

MANAGEMENT REPORT TO METROLINX

Report Title:	Travel Expenses for the Chair				
Report Number:	CO 08-001	Date to Board:	Feb 8, 2008	Date to Committee:	N/A
Report To:	<input checked="" type="checkbox"/> BOARD		<input type="checkbox"/> ADVISORY COMMITTEE <input type="checkbox"/> AUDIT COMMITTEE <input type="checkbox"/> GOVERNANCE COMMITTEE <input type="checkbox"/> HUMAN RESOURCES COMMITTEE <input type="checkbox"/> TECHNICAL ADVISORY GROUP <input type="checkbox"/> OTHER:		
Report Referred From:	N/A				
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Item Class:	IN CAMERA	<input type="checkbox"/>	DECISION	<input checked="" type="checkbox"/>	INFORMATION <input type="checkbox"/>

1.0 RECOMMENDATION:

RESOLVED:

THAT the Board approve the Metrolinx Chair's out of province travel expenses as set out in this report CO 08-001.

2.0 PURPOSE & EXECUTIVE SUMMARY:

The purpose of this report is to establish the 2008 out of province travel expenses for the Chair.

3.0 BACKGROUND:

In accordance with the Travel, Meals and Hospitality Policy AC 07-001 and in keeping with the Provincial Travel, Meal and Hospitality Expenses Directive, Board approval for travel outside of the province of Ontario by the Chair of Metrolinx is required.

At its meeting on May 25, 2007 the Board approved the following motion to endorse the Chair's membership on the Board of the Canadian Urban Transit Authority (CUTA) and authorized travel expenses associated with this membership:

THAT the membership of Chair Rob Maclsaac on the Canadian Urban Transit Association Executive Committee and Board of Director be authorized and endorsed by the GTTA Board; and

THAT the travel expenses, as set out in the report, be approved.

4.0 DISCUSSION:

CUTA Board membership entails attending two meetings each year. These meetings coincide with the semi-annual CUTA conferences. Membership on the executive entails two additional meetings. One occurs in Ottawa in the January – February time period and coincides with a coordinated series of meetings and a reception with Members of Parliament to advance the transit agenda with the Federal government. The second occurs in the fall. Since CUTA is a national organization, meetings take place across the country.

In addition to the CUTA travel expense, the Chair is seeking approval to attend two out-of-province conferences:

Globe Foundation is a private, not-for-profit organization created in 1992 to help environmental firms, corporate environment managers, and financial institutions to increase environmental protection and sustainability practices in the mainstream business community. An invitation has been issued for the Chair to be a speaker at the GLOBE 2008 'Moving Efficiently in Cities: Smarter Systems for Transportation' session. This conference takes place in Vancouver in March. The Chair has indicated he intends to also use this opportunity to arrange meetings with our sister agency TransLink as well as contacts at BC Transit.

American Planning Association (APA) Conference – Metrolinx is a member of the APA. This annual conference offers workshops and numerous opportunities to network with planners and learn about innovations in transportation planning and transit oriented design. The Chair attended last year's conference in Philadelphia and found it very worthwhile. This year's conference is in Las Vegas.

5.0 FINANCIAL MATTERS:

Conferences and Meetings for the 2008 CUTA term are proposed as follows:

- February 2008 – Ottawa, Ontario – Executive Meeting
- May 2008 - Edmonton, Alberta – Spring Conference and Executive/Board Meeting
- September 2008 – PEI, Executive meeting

Globe Foundation Conference

- March 2008 – Vancouver

APA Conference

- April 2008 - Las Vegas

Travel Meals and accommodation to attend conferences and meetings – \$10,355.00

The cost of these travel expenses is within the scope of the budget allowance contained in the 2007/08 Revised Budget Report (07-B65).

The cost of these travel expenses are also included in the proposed 2008/09 Budget submitted through the Ministry of Transportation's business planning process.

6.0 HUMAN RESOURCES MATTERS:

N/A

7.0 ENVIRONMENTAL MATTERS:

N/A

8.0 COMMUNICATION MATTERS:

N/A

9.0 LEGAL MATTERS:

N/A

10.0 CONCLUSION:

Respectfully submitted,

Approved for Submission to the Board



Fran Agnew
Executive Assistant

W. Michael Fenn, CEO

Appendices:

N/A

*Staff & Others
Consulted:*

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Rob MacIsaac, Chair	416 874 5903
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Notifications:

Name	Mailing or E-mail Address

Special Instructions:

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