

INFORMATION NOTE

Title: Quarterly Travel Report – First Quarter 2019

Date Prepared: September 26, 2019

Report To: Committee of the Whole (COTW)

Council/Role: Dave Lane/Finance & Administration

Ward: N/A

Discussion – Background and Current Status:

In accordance with the City's Freedom of Information By-law, the second quarter travel report and budget summary are presented for information, as attached.

The amounts noted include all expenses related to travel, included but not limited to, registration, airfare, accommodations and per diem.

Key Considerations/Implications:

1. Budget/Financial Implications

- Costs for travel is allocated through individual department/program budgets.

2. Partners or Other Stakeholders N/A

3. Alignment with Strategic Directions/Adopted Plans

- Effective Organization (Develop a knowledgeable and engaged workforce)

4. Legal or Policy Implications N/A

5. Engagement and Communications Considerations N/A

6. Human Resource Implications N/A

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7. Procurement Implications N/A

8. Information Technology Implications N/A

9. Other Implications N/A

Conclusion/Next Steps: This report is provided to Council for information purposes only.

Prepared and Approved by: Derek Coffey, Deputy City Manager of Finance & Administration

Attachments: 2nd Quarterly Travel Report for 2019 & Budget Summary

DEPARTMENT/EMPLOYEE	LOCATION	PURPOSE OF TRAVEL	DATES	TOTAL COST	REGISTRATION	AIRFARE	HOTEL	PER DIEM	TRANSPORTATION	OTHER	REIMBURSEABLE BY THIRD PARTY
Office of the City Manager											
Sean Janes	Toronto, ON	Association of Certified Forensic Investigators of Canada Conference	April 28-May 1, 2019	2,003.48	684.25	511.64	622.39	160.50	24.70	-	-
Kevin Breen	Quebec City, QC	Canadian Association of Municipal Administrators Conference	May 27-30, 2019	2,641.21	776.08	722.23	802.08	214.00	126.82	-	-
Kelly Maguire	Clarenceville, NL	Emergency Operations Centre Management Course	May 29-31, 2019	583.45	-	-	319.70	123.05	140.70	-	-
Susan Bonell	Vancouver, BC	International Association of Business Communicators Conference	June 4-13, 2019	3,059.95	1,832.13	773.07	133.75	321.00	-	-	-
				8,288.09	3,292.46	2,006.94	1,877.92	818.55	292.22	-	-
Finance & Administration											
Victoria Etchegary	Fredericton, NB	Canadian Lean Summit	April 22-25, 2019	1,571.38	28.75	658.08	652.05	160.50	72.00	-	-
Melanie Shea	Gander, NL	Building Asset Management Training	May 1, 2019	246.59	-	-	-	-	246.59	-	-
Coralie Young	Las Vegas, NV	Sharepoint Conference	May 20-24, 2019	4,705.56	2,412.05	1,082.52	833.71	359.31	17.97	-	-
				6,523.53	2,440.80	1,740.60	1,485.76	519.81	336.56	-	-
Community Services											
Douglas Pawson	Victoria, BC	Canadian Housing & Renewal Association Congress on Housing and Homelessness	April 1-5, 2019	4,322.87	945.00	2,435.71	563.76	267.50	110.90	-	-
Simone Lilly	Victoria, BC	Canadian Housing & Renewal Association Congress on Housing and Homelessness	April 1-5, 2019	3,406.55	716.80	1,337.23	885.72	321.00	145.80	-	-
Christa Norman	Miami, FL	Seatrade Global Cruise Conference	April 7-12, 2019	3,004.37	-	934.36	1,602.52	427.49	40.00	-	-
Carolyn Cook	Charlottetown, PEI	Event Atlantic Summit	May 2-4, 2019	1,557.92	286.35	656.94	390.88	160.50	63.25	-	-
Elizabeth Lawrence	Houston, TX	Offshore Technology Conference	May 5-9, 2019	3,197.47	-	1,127.01	1,727.78	228.31	114.37	-	-
Tanya Haywood	Charlottetown, PEI	Event Atlantic Summit	May 2-4, 2019	1,205.86	-	633.48	390.88	160.50	21.00	-	-
Annette Oldford	Grand Falls, NL	Recreation NL Conference	May 23-26, 2019	234.85	75.00	-	159.85	-	-	-	-
Jennifer Tipple	Calgary/Edmonton, A	2019 Data that makes a Conference	May 27-May 31, 2019	705.05	-	880.49	611.02	261.80	52.04	-	(1,100.30)
				17,634.94	2,023.15	8,005.22	6,332.41	1,827.10	547.36	-	(1,100.30)
Mayor & Council											
Debbie Hanlon	Miami, FL	Seatrade Cruise Conference	April 8-11, 2019	5,743.91	2,458.14	1,290.34	1,551.07	284.64	159.72	-	-
Danny Breen	Halifax, NS	Atlantic Mayor's Caucus	April 24-26, 2019	1,404.73	-	695.46	373.02	160.50	175.75	-	-
Danny Breen	Charlottetown, PEI	East Coast Music Awards	May 1-3, 2019	997.45	-	771.36	-	160.50	65.59	-	-
Danny Breen	Houston, TX	World Energy Cities Partnership Meetings BCCM Meeting & Federation of Canadian Municipalities Conference	May 5-10, 2019	3,658.13	78.20	1,127.01	1,878.42	358.45	216.05	-	-
Danny Breen	Quebec City, QC	Federation of Canadian Municipalities Conference	May 29-June 3, 2019	3,905.19	1,188.84	759.85	1,475.30	321.00	160.20	-	-
Sandy Hickman	Quebec City, QC	Federation of Canadian Municipalities Conference	May 30-June 3, 2019	3,529.12	999.13	1,133.94	1,013.82	267.50	114.73	-	-
David Lane	Quebec City, QC	Federation of Canadian Municipalities Conference	May 30-June 3, 2019	3,334.00	1,009.48	1,101.40	874.20	267.50	81.42	-	-
Ian Froude	Quebec City, QC	Federation of Canadian Municipalities Conference	May 30-June 3, 2019	3,080.11	1,009.48	960.94	756.88	267.50	85.31	-	-
				25,652.64	6,743.27	7,840.30	7,922.71	2,087.59	1,058.77	-	-
Planning, Engineering & Regulatory Services											
Stephen Fagan	Ottawa, ON	TAC Spring Technical Meetings	April 3-7, 2019	1,818.71	-	590.93	841.44	267.50	118.84	-	-
Paula Dalton Harvey	Aylmer, ON	Technical Traffic Operations Course Canadian Institute of Transportation Engineers Conference	April 7-19, 2019	5,541.91	2,147.00	1,495.40	554.48	695.50	622.59	26.94	-
Anna Bauditz	Ottawa, ON	Canadian Institute of Transportation Engineers Conference	June 2-5, 2019	1,540.17	762.75	540.33	913.13	214.00	109.96	-	(1,000.00)
Garrett Donaher	Ottawa, ON	Conference	June 2-5, 2019	1,483.78	762.75	477.53	-	214.00	29.50	-	-
Jason Sinyard	Halifax, NS	Atlantic Real Estate Forum	June 11-13, 2019	277.45	-	674.19	537.24	107.00	170.45	-	(1,211.43)
				10,662.02	3,672.50	3,778.38	2,846.29	1,498.00	1,051.34	26.94	(2,211.43)

