

Office of the Integrity Commissioner

Valerie Jepson Integrity Commissioner

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March 14, 2016

Sent by Email (No Original to Follow)

mayor_tory@toronto.ca

Mayor John Tory Toronto City Hall 100 Queen Street West, 2nd Floor Toronto, ON, M5H 2N2

Dear Mayor Tory:

Re: Travel Declaration Form for Your Trip to Paris, France, December 2 - 5, 2015 to Attend C40 Cities Conference

Thank you for providing me with the above-referenced Travel Declaration Form. I confirm that the travel related benefits you have disclosed are in compliance with section (f) of Article IV (Gifts and Benefits) of the *Code of Conduct for Members of Council* as travel was sponsored by a conference organizer and you attended in your official capacity.

I form this view based on my review of:

- 1) the above-referenced Travel Declaration Form;
- 2) an October 15, 2015 invitation letter from the Mayor of Paris, France and U.N. Special Envoy for Cities and Climate Change;
- 3) a copy of the Air Canada e-ticket for a round-trip flight from Toronto to Paris and receipt for travel insurance;
- 4) an excerpt from the receipt for your accommodation;
- 5) a December 17, 2015 Travel Reimbursement form from C40 Cities; and
- 6) Correspondence from your office and Council and Support Services that C40 Cities paid for your hotel and Council and Support Services provided an exchange rate to determine the value of your accommodation.

This letter, the Travel Declaration Form, and attached supporting material will be posted on the Integrity Commissioner's website, <u>toronto.ca/integrity</u>, in accordance with the *Code of Conduct for Members of Council*. Again, thank you for providing the documentation pertaining to your sponsored travel. If you have any questions about the disclosure of gifts and benefits please do not hesitate to contact this Office.

Yours truly)

Authorizing Signature Removed

Valerie Jepson Integrity Commissioner

- Enclosures (5): Travel Declaration Form for C40 Cities (2 pages)
 October 15, 2015 invitation letter from the Mayor of Paris, France and U.N. Secretary General's Special Envoy (1 page)
 December 17, 2015 C40 Cities Travel Reimbursement form (2 pages)
 Copy of E-Ticket for air travel to Paris, France, and travel insurance (2 pages)
 Excerpt from receipt for accommodation (1 page)
- cc: Lesley Ruscica, Manager, Council & Support Services Winnie Li, Director, Strategic Integration and Excellence Ulli Watkiss, City Clerk



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 Council Member:	Mayor John Tory
Purpose of Trip:	To attend C40 Cities Conference
Travel Destination:	Paris, France
Travel Dates:	December 2 – 5, 2015
Additional Information:	
Travel Expenses Cov	vered by Third Party (please complete all that apply)
Sponsor of Travel:	Name: C40 Cities Type of Sponsor (check all that apply): Government Other organization Conference Organizer
Registration Fees:	\$
Travel:	\$7,764.80
Accommodation:	\$1,082.67
Ground Transportation:	\$
Per Diem/Sundry Expenses:	\$
TOTAL:	\$8,847.47
Expenses Paid from Council Business Travel Budget	\$0.00
Expenses Paid from Constituency Services & Office Budget / Mayor's Office Budget	\$0.00
Expenses Paid Personally by the Council Member:	S

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

Signed by Council Member:

Authorizing Signature Removed

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:

"(f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;"

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 (f) above.

Upon receiving the Travel Declaration 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 Comm 416-397-7770 (j	
Completed and signed form should be returned		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



CLIMATE SUMMIT FOR LOCAL LEADERS

DECEMBER 4, 2015

October 15, 2015

Co-Hosts

Anne Hidalgo

Mayor of Paris President of AIMF & Co-President of UCLG

Michael R. Bloomberg

U.N. Secretary-General's Special Envoy for Cities and Climate Change

Co-Chairs

Eduardo Paes Mayor of Rio de Janeiro Chair of C40

Park Won-soon

Mayor of Seoul President of ICLEI

Khalifa Sall

Mayor of Dakar General Secretary of AIMF and President of UCLGA

Kadir Topbas

Mayor of Istanbul President of UCLG

The Honorable John Tory Mayor, City of Toronto

Dear Mayor Tory:

It is with great pleasure that we invite you to join us on Friday, December 4, 2015 in Paris, France to be part of the *Climate Summit for Local Leaders* at Paris City Hall.

