



SUBJECT: Mayor's Travel for 2019

TO: Committee of the Whole

FROM: Mayor's Office

Report Number: MO-02-19

Date to Committee: April 1, 2019

Date to Council: April 23, 2019

Recommendation:

Receive and file report mayor's office report MO-02-19 regarding the Mayor's planned travel on behalf of the City of Burlington in 2019.

Purpose:

- An Engaging City
 - Good Governance
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Background and Discussion:

The Mayor will be travelling for the following engagements over the course of 2019:

May 30 – June 2: Federation of Canadian Municipalities Conference (FCM)

The purpose of this travel is to attend the annual FCM conference, as all Mayors are expected to do, and represent the City of Burlington. FCM provides an opportunity to shape and vote on advocacy items for the federal government, which in the past has succeeded in federal commitments to significant municipal infrastructure funding. There are also professional development sessions and "study tours" where information and learnings are brought back for the benefit of the community.

Location: Quebec City

Details: Flights for Mayor and 2 staff members, Hotel rooms in Quebec. Meals and Taxis. Etc.

Costing: Mayor's expenses paid via Regional budget. Staff expenses from Mayor's office budget account.
Budget: Staff member expenses estimated at approximately \$2500 total (2xflight/hotel/taxi/meals).

June 3-9: Juno Beach 75th Anniversary Event

The purpose of this trip is to honour Burlington's D-Day veterans, our connection to the Juno Beach Centre (started by Burlington resident Garth Webb), attend performances by the Burlington Teen Tour Band, tour the Juno Beach Centre, meet the Mayor of Courseulles-sur-Mer (where Juno Beach is located) and attend the commemorative event on June 6th with other VIPs and dignitaries.

Location: France
Details: Economy flight for Mayor and 1 staff member, AirBnB shared accommodations, Car Rental, Meals, etc.
Costing: Mayor's and staff member's expenses paid for from Mayor's office budget account.
Budget: Flights \$2450. Accommodations \$1400. Car Rental/Gas \$600. Meals per diem \$1400. (Total: \$5850)

August 18-21: Association of Municipalities of Ontario Conference (AMO)

The purpose of this travel is to attend the annual conference, as all Mayors are expected to do, and represent the City of Burlington. AMO provides the opportunity to meet with provincial ministers and advocate on behalf of the City and Region.

Location: Ottawa
Details: Flights for Mayor and 2 staff members, Hotel rooms in Ottawa. Meals and Taxis. Etc.
Costing: Mayor's expenses paid via Regional budget. Staff expenses from Mayor's office budget account.
Budget: Staff member expenses estimated at approximately \$2500 total (2xflight/hotel/taxi/meals).

October 15-20 – Itabashi Anniversary Trip to Japan

The purpose of this trip is to continue to strengthen our relationship with our twin city, Itabashi, and return the courtesy of the trip they made here in July of this year for the same reason. The Mayor will travel with other members of the Mundialization Committee and have support from a person travelling with the group from the Clerks department.

Location: Japan
Details: Flight for Mayor (economy) to Japan, hotel, meals, taxis, etc.
Costing: Mayor's expenses paid for from the Mundialization Budget/Reserve fund.
Budget: Estimated to be \$3,151 per person for flights/accommodation/airport transfers.

Financial Matters:

These are estimated costs at this time, as not all bookings have been made.

Event	Estimated Cost	Budget
FCM Conference		
Mayor	\$1,250	Regional Budget
2 Staff	\$2,500	Mayor's Budget
Juno Beach		
Mayor & 1 Staff	\$5,850	Mayor's Budget
AMO Conference		
Mayor	\$1,250	Regional Budget
2 staff	\$2,500	Mayor's Budget
Itabashi Japan		
Mayor	\$3,151	Mundialization Budget/Reserve Fund

Conclusion:

Report MO-02-19 is to provide transparency to the community on the Mayor's travel plans for representing the City of Burlington at various conferences, celebrations and events in 2019.

Respectfully submitted,

Victoria Al-Samadi
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Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.