

January 19, 2017

Sent by Email (No Original to Follow) councillor_mcconnell@toronto.ca

Pam McConnell
Councillor for Ward 28
100 Queen Street West, Suite A7
Toronto, ON, M5H 2N2

Dear Councillor McConnell:

**Re: Sponsored Travel provided by Federation of Canadian Municipalities –
Partnership for Local Economic Development and Democratic Governance
for Your Trip to Kyiv, Ukraine, November 19 – 26, 2016**

Thank you for providing me with a Travel Declaration Form for the above-noted trip. I confirm that the travel related benefits you have disclosed are in compliance with section (f) of Article IV (Gifts and Benefits) of the *Code of Conduct for Members of Council* as travel was sponsored by the event organizer and you attended in your official capacity.

I form this view based on my review of:

- 1) the Travel Declaration Form dated January 08, 2017;
- 2) an August 31, 2016 email invitation from Maryana Nikoula, Program Manager of Federation of Canadian Municipalities (FCM) - Partnership for Local Economic Development and Democratic Governance (PLEDDG);
- 3) the receipts for your airfare, ground transportation, food expense claims and hotel accommodations;
- 4) Mission Itinerary from PLEDDG; and
- 5) a search of the lobbyist registry confirming that the travel sponsor, PLEDDG is not a registered lobbyist or a client of registered lobbyist.

This letter, the Travel Declaration Form, and attached supporting material will be posted on the Integrity Commissioner's website, toronto.ca/integrity, in accordance with the *Code of Conduct for Members of Council*.

If you have any questions about the disclosure of gifts and benefits please do not hesitate to contact this Office.

~~Yours truly,~~

Authorizing Signature
Removed

Valerie Jepson
Integrity Commissioner

Enclosures (4): Travel Declaration Form for Kyiv, Ukraine (2 pages)
 August 31, 2016 invitation from Maryana Nikoula (1 page)
 Receipts for airfare, ground transportation, food expense claims
 and hotel accommodations (12 pages)
 FCM - PLEDDG Mission Itinerary (6 pages)

cc: Lesley Ruscica, Manager, Council & Support Services
 Winnie Li, Director, Strategic Integration and Excellence
 Ulli Watkiss, City Clerk


**Gift Disclosure Statement
Travel Declaration**

This form is used in the declaration of travel costs provided by a third party for Council Members in the performance of their duties if the value exceeds \$300, or if total value received from any one source during a calendar year exceeds \$300.

INFORMATION TO BE COMPLETED BY COUNCIL MEMBER

Council Member:	Pam McConnell	
Purpose of Trip:	FCM - PLEDDG Mission Gender Training	
Travel Destination:	Kyiv, Ukraine	
Travel Dates:	November 19, 2016 - November 26, 2016	
Additional Information:	FCM's Partnership for Local Economic Development and Democratic Governance - Association of Ukrainian Cities Gender Equality Committee	
Travel Expenses Covered by Third Party (please complete all that apply)		
Sponsor of Travel:	Federation of Canadian Municipalities - PLEDDG	Name: Type of Sponsor (check all that apply): <input type="checkbox"/> Government <input checked="" type="checkbox"/> Other organization <input type="checkbox"/> Conference Organizer
Registration Fees:	\$	
Travel:	\$ 1,338.22	
Accommodation:	\$ 1,125.49 CAN (786.12 EUR @ 1.43 Exchange)	
Ground Transportation:	\$ 140.65	
Per Diem/Sundry Expenses:	\$ 642.09	
TOTAL:	\$ 3,246.45	
Expenses Paid from Council Business Travel Budget	\$	
Expenses Paid from Constituency Services & Office Budget or the annual operating budget for the Office of the Mayor	\$	
Expenses paid from other City of Toronto sources	\$	Source:

Please attach all pertinent information to this form including invitation letter from event organizer, copies of receipts, etc.)

Signed by Council Member:

Authorizing Signature Removed

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, ss. 157 and 159, and By-Laws 1076-2006, 154-2007 and 881-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council and will be made public. The information will be provided to the Office of the City Clerk to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Integrity Commissioner, 375 University Avenue, Suite 202, Toronto ON M5G 2J5, at 416-392-3826, or at integrity@toronto.ca.

