



MEMO / NOTE DE SERVICE

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TO: Mayor and Members of Council

DESTINATAIRE : Maire et membres du Conseil

FROM: Caitlin Salter MacDonald
City Clerk

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21 juillet 2025

FILE NUMBER/NUMÉRO DE FICHIER : ACS2025-OCC-GEN-0009

SUBJECT: **Donation Procedures for Members of Council – Status update reporting**

OBJET : **Procédures relatives aux dons pour les membres du Conseil – Rapports de situation**

PURPOSE

This memorandum provides Members of Council with an update with respect to reporting requirements under the [Donation Procedures for Members of Council](#).

BACKGROUND

On October 2, 2024, Council approved a pilot project that permits Members to solicit and/or facilitate donations to the City for community benefit in accordance with the new Donation Procedures for Members of Council and related amendments to the existing [Donations to the City for Community Benefit Policy](#). Outcomes of the pilot project will be reviewed as part of the 2026-2030 Governance Review process.

Subsection 12(g) of the procedures requires staff to provide Council with updates twice per year regarding the status of donated projects, assets or activities that were solicited and/or facilitated by Members. These status updates are to be provided via memorandum coordinated and issued by the Office of the City Clerk. The memorandum will be published as Information Previously Distributed on the next Finance and Corporate Services Committee agenda.

DISCUSSION

At the time of writing, I can advise that Members have not solicited and/or facilitated any donations under the Donation Procedures for Members of Council since the Policy was adopted in October 2024.

CONCLUSION

My Office will continue to provide Council with information regarding the ongoing pilot project as required. I note that any future memorandum regarding status updates will be issued only if any Members are involved in any donations and therefore an update regarding the status of the projects, assets or activities becomes necessary.

Caitlin Salter MacDonald
City Clerk

CC: Senior Leadership Team
Kiel Anderson, Manager, Governance, Elected Officials and Business Support Services