



**LOBBYIST REGISTRAR'S  
REPORT  
ACTION REQUIRED**

**Report on an Inquiry into Lobbying about Request for  
Proposal No. 9118-13-5066**

<b>Date:</b>	May 28, 2014
<b>To:</b>	City Council
<b>From:</b>	Lobbyist Registrar
<b>Wards:</b>	All
<b>Reference Number:</b>	

**SUMMARY**

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This is a report on the Lobbyist Registrar's inquiry into whether the Principal/CEO of Forge Media and Design (the respondent) contravened the Lobbying By-law, § 140-41A by writing to the City Manager and Mayor's Office about Request for Proposal 9118-13-5066 (the RFP) on October 30, 2013. The Lobbyist Registrar found that the respondent contravened § 140-41A by writing to the City Manager and Mayor's Office about the RFP after the RFP was issued and before its award.

The City's Procurement Processes Policy, section 5.0, restricts all communications about the RFP to the staff contact person named in a procurement document from the time the procurement is issued until its award. All other communications with public office holders about the procurement during this "blackout period" are prohibited.

The respondent complied with the restrictions on communications about the RFP after receiving advice from Purchasing and Materials Management Division (PMMD). The respondent co-operated with the inquiry by providing the information requested of him. This was his first contravention of the Lobbying By-law. As a result, no sanction is imposed.

The Lobbyist Registrar advises the respondent to comply with the restrictions on communications about procurements and with the Lobbying By-law; and requests that the Principal/CEO attend a training session provided by the Office of the Lobbyist Registrar (OLR).

The Lobbyist Registrar makes this Report to Council as this is a procurement matter and it is in the public interest to do so.

## **RECOMMENDATIONS**

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### **The Lobbyist Registrar recommends that:**

1. City Council receive the findings in the attached report.

### **Financial Impact**

This report has no financial impact.

## **DECISION HISTORY**

The Toronto Municipal Code, Lobbying, § 3-7B, provides that the Lobbyist Registrar reports directly to Council on investigations and inquiries conducted by her.

## **CONTACT**

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## **SIGNATURE**

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Linda L. Gehrke, Lobbyist Registrar

## **ATTACHMENTS**

Report to Council on an Inquiry into Lobbying about Request for Proposal No. 9118-13-5066