

**INFORMATION TO BE COMPLETED BY DONOR**

I/We, \_\_\_\_\_, hereby solemnly declare that the  
*(name of donating organization or individual)*

monetary donation and/or  in-kind donation amount of and/or estimated\* amount of  
\$ \_\_\_\_\_, was donated to Council Member \_\_\_\_\_ for a  
Council Member-Organized Community Event.

Description of donation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Currently, to the best of my knowledge, I/we and my/our organization / group / company / association / corporation am/are not registered as lobbyists with the City, are not a client or employer of a lobbyist, or developers with any pending planning, conversion, demolition or sign variance application or bidders of any outstanding Requests for Proposals or Requests for Quotations.

I/We declare that the donation amount is given unconditionally and voluntarily. I/We understand that this is public information and will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council.

Dated (yyyy-mm-dd): \_\_\_\_\_, and signed in the City (or Town) of \_\_\_\_\_.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(First, Last - print name of officer or individual)*

\_\_\_\_\_  
*(name of organization/group/company/association/corporation)* Signed: \_\_\_\_\_  
*(signature of officer or individual)*

\_\_\_\_\_  
*(address of organization/group/company/association/corporation)*

Check to request income tax receipt\*\*

**Information to be completed by Council Member on next page**

The personal information on this form is collected under authority of the City of Toronto Act, 2006, ss. 136(c), 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. The information will be provided to the Office of the City Clerk and the Accounting Services Division to determine eligibility for issuance of an Income Tax Receipt. 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 [integrity@toronto.ca](mailto:integrity@toronto.ca).

**INFORMATION TO BE COMPLETED BY COUNCIL MEMBER**

Donation was accepted for the following Council Member-Organized Event:

Name of Event: \_\_\_\_\_

Date of Event (yyyy-mm-dd): \_\_\_\_\_ Event Flyer Attached

Additional Information: \_\_\_\_\_

Signed by Council Member: \_\_\_\_\_ Date (yyyy-mm-dd): \_\_\_\_\_

\* The City of Toronto reserves the right to determine the reasonable market value of in-kind donations.

\*\* Income Tax Receipts will only be issued for qualified donations. See below.

**Important Information**

This form will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council. Forms are to be completed by all donors of cash or in-kind donations to Council Member-Organized Community Events, irrespective of dollar value. All donations in cash or in-kind will be treated as part of the annual \$10,000 limit. All donations will be accounted for in the calendar year in which they are received.

Income tax receipts shall be issued for donations of \$20.00 or more if requested. For donations in-kind, income tax receipts shall be issued if the gift provides a benefit to the City and is of a non-consumable nature. Donations in-kind of a consumable nature will not qualify for an income tax receipt.

Questions can be addressed to the Office of the Integrity Commissioner by telephone at (416) 392-3826 or at [integrity@toronto.ca](mailto:integrity@toronto.ca).

Completed and signed form, including event flyer and all other supporting documentation, should be submitted to:

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

**Authority and Guidelines**

For the by-laws and guidelines covering Council Member-Organized Community Events, see the following:

- Part IV of the Code of Conduct for Members of Council.
- Executive Committee Report 22, Clause 6, titled "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol", adopted by Toronto City Council at its meeting on July 15 and 16, 2008, which lays out the Policy on Council Member-Organized Community Events.
- Constituency Services and Office Budget Policy.
- Policy on Accounting for Donations to Council-Member Organized Community Events.

Copies of the above are available at: [www.toronto.ca/integrity](http://www.toronto.ca/integrity)