Important Information

This form will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council.

The Code of Conduct for Members of Council, Part IV, Gifts and Benefits, states that no Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed. The following is listed as an exception:

- (f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity;

This form will serve as a disclosure statement required by the Code.

Upon receiving the Travel Declaration from the Council Member, the Integrity Commissioner shall review the form to determine whether the gift is permissible. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the Member for clarification. Should the Integrity Commissioner determine that the gift was not permitted, he or she may direct the Member to reimburse the sponsor for the value.

Questions can be addressed to:

Integrity Commissioner
416-392-3826
integrity@toronto.ca

Completed and signed form should be submitted to:

The Office of the Integrity Commissioner
375 University Avenue, Suite 202
Toronto, Ontario M5G 2J5

Authority & Guidelines

Part IV of the Code of Conduct for Members of Council. Available at www.toronto.ca/integrity.

From: Email Removed

Hi Pam,

How are you? I hope your summer has been great and that you are feeling well rested and ready for the busy fall. ☺

I was wondering if I could talk to you briefly today or tomorrow about the upcoming mission(s) to Ukraine. We would like to invite you to go to Ukraine at the end of Oct for the AUC GE meeting with Beth Woroniuk (Oct 20/21). As well we would like to invite Mayor John Tory to participate at the National Conference on Open Governance at the end of Nov/or early Dec, if his dates allow. A formal request has been drafted, but I wanted to verify with you a couple of things before it is released.

Contact Removed

Thanks,
Maryana

1

Maryana Nikoula

Program Manager, PLEDDG - Ukraine | FCM International
Gestionnaire de programme, PDELGD - Ukraine | FCM International

Contact Removed

<input checked="" type="checkbox"/>	Did the test performance change?
<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes </div>	
<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes </div>	
<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes </div>	



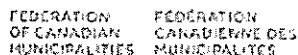
INTERNATIONAL PER DIEM EXPENSE CLAIM / SOMMAIRE DES INDEMNITES INTERNATIONAL

Name/Nom :	Pam McConnell
Purpose of claim/Raison de la réclamation:	PLEDDG mission
Dates of Travel/Dates du voyage :	November 19 - 26, 2016

[illegible]

Authorizing Signature Removed

AB	\$0.00
BC	\$0.00
Int'l	\$624.84
MB	\$0.00
NB	\$0.00
NL	\$0.00
NS	\$0.00
NU	\$0.00
NT	\$0.00
ON	\$17.25
PE	\$0.00
QC	\$0.00
SK	\$0.00
YT	\$0.00
Total	\$642.09



Expenses for Canadian and Foreign Currencies - Dépenses en devises
canadiennes et étrangères

Signature

Approval / Approbation

Completed by/ Complété par

Total	\$794.09
-------	----------

Advance received / Avance reçue

Reimbursement / Remboursement

Due to FCM / Due à la FCM

Travel/transport (5208)	\$	140.65
Accommodations-Per Diems/Hébergement-Indemnités (5201)	\$	640.80
Other/autres :	\$	-
Advances received / Avance reçue (1220)		
SUB-TOTAL / SOUS-TOTAL	\$	781.45
GST/TVQ (1211)	\$	-
HST/TVH (1210)		\$12.64
GST/TPS (1209)		
Honorariums / Honoraires (5206)	\$	-
TOTAL Refund/Remboursement :	\$	754.09

ReceiptDate: NOV-19-16Driver: PAULFrom: TORONTOTo: PEARSON AIRAmount: \$70.00*Thank You!***Airport Pick-up Procedures:**

1. Before arrival, let us know your flight number, date and confirmed arrival time.
2. Pick up luggage and proceed to the commissioner.
Give the commissioner your name and ask for White Eagle Limousine Service. Car will arrive in a minute.