In less than 50 days COP21 will take place in Paris, where after more than 20 years of UN negotiations, a new global climate agreement may be achieved with the aim of keeping global warming below 2° Celsius. The action of local leaders is a critical component to reach this collective goal. The *Climate Summit for Local Leaders* will ensure that the efforts and solutions delivered by global cities and local governments are making a difference for the outcome of COP21. For the first time in COP history in partnership with international networks of cities, regions, and local governments, we will create a united and long lasting momentum for action.

By bringing together global leaders from cities and regions, the *Climate Summit for Local Leaders* will empower governments and communities to set greater and more ambitious targets for cutting carbon emissions, to strengthen adaptation plans, and report consistently on their progress. Your active participation during the Summit will be critical to the outcomes, which will feed into the UNFCCC Action Day on December 5, 2015.

Due to space and the security considerations of this event, we kindly ask that you confirm your attendance no later than October 30, 2015. To RSVP to the Summit please visit climatesummitlocalleaders.paris and for any questions, please email info@parisclimatesummit.org.

We look forward to seeing you in December.

Sincerely,

Authorizing Signature Removed

Anne Hidalgo Mayor of Paris President of AIMF & Co-President of UCLG Authorizing Signature Removed

Michael R. Bloomberg U.N. Secretary-General's Special Envoy for Cities and Climate Chang

C40	Appendix A- C40 Awards Finalist City	To be submitted to C40 at Finance@c40.org by	Name	Mayor John Tory
CITIES		9th January 2016.	City	Toronto
	Travel Reimbursement Form		Date Home Currency	17 December 2015 Other - specify Canadian

Date of Expense	Name of Local Currency	Airline/Train operator Name	Expense Type- choose from dropdown	Method of Purchase- Cash or Credit Card	Local Currency Amount	Exchange Rate	Home Currency Amount
20-Nov-15	Canadian CAD	Air Canada	Airfare	Credit Card	7,711.88	1.0000	7,711.88
20-Nov-15	Canadian CAD	RBC Travel Insurance	Travel- All Other	Credit Card	52.92	1.0000	52.92
						4262	
						302	-
			•	To	tal Reimbursemer	it	7,764.80
				Memo: USD equivalent	Exchange US\$ equive		\$0.00



Appendix A- C40 Awards Finalist City reimbursement form instructions

PURPOSE

To claim reimbursement for travel expenses (up to the amount quoted in your 'Finalist City Travel Allowance' budget) to attend the C40 Cities Awards 2015, Paris.

Be sure to have supporting documentation for all your expenses and save them in a PDF file.

KEY STEPS

1) Be sure to save all supporting documentation for the travel expenses.

2) Scan your receipts or take pictures of them then save them in a single PDF file.

3) Email this completed reimbursement form, PIF, and the PDF file of corresponding receipts placed in order to Finance@c40.org to receive reimburseme

CURRENCIES

Local Currency = the currency where you traveled. Reported local amounts should match receipts.

Home Currency = the currency where you live, or the currency you want to be reimbursed in.

e.g if you are based in London, your home currency is £ GBP

EXCHANGE RATES

Use exchange rates from your credit card statement/ cash exchange/Travelex/cambio as given in supporting documentation.

If an exchange rate was not given on the supporting documentation for your expense, you must use rates from www.oanda.com

Use 1.000 for expenses incurred in your home country.

POLICY/COMPLIANCE

All expenses must be in compliance with local and US law, and US Internal Revenue Service guidelines for 501c3 non-profit expense reimbursement.

