

## **APPENDIX 3: MANDATORY SUBMISSION FORMS**

**Form 1 - 5: Mandatory Submission Forms**

**Proponent Name:** \_\_\_\_\_

## **Declaration Confirming the Absence of Any Conflicts of Interest**

### **Form 1**

I , Applicant Name/Organization \_\_\_\_\_

hereby acknowledge that it is the Applicant's responsibility to ensure that all contracts are entered into, with respect to the parties with whom the development and operation of affordable rental housing at (address): \_\_\_\_\_

are to be at arm's length from both the Applicant and other contracting parties, and that any contracts with parties with whom the Applicant or other contracting parties are not at arm's length will be considered a conflict of interest and will disqualify the Applicant for funding.

Further, I understand that the City of Toronto reserves the right to verify any information provided in the Application.

Authorized Applicant Signature:

Applicant Name (First, Last): \_\_\_\_\_

Date (yyyy-mm-dd): \_\_\_\_\_

# Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy

## Form 2

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter.

Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

### Declaration:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Complete Address:

Email:

Postal Code:

Telephone Number:

Fax Number:

Authorized Signing Officer Name or Applicant Name  
Print – (First, Last)

Position Title:

Date (yyyy-mm-dd):

Signature:

Authorized Signing Officer or Applicant

Multilingual Services: 311 and TTY 416-338-0889. Further information: [www.toronto.ca/diversity.ca](http://www.toronto.ca/diversity.ca)

### For Office Use

Group/Vendor/Individual:

Date:

# Restrictions on the Hiring and Use of Former City of Toronto Management Employees for City Contracts

## Form 3

The purpose of this Policy to ensure that former City of Toronto management employees who took part in a separation program or received a retirement package, are prohibited from participating in contracts directly or indirectly related to the City of Toronto or its special purpose bodies for a period of two years starting from an employee's separation date.

Former employees covered by this policy are prohibited from participating in contracts directly or indirectly related to the City of Toronto or its special purpose bodies for a period of two years starting from the employee's separation date. This would include, but not be limited to, for example, the following roles:

- As an independent contractor/consultant;
- As a contractor/consultant on City project work for a company/firm (but, the firm may compete); or
- As a contractor/consultant on City project work for a company/firm that has been sub-contracted by another company/firm.

Respondents are to state the name(s) of any former City of Toronto management employee(s) hired/used by your firm, if any, who have left the employ of the City or its special purpose bodies within the last two years.

Name (First, Last)

### Notes:

- (1) Adopted by Council at its meeting of February 4, 5, & 6, 1998, Report No. 2, Clause No. 2 of the Strategic Policies and Priorities Committee, and
- (2) Revised by City Council at its meeting of November 26, 27, 28, 2002, Report No. 14, Clause No. 6, Administration Committee

# Environmentally Responsible Procurement Statement

## Form 4

The City of Toronto Environmentally Responsible Procurement Policy encourages bidders to use products/services that are environmentally preferred.

Environmentally preferred products/services are those such as durable products, reusable products, energy efficient products, low pollution products/services, products (including those used in services) containing maximum levels of post-consumer waste and/or recyclable content, and products which provide minimal impact to the environment.

An environmentally preferred product is one that is less harmful to the environment than the next best alternative having characteristics including, but not limited to the following:

1. Reduce waste and make efficient use of resources: An Environmentally Preferred Product would be a product that is more energy, fuel, or water efficient, or that uses less paper, ink, or other resources. For example, energy efficient lighting, and photocopiers capable of double-sided photocopying.
2. Are reusable or contain reusable parts: These products such as rechargeable batteries, reusable building partitions, and laser printers with refillable toner cartridges.
3. Are recyclable: A product will be considered to be an Environmentally Preferred Product if local facilities exist capable of recycling the product at the end of its useful life.
4. Contain recycled materials: An Environmentally Preferred Product contains post-consumer recycled content. An example is paper products made from recycled post-consumer fibre.
5. Produce fewer polluting by-products and/or safety hazards during manufacture, use or disposal: An EPP product would be a non-hazardous product that replaces a hazardous product.
6. Have a long service-life and/or can be economically and effectively repaired to upgraded.

Bidders shall if requested, provide written verification of any environmental claims made in their bid/Application satisfactory to the City of Toronto within five (5) working days of request at no cost to the City. Verification may include, but not be limited to, certification to recognized environmental program (e.g., Environmental Choice Program [ECP]), independent laboratory tests or manufacturer's certified tests. Only proven environmentally preferred products/services shall be offered.

Experimental or prototype products/services will not be considered. For a copy of the [City of Toronto Environmentally Responsible Procurement Policy](http://www.toronto.ca/calldocuments/pdf/environment_procurement.pdf), visit the website at [www.toronto.ca/calldocuments/pdf/environment\\_procurement.pdf](http://www.toronto.ca/calldocuments/pdf/environment_procurement.pdf)

State if environmentally preferred products are being used: Yes ☐ No ☐

We encourage the use of environmentally preferred products. Yes ☐ No ☐

**Form 5****Applicants Authorization and Certification**

The Applicant hereby certifies that the information included in this application and in the documents attached with this application is correct.

I/We have read, understood, and agree with the information provided in the RHSP Capital Funding Stream Guidelines and this Application Package outlining the eligibility criteria. I/We have carefully examined the documents and have a clear and comprehensive knowledge of the Program requirements and have submitted all relevant data.

I/We consent that information provided through this Application Package can be shared with References I/we have identified for the purpose of verification of information I/we have submitted. I/We consent to the disclosure of personal information to the City or its designated agent(s), to Canada Mortgage and Housing Corporation (CMHC), and to Miziwe Biik Development Corporation (MBDC) if applicable.

I/We agree, if selected under the Rental Housing Supply Program, to complete the work as detailed in this application to the City in accordance with the terms and conditions of the Program.

I/We agree that this submission is being made without any collusion or fraud.

Acknowledge receipt of addenda by number and issue date:

Addendum #		Dated	
Addendum #		Dated	
Addendum #		Dated	

Company/Organization (Applicant)	
Signing for Applicant - Name (First, Last)	Position Title
Signature	Date (yyyy-mm-dd)
Signing for Applicant – Name (First, Last)	Position Title
Signature	Date (yyyy-mm-dd)

I/We have the authority to bind the corporation.

Authorization of Agent (if applicable) \_\_\_\_\_ (company name)  
Authorizes \_\_\_\_\_ (name of person)  
To act as an agent and sign applications to the City of Toronto on behalf of the Applicant for  
the eligible Affordable Housing for the property at \_\_\_\_\_