Pre-arranged limousine standsTerminal 1: Post A
3: Post 29

MCCONNELL PAMELAMARGARET

ZONE 3

ECONOMY CLASS / CLASSE ECONOMIQUE
ETKT0142169067132Frequent Flyer/Voyageur assidu
AC*ACabin/Cabine
Y

Flight/Vol	Date	From/De	Destination
AC 872	19NOV	TORONTO	FRANKFURT

Flight/Vol
AC 872
FRANKFURT

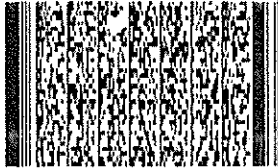
Boarding Time/Heure d'embarquement 16:15 Gate/Porte E76 Seat/Place 54G

Seat/Place
54G AISLE/COULOIR

Departure Time/Heure de depart 17:05

Airline Use/A usage interne 0232 KYYZ670

Boarding Pass | Carte d'accès à bord

AIR CANADA
MEMBRE DU PÉRIEL STAR ALLIANCE

MCCONNELL PAMELAMARGARET

ECONOMY CLASS
ETKT0142169067132Frequent Flyer/Voyageur assidu
P25K

Flight/Vol	Date	From/De	Destination
LH 1490	20NOV	FRANKFURT	KIEV

Boarding Time/Heure d'embarquement 09:20 Gate/Porte Seat/Place 28A

Departure Heure de depart 09:50

Airline Use/A usage interne 0078 KYYZ670

Boarding Pass | Carte d'accès à bord

Cabin/Cabine
MFlight/Vol
LH 1490
KIEV
Seat/Place
28A WINDOW/HUBLOT
Remarks/ObservationsAIR CANADA
MEMBRE DU PÉRIEL STAR ALLIANCE

KLM Royal Dutch Airlines

NAME OF PASSENGER: **M** SEAT: **6C**

CLASS: **M**

FROM: **ECONOMY**

TO: **TO**

NAME: **MCCONNELL/PAMELAMARG**

FLIGHT: **KL1382** CLASS: **DATE** TIME

DATE: **26NOV16**

DEPART: **05:35**

FROM: **KIEV** /KBP

TO: **AMSTERDAM** /AMS

SEQ: **0124**

Interavia

KLM Royal Dutch Airlines

LIMITED RELEASE ☐

MCCONNELL/PAME

26NOV16 KL/69 8KG

PNR: 6QIEOC KBP

TORONTO

AC825 YYZ

KL1382 AMS

0074KL 309983

Interavia CARTE D'EMBARQUEMENT / BOARDING PASS

BOARDING PASS

VOL/FLIGHT: **AC0825** EMBARQUEMENT/BOARDING: **11:35** SIEGE/SEAT: **14H**

EFFECTUE PAR/OPERATED BY: **AIR CANADA** ZONE: **5**

NON/NAME: **MCCONNELL/PAMELAMARG**

DE/FROM: **AMSTERDAM** /AMS CLASSE/CLASS: **Y**

A/TO: **TORONTO** /YYZ

DATE: **26NOV16** SEQ: **0091**

REF: 0142170220656

KLM Royal Dutch Airlines

NAME OF PASSENGER: **Y** SIEGE/SEAT: **14H**

FROM: **TO**

NON/NAME: **MCCONNELL/PAMELAMARG**

FLIGHT: **KL1382** CLASS: **DATE** TIME

AC / 740395181

VOL/FLIGHT: **AC0825**

DATE: **26NOV16**

DEPART: **12:15**

DE/FROM: **AMSTERDAM** /AMS

A/TO: **TORONTO** /YYZ

SEQ: **0091**

Interavia

RECEIVED Fare includes **\$2** **82.00** dollars

FROM **T-F**

TO **3 wishfoyd dx**

DATE **26-11-16** AUTHORIZATION **Tara**

AIRLINE LIMOUSINE

Thank you for choosing Airline Limousine



FORM 100-101 (2015)
MAY 2015 EDITION
EN FRANÇAIS: FORM 100-101 (2015)
MAY 2015 EDITION

IN-KIND CONTRIBUTION REPORT

Please mail completed form to: 24 Clarence Street, Ottawa ON K1N 5P3.