RECEIPTS

Supporting documentation must be provided for all expenses to be reimbursed.

Please number the receipts and order them as they appear on the expense form in the PDF file.

* Can my booking be changed online?

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Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

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We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

Provide passenger information

Flight Itinerary

Flight	From	Ъ	Stops	Duration	Aircraft	Fare Type	Meal
AC880	Toronto, Pearson Int'l (YYZ) Wed 02-Dec 2015 20:40 - Terminal 1	Paris, Charles De Gaulle (CDG) Thu 03-Dec 2015 09:50 - Terminal 2A		7hr10	<u>788</u>	<u>Business</u> <u>Class</u> (lowest), C	₹ м,к
AC881	Paris, Charles De Gaulle (CDG) Sat 05-Dec 2015 11:30 - Terminal 2A	Toronto, Pearson Int'i (YYZ) Sat 05-Dec 2015 13:50 - Terminal 1		8hr20	788	<u>Busmess</u> <u>Class</u> (iowest), Z	M,S

S: Snack or Brunch M: Meal (Non Specific) K: Continental breakfast

Passenger Information

1: Mr John H Tory : A	duit (16+), Ticket Number:	0142155574432	
Frequent Flyer Prog :	None	Meal Preference :	Regular
Payment Card:	xxxx-xxxx-xxxx-7124	Special Needs:	None
Seat Selection:	AC880 1D , AC881 2D		

Purchase Summary

Fare Summary		
Passenger Type	Adult	
Air Transportation Charges		
Base Fare	6636.98	
Surcharges	30.02	
Carrier surcharges	856.00	
Taxes, Fees and Charges		

Grand Total - Canadian dollars	\$7764.80	
Travel Insurance (Non-Medical Package - Q2846236X)	52.92	
Total with options	7711.88	
Number of passengers	<u>× 1</u>	
Total before options (per passenger)	7711.88	
Air Traveilers Security Charge (ATSC)	25.91	
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25	
France - Civil Aviation Tax	29.34	
France Intl. Psgr. Service Charge	41.40	
Air Passenger Solidarity Tax	63.98	
Canada Airport Improvement Fee	25.00	

Payment Information

Credit/Debit Card xxxx-xxxx-7124 - Amount paid: \$7764.80

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$7711.88 (Air Transp. Charges per adult)
- Air Canada: \$52.92 (Travel Insurance)

Ticket number(s): 0142155574432

Fare Rules

Departing Flight Toronto (YYZ) To Paris (CDG) - **Business Class (lowest) Return Flight** Paris (CDG) To Toronto (YYZ) - **Business Class (lowest)**

• Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$500 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Day of departure, at check-in or at the airport changes are permitted free of charge and subject to availability.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Minimum/maximum stay and other conditions may apply.
- Cancellations:
 - Tickets are **refundable (a \$600 CAD fee applies per person)** and **non-transferable**. **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown, and minus the applicable fee.
 - Cancellations can be made up to 45 minutes prior to departure.
- Complimentary advance seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Complimentary access to Maple Leaf Lounges^{TN}.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- 150% Aeroplan Miles (Altitude Qualifying Miles) on flights operated by Air Canada

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

	Tory, John Room # 3060		
03.12.15	Accommodation	370.00	
	[NA Pkg. ⊺rx] Routed From Tory John Of Room #3060		
03.12.15	CITYTAX	2.48	
	[NA Pkgs.CITY TAX] Routed From Tory John Of Room #3060		
- ,	Sub Total	372.48	0.00
04.12.15	Accommodation	370.00	
	[NA Pkg. Trx] Routed From Tory John Of Room #3060		
04.12.15	CITY TAX	2.48	
	[NA Pkgs.CITY TAX] Routed Fram Tory John Of Room #3060		
	Sub Total	372.48	0.00
	Guest Total	744.96	0.00
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Exchange rate – December 5, 2015 – 1.4533321731

744.96 euro @ 1.4533321731 = \$1,082.67 CDN