

July 23, 2015

PRIVATE AND CONFIDENTIAL

Sent via Email (No original to follow)

Mike Layton
Councillor for Ward 19
Toronto City Hall
100 Queen Street West, Suite C47
councillor_layton@toronto.ca

Dear Councillor Layton:

Re: Travel Declaration Form – May 9 to 17, 2015 to Harbin City, China for Trade Mission

As I previously advised in my letter of May 5, 2015, a copy of which is attached for your reference, the invitation to visit Harbin City, China is suitable as a recognized exception of the Gifts and Benefits provision of the *Code of Conduct for Members of Council* (the "Code of Conduct").

I have reviewed the information provided in the above-noted Travel Declaration form, along with your attached letter, which provided an explanation of how you arrived at the amounts for the declared expenses. In this regard, I am relying on a June 18, 2015 letter from Councillor Kelly describing how the amounts were determined.

I confirm that the travel related benefits you have disclosed are in compliance with section f of Part IV (Gifts and Benefits) of the Code of Conduct as your travel and related expenses were sponsored by a foreign government within a foreign country.

Thank you for providing the information.

Authorizing Signature Removed

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes or dates.

- Enclosures (4):
 - LT Councillor Layton Re Harbin City Invitation (4 pages)
 - Travel Declaration Form dated June 9, 2015 (1 page)
 - Letter from Councillor Kelly Dated June 18, 2015 (1 page)
 - Letter from Councillor Layton (1 page)

- c.
 - Lesley Ruscica, Manager, Council & Support Services
 - Winnie Li, Director, Council & Support Services (no attachments)
 - Ulli Watkiss, City Clerk (no attachments)

VJ/tf



HARBIN MUNICIPAL PEOPLE'S GOVERNMENT

April 2, 2015

Mr. Norm KELLY, Deputy Mayor & Councilor, Toronto, Canada

Your Honorable Mrs. Pam McConnell,

Please accept the warm greetings from Harbin, the capital city of Heilongjiang Province in Northeast China.

Mr. GUO Qinghua, Chairman of CITS Heilongjiang, after making a visit to Toronto, wrote a report to the Municipal Government of Harbin and strongly recommended Harbin to get into close and practical exchanges and cooperation with Canada, in particular Toronto.

We fully understand that friendship is built on personal meetings. On behalf of Harbin Municipal People's Government, we cordially invite you and your colleagues to visit Harbin in May this year. I have entrusted Harbin Foreign Affairs Office and CITS Heilongjiang to make the most fruitful and rewarding itinerary for you and your people in Harbin. The delegation members:

1. Mrs. Pam McConnell, Deputy Mayor, Toronto, Canada
2. Mr. Gary Crawford, Budget Chief, Toronto, Canada
3. Mr. Michael Thompson, Chair, Toronto Economic Development Committee
4. Mr. Mike Layton, Councilor, Toronto, Canada
5. Mr. Norm Kelly, Councilor, Toronto, Canada
6. Mrs. Charlotte Kelly, Wife of Mr. Norm Kelly

As the mayor of the city, I offer the strongest support for the cooperation and exchanges between Toronto and Harbin. I believe your visit will help promote the relations between our two cities before we engage in more concrete programs.

Expenses during your stay in Harbin will be covered by us.

Best regards and look forward to meeting you and your colleagues in our city.

SONG Xibin

Authorizing Signature
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Mayor, Harbin, Heilongjiang Province, China

Address: 1 Century Road, Songbei District, Harbin 150021 P. R. China

Tel: +86-451-8466-4730

Fax: +86-451-8466-4225

This form is used in the declaration of travel costs provided by a third party for 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

Name of Councillor:	Mike Layton
Purpose of Trip:	Trade Mission
Travel Destination:	Harbin, China
Travel Dates:	May 9-17, 2015
Additional Information:	
Travel Expenses Covered by Third Party (please complete all that apply)	
Sponsor of Travel:	Name: Harbin Urban Development Association Type of Sponsor (check all that apply): <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other organization <input type="checkbox"/> Conference Organizer
Registration Fees:	\$
Travel:	\$ 1600
Accommodation:	\$ 1200 (8 nights)
Ground Transportation:	\$ 130
Per Diem/Sundry Expenses:	\$
TOTAL:	\$ 2930
Expenses Paid from Councillor Business Travel Budget	\$
Expenses Paid from Constituency Services & Office Budget	\$ 100.00
Expenses Paid Personally by the Council Member:	\$

Please attach all pertinent information to this form including invitation letter from event organizer, copies of receipts, etc.)

Signed by Councillor: 

Date: June 9, 2015

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.