See *Guidelines on In-Kind Contributions* for instructions. For further assistance, call: (613) 241-5221.

FCM Tracking Number:

Project:	PLEDDG		
Activity:	AUC Gender Equality Committee		
Start date:	19/11/2016	End date:	26/11/2016
Municipality/Organization:	City of Toronto		Municipal Code:
Form filled by:	Pam McConnell	Signature:	Removed
		Date:	15/12/2016

TIME CONTRIBUTIONS (Number of days)

Participant Name	Positi on Code (see below)	Overseas Travel Activities			In Canada Activities				Total Number of Days	FCM Use		
		Prep	Mission/ Workshop/M eeting (includes travel days)	Reports & Follow-up	Worksh op/Mee ting	Coordina tion/ Coaching	Research/ Document Review	Other		Volunteer ID	Standard Rate	Value
Pam McConnell	M1	2	7	1					10			-
2									0			-
3									0			-
4									0			-
5									0			-
6									0			-
Total Time Contributions		3	7	1	0	0	0	0	11	10		-

Position codes

Municipalities/Municipal Associations

M1 Elected officials

M2 Senior Management

(Chief administrators, city managers, directors)

M3 Staff (includes management)

Community/Non-Profit Organizations

CN Staff

V Volunteers

Other Institutions/Organizations

U University/College

B Business

CO Consultants

IN Interns

O Other (please specify)

OTHER CONTRIBUTIONS (Attach supporting documents)

Value (\$)

Hospitality (accommodation, meals, tourism activities, souvenirs)	
Local Transportation	
Facility or Equipment Rental	
Communications/Translations	
Other donations (please specify)	
Cash donations/community fundraising	
Total Other Contributions	-

FCM Use

Approved by:

Authorizing Signature
Removed

Approval date:

Activity code:

752-1-5208-33-30-02

Total Days for Overhead:

7

Total In-Kind Contribution:

-



HOTEL, KYIV PODIL

RESERVATION CONFIRMATION

Radisson Blu Hotel, Kyiv Podil

17-19 Bratska Street
Kyiv 04070, Ukraine
Tel: +380 44 393 13 73
Fax: +380 44 393 13 77
reservation.podil.kyiv@radissonblu.com

To: Ms. Pam McConnell
Company: Government of Canada
Fax №:
Tel №:
No. of Pages (including this page): 1

From: Ekaterina Dyshlyuk
Hotel: Radisson Blu Hotel, Kyiv Podil
Reservation Tel No.: +380 44 393 13 73
Fax No.: +380 44 393 13 77
Date: 08.11.16

Dear Ms. Pam McConnell

Thank you very much for choosing the "Radisson Blu Hotel, Kyiv Podil". We promise we will do our best to make your stay as pleasant and comfortable as possible. We are pleased to confirm the details of your reservation as for:

Guest Name(s):	Ms. McConnell	Reservation Number:	1345454
Arrival Date:	20.11.16	Payment Details:	Direct Bill
Departure Date:	26.11.16		
Number & Type of Room:	1 / Standard King Non Smoking		
Nuber of Adult/Child:	1 / 0		
Daily Rate:	130.00 EUR		
Total Rate:	786.12 EUR		

The rate is shown per room, per night including 20% VAT and use of the Gym. 1% tourist fee is added on top of quoted room rate.

The rate above should be paid in UAH converted from EUR using the official daily exchange rate of the National Bank of Ukraine on the particular day of stay.

Reservation status

Please note the reservation is not guaranteed for late arrival. To guarantee the reservation for arrival after 6:00 PM, please forward your credit card details or prepay the booking.

Check-in / Check-out

Check-in time is 3:00 PM and our check-out time is 12:00 PM and for security purposes you will be asked to provide passport at check-in. In addition, should you require an early check-in and / or late check-out, these services are provided subject to availability, extra charges may apply.

Cancellation policy

- Cancel by 6:00 PM hotel time prior arrival to avoid late cancellation fees.
- Late cancellation or no show will be charged the amount which is equal to the rate confirmed for one night.