DEPARTMENT/EMPLOYEE	LOCATION	PURPOSE OF TRAVEL	DATES	TOTAL COST	REGISTRATION	AIRFARE	HOTEL	PER DIEM	TRANSPORTATION	OTHER	REIMBURSEABLE BY THIRD PARTY
<u>Humane Services</u>											
Heather Hillier	Montreal, PQ	Humane Canada National Conference	April 13-17, 2019	2,609.64	564.00	724.32	908.82	267.50	145.00	-	-
				2,609.64	564.00	724.32	908.82	267.50	145.00	-	-
<u>Regional Fire Department</u>											
David Day	Calgary, AB	Emergency Management Conference	June 5-8, 2019	2,206.80	332.01	959.68	602.88	214.00	98.23	-	-
				2,206.80	332.01	959.68	602.88	214.00	98.23	-	-
<u>Legal Department</u>											
Cheryl Mullett	Toronto, ON	Municipality Liability Conference	April 1-3, 2019	3,529.51	2,248.70	595.49	467.72	160.50	57.10	-	-
				3,529.51	2,248.70	595.49	467.72	160.50	57.10	-	-
<u>Public Works</u>											
Shawn Hays	Halifax, NS	National Water & Wastewater Benchmarking Initiative Summit Workshop	April 23-26, 2019	1,399.33	-	685.68	489.15	160.50	64.00	-	-
Jim Moore	Clarenceville, NL	CPWA Conference	May 1-3, 2019	781.45	150.00	-	417.45	214.00	-	-	-
Ryan Crewe	Salt Lake City, UT	APWA North American Snow Conference	May 18-24, 2019	4,221.17	925.46	1,573.32	1,172.02	430.14	120.23	-	-
Lynnann Winsor	Ottawa, ON	Window on Ottawa Conference	June 1-6, 2019	2,825.18	847.50	681.70	982.48	267.50	46.00	-	-
				9,227.13	1,922.96	2,940.70	3,061.10	1,072.14	230.23	-	-
TOTAL FOR ALL DEPARTMENTS				86,334.30	23,239.85	28,591.63	25,505.61	8,465.19	3,816.81	26.94	(3,311.73)

Please note travel amounts above may not match totals on attached report due to timing differences between travel dates and recording of expenses as well as calculation of HST rebates.

CITY OF ST. JOHN'S
City of St. John's Consolidated
For the Six Months Ending Sunday, June 30, 2019

ACCOUNT	ACCOUNT DESCRIPTION	YEARLY BUDGET	Y.T.D. ACTUAL	BUDGET REMAINING
TRAVELLING EXPENSES:				
	City Administration, Mayor and Councillors - TRAVELLING EXPENSES	40,000	31,632	8,368
	City Administration, Office of the City Manager - TRAVELLING EXPENSES	13,700	11,413	2,287
	Community Services, Administration - Community Services - TRAVELLING EXPENSES	38,300	17,003	21,297
	Community Services, City Homelessness Initiatives - TRAVELLING EXPENSES	0	7,048	(7,048)
	Finance & Administration, Administration - Finance - TRAVELLING EXPENSES	39,090	6,709	32,381
	Planning, Engineering, & Regulatory Services, Management and Administration, PERS - TRAVELLING EXPENSES	40,900	12,590	28,310
	Public Works, Public Works Administration - TRAVELLING EXPENSES	15,657	7,445	8,212
	Public Works, Waste and Recycling - TRAVELLING EXPENSES	11,700	0	11,700
	Public Works, Water and Waste Water - TRAVELLING EXPENSES	23,200	4,146	19,054
	St. John's Regional Fire Department, Regional Fire Administration - TRAVELLING EXPENSES	6,800	1,752	5,048
	Total TRAVELLING EXPENSES	229,347	99,740	129,607