

This form is used to declare any gift or benefit received within thirty (30) days of receipt if the value exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300.

This form is not to be used if the gift consists of travel and accommodation or is a donation for a community event.

<b>Gifts and Benefits Details</b>	
Name of Council Member:	
<b>Recipient of Gift or Benefit</b> <small>Gifts and/or benefits to a Member's spouse, child, parent or staff member must be declared</small>	Self <input type="checkbox"/> Another <input type="checkbox"/> Specify:
<b>Source of gift or benefit:</b> <small>(Individual/Organization/Corporation/Group)</small>	
Date of receipt:	
<b>Nature of gift or benefit:</b> <small>(Provide a description of the gift or benefit received)</small>	
Estimated value of gift or benefit:	
<b>Reason for gift or benefit:</b> <small>(Provide a description of the circumstances under which the gift or benefit was given or received)</small>	
What do you intend to do with the gift?	
<b>Will the gift be left with the City?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Authorization</b>	
<b>Signature of Member:</b> _____	<b>Date:</b> _____

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

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 and will be made public. Questions about this collection can be directed to the Office of the Integrity Commissioner, 375 University Avenue, Suite 202, Toronto, ON M5G 2J5, at (416) 392-3826, or at [integrity@toronto.ca](mailto:integrity@toronto.ca).

### **Important Information**

This form will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council.

The Code of Conduct for Members of Council, Article 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:

- a. compensation authorized by law;
- 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;

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- g. food and beverages consumed at banquets, receptions or similar events, if:
  - a. attendance serves a legitimate business purpose;
  - b. the person extending the invitation or a representative of the organization is in attendance; and
  - c. the value is reasonable and the invitations infrequent;
- h. communication to the offices of a Member, including subscriptions to newspapers and periodicals; and

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This form will serve as a disclosure statement required by the Code of Conduct.

Questions can be addressed to:

Office of the Integrity Commissioner  
(416) 392-3826  
[integrity@toronto.ca](mailto:integrity@toronto.ca)

Completed and signed forms should be submitted to:

Office of the Integrity Commissioner  
375 University Avenue, Suite 202  
Toronto, ON M5G 2J5

### **Authority and Guidelines**

Part IV of the *Code of Conduct for Members of Council*. Available at [www.toronto.ca/integrity](http://www.toronto.ca/integrity).