We would like to remind you that you have 1 breakfast included, internet, safe in the room, ironing board and iron, hair dryer, bottle of water, tea/coffee making facilities, concierge service, one touch service and free entrance to the Gym, mini bar in each room (charges apply).

Please let us know if we may assist in arranging your transfer and will be delighted to make necessary arrangements at the provided rates.

We look forward to welcoming you to the Radisson Blu Hotel, Kyiv Podil.

Kind regards,
Reservation Department



If you want to learn more about our loyalty program, Club Carlson, and its benefits, please visit our website <https://www.clubcarlson.com/> or ask for Club Carlson at the front desk upon check-in.



[Printable Version](#)



The Premiere Travel Group

UNIGLOBE Premiere Travel Planners Inc.

100-24 Selkirk St.

Ottawa, ON K1L 0A4

Phone: (613) 230-7411

GST NBR R105446132 TICO NBR 2192571

anna@premieregroup.com

Direct Line: 613-231-1043

****Please take a moment to verify that the information below is correct. Make certain that the traveller name shown is identical to the name on the photo identification that will be used for this trip. If we misunderstood your requirements, or if you determined that you need to make a change, we may be able to accommodate your request if we are advised before the end of business day of the ticket issue date. Reservations made through airline websites may not be changed. Thank you. ****

Passenger(s): McConnell/Pamela Margaret Ms
Invoice No.: 416079
Issue Date: Thursday, October 27, 2016
Billing: Fcm
 24 Clarence Street
 Ottawa On
 K1N5P3

Agency Ref.: Q73N7O
Agent: Anna Spina
Customer: FCM

• TRAVEL AUTHORIZATION NUMBER 7646

• PROJECT CODE 7646

• To forward itinerary to TripIt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)

• Registration of Canadians Abroad. This free, confidential service provided by Foreign Affairs Canada will keep you connected to Canada in case of an emergency abroad. [Click Here](#)

• Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)

• Add your itinerary to your calendar (with Infuzer): [Click Here](#)

• If you would like to view your reservation online with View Trip: [Click Here](#)

• Attention: You are travelling to an International Destination and may require a VISA or additional documentation. [Click Here](#) to check information about travel documents for the places you will be visiting.

• [Destination information and entry requirements for UKRAINE](#)

AIR - Saturday November 19 2016



Air Canada Flight AC872 Economy Class

Check In Confirmation:

ADLUTA (*24 Hours Prior)

Depart: 17:05, Saturday, November 19
 Pearson Intl. Airport-Terminal 1
 Toronto, Ontario, Canada

Arrive: 06:30, Sunday, November 20
 Frankfurt Intl. Airport-Terminal 1
 Frankfurt, Germany

Status: Confirmed

Booking Code: S (Economy)

Equipment: Boeing 777-300ER

Duration: 7 hours 25 minutes

FF Number: 740395181

ETicket No.: 0142169067132

Remarks: Low lactose meal

Stops: Non-stop

Seat: 32H

Meal: Breakfast

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Sunday November 20 2016



Air Canada Flight AC9207 Economy Class
Operated By Lufthansa Or Lh Cityline
Check In With Lufthansa

Check In Confirmation:
ADLUTA

Depart: 09:50, Sunday, November 20
Frankfurt Intl. Airport-Terminal 1
Frankfurt, Germany

Arrive: 13:15, Sunday, November 20
Boryspil Intl Airport
Kiev, Ukraine

Status: Confirmed
Booking Code: S (Economy)
Equipment: Airbus Industrie A319
Duration: 2 hours 25 minutes
FF Number: 740395181
ETicket No.: 0142169067132
Remarks: Not eligible for web check in

Stops: Non-stop
Seat: Assigned at Check In
Meal: None

Weather Flight Status (up to 3 days prior)



AIR - Saturday November 26 2016



Air Canada Flight AC9594 Economy Class
Operated By Lufthansa Or Lh Cityline
Check In With Lufthansa

