gift or Benefit:</b>	
<b>Source Received From:</b>	
<b>Date Received:</b>	
<b>Estimated Value:</b>	
<b>What Recipient Intends to do with Gift:</b>	
<b>Will Gift be left with the City:</b>	
<b>Additional Information:</b>	

Please attach all pertinent information to this form including correspondence from donor, etc.)

Signed by Councillor: \_\_\_\_\_ Date: \_\_\_\_\_

---

*The personal information on this form is collected under the authority of the City of Toronto Act, 2006, ss. 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 the City Clerk to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Integrity Commissioner, 375 University Avenue, Suite 202, Toronto ON M5G 2J5 or at 416-397-7770.*

## Important Information

This form will be a matter of public record and will be posted on the internet as part of the routine disclosure of Councillor expenses.

The Code of Conduct for Members of Council, Part IV, Gifts and Benefits, states that no member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed. The following is listed as an exception:

- "(b) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- "(c) a political contribution otherwise reported by law, in the case of members running for office;
- "(d) services provided without compensation by persons volunteering their time;
- "(e) a suitable memento of a function honouring the member;
  
- "(g) food and beverages consumed at banquets, receptions or similar events, if:
  1. attendance serves a legitimate business purpose;
  2. the person extending the invitation or a representative of the organization is in attendance; and
  3. the value is reasonable and the invitations infrequent;
- "(h) communication to the offices of a member, including subscriptions to newspapers and periodicals;

If the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

This form will serve to disclose any items defined in (b), (c), (d), (e) and (h) above.

Upon receiving the Gifts and Benefits from the Council Member, the Integrity Commissioner shall review to ascertain whether this might, in her or his opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the member for clarification. Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the member to reimburse the sponsor for the value.

Questions can be addressed to: Integrity Commissioner  
416-397-7770 (ph.)

Completed and signed form should be returned to: The Office of the Integrity Commissioner  
375 University Avenue, Suite 202  
Toronto, Ontario M5G 2J5

## Authority & Guidelines

- 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. <http://www.toronto.ca/integrity/integrity-protocols-policies.htm>