

Shirley Hoy, Chief Administrative Officer

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January 27, 2003

TO: Commissioners

FROM: Shirley Hoy, Chief Administrative Officer

RE: Soliciting Donations or Gifts for charity events

At the Executive Team meeting on January 22, 2003 we agreed that we would now include the following clause in all correspondence seeking United Way donations:

“There are many worthy charities in need of donations and contributions from businesses, organizations and associations; however, business contributions to the City of Toronto’s employee United Way campaign will have no effect on the City of Toronto’s decisions in the awarding of contracts or acceptance of bids or proposals.”

We also agreed that there will no longer be reference to “showcase your product references” etc. in any promotional materials for United Way charity events.

While the discussion at the EMT table focussed around United Way fundraising, I would recommend that you take this approach to any type of charity fundraising departmental employees may undertake.

Yours truly,



Shirley Hoy
Chief Administrative Officer

c.c. Rosanna Scotti, CAO Dept.
Jim Hart, CAO Dept.
Cal Scotchmer, United Way Project Director
Jeff Griffiths, Auditor General



Disclaimer

The City understands that there are many worthy charities in need of donations and contributions from businesses, organizations and associations. business contributions to the City of Toronto's employee United Way campaign will have no effect on the City of Toronto's decisions in the awarding of contracts or acceptance of bids or proposals.



DISCLOSURE OF GIFTS AND BENEFITS
Human Resources Division

General Information

This form is to be completed and filed when any gift, favour or service exceeds \$50.00 for a single gift, favour or service and, if the maximum total of all gifts, favours or services received from one source in one calendar year exceeds \$200.00, as prescribed in the Corporation's *Conflict of Interest Policy for Employees* dated _____.

Please Note • The Development Commission and the Convention & Visitors Bureau have unique responsibilities and operate in an environment where business hospitality and promotional activities are part of the regular business acumen both in the giving and the receiving. This group is exempted from the \$50.00 and \$200.00 disclosure of gifts and benefits section but shall keep a record of such activities and have it available for review by the Chief Administrative Officer. For this group, normal hospitality would extend beyond business dinners and entertainment to transportation, lodging, destination attractions provided however:

- o it legitimately serves a business purpose and;
- o is appropriate to the business and responsibilities of the individuals involved

Employees are prohibited from accepting a gift, favour or services from any individual or organization in the course of the performance of employment duties other than:

- normal hospitality among persons doing business, e.g., business lunch, dinner, beverages;
- token exchanges as part of a protocol; and
- normal presentations as made to persons participating in public functions
- acceptance of an invitation to any social or recreational event shall require the prior approval of the Department Head or Chief Administrative Officer where the invitation is made to an employee by virtue of his/her employment and/or when attendance is during normal city business hours.

Source of Gift: _____

Nature of Gift: _____

Value of Gift: _____

Circumstances under which gift or benefit given or accepted: _____

Employee Name: _____

Employee Number: _____

Department: _____

Date: _____

Department Head/Designate: _____

- Distribution: Chief Administrative Officer
 Human Resources Employee File

From: Cal Scotchmer
To: Adams, Carole; Agnoluzzi, Linda; Bekkering, Mark; Chun, Christine; Colpitts, Eldon; De Gregorio, Joseph; Hoey, Wayne; Langmaid, Bob; Lewis, Cindy; Maracle, Mae; Mazziotta, Frank; Mozo, Alex; Mungham, Rob; Murphy, Larry; Walters, Laura
Date: 1/24/03 9:19AM
Subject: United Way letters

Hello everyone:

I have attached a disclaimer that EMT wants attached to **any** letter requesting sponsorship or gift donations. Also, please delete from your solicitation materials any reference stating that this may be an opportunity to showcase your business and or mingle with City VIP's.

Please advise any of your staff that may be requesting gifts or donations. If you are not returning this year as a departmental co-ordinator please relay this information on to your successor.

If you require any further information please feel free to contact me at anytime.

Thank You

Cal Scotchmer
Project Director
City of Toronto 2003 United Way Campaign
14th Floor, West Tower, City Hall
(416) 397-4017
cscotchm@toronto.ca

CC: Pennachetti, Joe; Pfeifer, Judith