Check In Confirmation:
ADLUTA

Depart: 06:00, Saturday, November 26
Boryspil Intl Airport
Kiev, Ukraine

Arrive: 07:55, Saturday, November 26
Frankfurt Intl. Airport-Terminal 1
Frankfurt, Germany

Status: Confirmed
Booking Code: V (Economy)
Equipment: Airbus Industrie A319
Duration: 2 hours 55 minutes
FF Number: 740395181
ETicket No.: 0142169067132
Remarks: Not eligible for web check in

Stops: Non-stop
Seat: Assigned at Check In
Meal: None

Weather Flight Status (up to 3 days prior) Dining Reservations



AIR - Saturday November 26 2016



Air Canada Flight AC873 Economy Class

Check In Confirmation:
ADLUTA (*24 Hours Prior)

Depart: 10:00, Saturday, November 26
Frankfurt Intl. Airport-Terminal 1
Frankfurt, Germany

Arrive: 12:35, Saturday, November 26
Pearson Intl. Airport-Terminal 1
Toronto, Ontario, Canada

Status: Confirmed
Booking Code: V (Economy)
Equipment: Boeing 777-300ER
Duration: 8 hours 35 minutes
FF Number: 740395181
ETicket No.: 0142169067132
Remarks: Low lactose meal

Stops: Non-stop
Seat: 35H
Meal: Meal

Weather Flight Status (up to 3 days prior) Dining Reservations

Invoice Details

Transaction / Document	Base	Tax	HST	Total
Air Canada / 014 2169067132	727.02	579.70	3.25	1309.97
Form of Payment: [REDACTED]				
Fee for Services Rendered CAD	25.00		3.25	28.25
Form of Payment: [REDACTED]				
Totals:			6.50	CAD 1338.22

Total Charged to Credit Card: CAD 1338.22
Balance Due: CAD 0.00

Fare Rules

- Airline policy - Fare is not guaranteed until ticketed. This ticket is non refundable and non transferable. Changes are subject to fare Upgrade and change fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket.
- The fare restrictions from Toronto to kiev are..
- Change fee applies. Aeroplan members earn up to 50 percent status miles. Advance seat selection is available for no fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.
- The fare restrictions from kiev to Toronto are..
- Change fee applies. Aeroplan members earn 100 percent status miles. Advance seat selection is available for no fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.
- Cancellation charges, once payment has been applied to a booking cancellation charges are in effect. Fees for service from UNIGLOBE are non-refundable.
- This contract permits price increases. If changes are made after payment in full this contract is null and void the travel industry council of Ontario regulations state if the total price of the travel services is increased and the cumulative increase except any increase in retail sales tax or federal goods and services tax is more than 7 percent the customer has the right to cancel the contract and obtain a full refund. Consumers should be aware that air carriers and travel suppliers not registered with TICO are not subject to TICO regulations and may continue to state in their terms and conditions that the consumer is subject to price increases without offering the option of a refund after payment in full has been processed. This is beyond the control of UNIGLOBE Premiere Travel Group and consequently in accepting your travel documents you acknowledge that you are subject to the fare rules and any price changes by the air carrier or travel supplier.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- **Air Canada** or call 1-888-247-2262
- **Lufthansa** or call 1-800-645-3880

