

Gifts and Benefits Procedure At-a-Glance

When Council Members are offered a fee, advance, gift or personal benefit of any kind (referred to generally as a gift) they should carry out the following steps. Gifts include meals, tickets, sponsored travel, and donations for community events.

Step 1: Seek Advice Before the Gift is Received

Regardless of the estimated value of any gift, Members should seek advice from the Integrity Commissioner about whether a gift is permissible. The Integrity Commissioner will require a description of the gift; the reason for the gift; the name of the donor; whether the gift is for the Council Member, a family member, or staff member; the estimated value; and the intended use. Contact the Integrity Commissioner at integrity@toronto.ca or by calling (416) 392-3826.

Step 2: Submit a Declaration Form

If the value of the gift exceeds \$300, is a donation to a community event or is sponsored travel, Members must submit a disclosure form to the Office of the Integrity Commissioner within thirty (30) days of receipt of the gift or benefit. All forms (which include detailed instructions) are available on the Integrity Commissioner's website, toronto.ca/integrity. Members must include supporting documentation with the disclosure form such as receipts, correspondence or, in the case of community events, a copy of the event flyer.

Step 3: Review by the Integrity Commissioner

The Integrity Commissioner will review the disclosure form and any supporting documentation to make a determination of whether the donation is permissible under the Code of Conduct. If advice has previously been provided (step 1) and the circumstances are the same, the prior advice will be confirmed.

In the case of sponsored travel and donations to community events, the Integrity Commissioner will issue a memorandum to the Member, Council and Support Services, and the City Clerk stating the determination made.

Step 4: Posting on the Integrity Commissioner's Website

The Office of the Integrity Commissioner will publish the disclosure form with accompanying documentation on the Office's website in accordance with the Code of Conduct, on a quarterly basis.

If you have any questions, please contact:

Office of the Integrity Commissioner
City of Toronto
375 University Avenue, Suite 202
Toronto, ON M5G 2J5
Tel: 416-392-3826
Email: integrity@toronto.ca

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