Important Information

- Please check in at least 3 hours prior to departure. Late checkin may result in the loss of seat/reservation. Check in cut off time varies per carrier. Confirm with your carrier to avoid denied boarding.
- A valid passport is required for your journey.
- Passport must be valid at least 6 months beyond intended stay
- Travellers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca for detailed information.
- Passport and etkt itinerary required for check in. Boarding passes required prior to entering security.
- You have indicated that you will be traveling with a Canadian passport. A visa is not required for Ukraine
- Your reservation number with Air Canada is ADLUTA. Air Canada contact phone number is 1-888-247-2262.
- Cancellation insurance has been offered and declined
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.Com/en/travelinfo/traveller/mobile/notification.html
- For required vaccinations and travel health information visit www.phac-aspc.gc.ca
- In european airports...Customers may be asked to turn on any electronic or battery powered devices at security. Please ensure they are fully charged.
- -- See www.voyage.gc.ca to view detailed information. --
- -- Samsung Galaxy Note 7 restrictions. Please note that in the USA and Canada there is a ban on all Samsung Galaxy Note 7 smartphone devices. Individuals who own or possess a Samsung Galaxy Note 7 device may not transport the device as carry-On nor in their checked luggage. These devices will be confiscated at security checkpoints. Travelers attempting to conceal such devices in their checked luggage will be subject to a fine. Transport Canada link www.tinyurl.com/qtrgp82
- **After hours emergencies call 1-800-206-1595 email callme@tass247.com or skype to tass247.Com quote SOS code 2DJ2. Additional fees apply..**
- -Emergency travel assist in Germany call collect 905-824-8277
- -Emergency travel assist in Ukraine call collect 905-824-8277 out of province medical insurance has been offered and declined
- --TRAVEL ADVISORY ISSUED FOR Ukraine --
- Entry to another country may be refused even if the required information and travel documents are complete.
- Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities services and accommodation may differ from those found in Canada.

Invoice No: 416079

access more™

Airline Conditions of Contract & Other Important Notices: [Click Here](#)

Sent To: wstorey@fcm.ca (inv/itin) anna@premieregroup.com (inv/itin) ovongsouneth@fcm.ca (invoice only)

Notice of Change in Itinerary

****PLEASE CONTACT US IMMEDIATELY AT THE RESERVATIONS NUMBER BELOW IF YOU HAVE ANY QUESTIONS CONCERNING THIS SCHEDULE CHANGE NOTICE.****

Thank you for choosing Air Canada.

Please print this new itinerary and keep your original for your reference.

Main Contact Information

Booking reference: ADLUTA

Name: Ms Pamelamargaret Mcconnell
E-mail: DWAYNE@PREMIEREGROUP.COM

Customer Care

Air Canada Reservations
 1-888-247-2262

Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification

Updated Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
KL1382	Kiev (KBP) Sat 26-Nov 2016 05:35	Amsterdam (AMS) Sat 26-Nov 2016 07:45		(Y)	Confirmed
AC825	Amsterdam (AMS) Sat 26-Nov 2016 12:15	Toronto Pearson (YYZ) Sat 26-Nov 2016 14:45 - TERMINAL T1 INTL	763	Economy (Y)	Confirmed

Passenger Information

Passenger: 1 Ms Pamelamargaret Mcconnell

Ticket number: 014 2170 220656

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: XXXXXXXXXX

If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your account.

You can change your new seat assignment by going to the Manage My Bookings tab on aircanada.com. If you wish to change your new flight, please contact Air Canada Reservations.

You can check in for your flight within 24 hours of departure through our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Itinerary	When you should check-in	Check-in/bag drop ends	Boarding gate closes
Within Canada	90 minutes	45 minutes †	20 minutes
To/From the U.S.	120 minutes	60 minutes	20 minutes
International (incl. Mexico & the Caribbean)	120 minutes	60 minutes	30 minutes
From Casablanca, Morocco	180 minutes	60 minutes	30 minutes
From Tel-Aviv, Israel	180 minutes	60 minutes	60 minutes

† Exception: 20 minutes for flights departing from Toronto City Airport (YTZ).

Note: If your itinerary now includes a flight operated by another airline, please refer to the [code share flights](#) page as baggage allowance and fees may vary with other carriers.

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Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or in other representations of schedules.

PLEDDG WBS 3330-02

November 19 – November 26, 2016

PLEDDG Project Background

The Federation of Canadian Municipality's 6-year (January 2015 – December 2020), \$19.5 million Ukraine Partnership for Local Economic Development and Democratic Governance Program (PLEDDG) aims to strengthen Ukraine's municipal sector by increasing capacities in sixteen (16) cities to advance local democracy and economic development. The project will also create an enabling local environment for small/medium business and local economic development (LED), support the development of new related services in the Association of Ukrainian Cities (AUC) and disseminate project knowledge and experience with all Ukrainian cities.

The project will result in effective democratic governance and economic development at the local level that contributes to democracy, sustainable communities and long-term social and economic growth and prosperity in Ukraine. More specifically, the project's expected results include: i) Strengthened local governance and management practices are advancing democracy and enabling innovative, sustainable economic development at the local level; ii) Enhanced business-friendly, local government policies, partnerships and services are attracting, retaining and increasing the productivity and voice of small and medium enterprises (SMEs) with a focus on women entrepreneurs and; iii) A more enabling inclusive support system is helping build sustainable economic foundations in Ukraine

Mission Objectives /Outputs

FCM's PLEDDG program requires Canadian Specialists/Consultants with senior expertise in gender equality to advise and work with the Local Gender Equality Specialist in Ukraine and the PLEDDG team on Year 2 Program implementation.

The Specialists/Consultants will also participate in the Association of Ukrainian Cities (AUC) Gender Equality (GE) Committee Meeting in Kyiv, Nov. 22-23

Ms. Pam McConnell, Deputy Mayor and City Councillor, City of Toronto, will travel to Ukraine from November 19 - 26, 2016.

Ms. Beth Woroniuk, Consultant: Women's Rights and Gender Equality, will travel to Ukraine from November 20 – 26, 2016.

Both will take part in a meeting of the Association of Ukrainian Cities (AUC) Committee on Equal Rights and Opportunities for Women and Men (also known as the Gender Equality Committee), to be held in Kyiv on November 22-23. Additionally, they will provide advice to AUC and PLEDDG regarding the further work of the Committee and PLEDDG partners.

Mission Overview

Saturday, November 19, 2016

Departure: 17h05 **Pam McConnell**

Arrival: 6h30 (next day) Toronto – Frankfurt (Air Canada # AC872)

Sunday, November 20, 2016

Arrival: 6h30	Pam McConnell Toronto – Frankfurt (Air Canada # AC872)
Departure: 9h50	Pam McConnell
Arrival: 13h15	Frankfurt – Kyiv (Air Canada # AC9207) (operated by Lufthansa or LH CityLine)

Transfer to Radisson Hotel

Contact Removed

17-19, Bratska Street, Kyiv
+38 044 393 13 73

Sunday, November 20, 2016

Departure: 15h20	Beth Woroniuk
Arrival: 16h00	Ottawa – Montreal (Air Canada # AC8984)
Departure: 17h20	Beth Woroniuk
Arrival: 6h30 (Next day)	Montreal – Frankfurt (Air Canada # AC874)

Monday, November 21, 2016

Arrival: 6h30	Beth Woroniuk Montreal – Frankfurt (Air Canada # AC874)
Departure: 9h50	Beth Woroniuk
Arrival: 13h15	Frankfurt – Kyiv (Air Canada # AC9207)

Transfer to Radisson Hotel

Contact Removed

17-19, Bratska Street, Kyiv
+38 044 393 13 73

Monday, November 21, 2016

8h00 – 9h00	Breakfast at Radisson Hotel (Pam McConnell)
10h00 – 17h00	Work in PLEDDG office (Pam McConnell)

Tuesday, November 22, 2016	
7h00 – 8h00	Breakfast at Radisson Hotel (Beth Woroniuk, Pam McConnell)
8h00	Transfer to Irpin Conference-Hall ▪ provided by Victor Babis
9h00 – 17h30	Beth Woroniuk, Pam McConnell AUC GE Committee Meeting – Day 1 See separate Agenda
18h00	Transfer to Radisson Hotel ▪ provided by Victor Babis

Wednesday, November 23, 2016	
7h00 – 8h00	Breakfast at Radisson Hotel (Beth Woroniuk, Pam McConnell)
8h00	Transfer to Irpin Conference-Hall ▪ provided by Victor Babis
9h00 – 17h30	Beth Woroniuk, Pam McConnell AUC GE Committee Meeting – Day 2 See separate Agenda
18h00	Transfer to Radisson Hotel ▪ provided by Victor Babis

Thursday, November 24, 2016	
8h00 – 9h00	Breakfast at Radisson Hotel (Beth Woroniuk, Pam McConnell)
10h00 – 17h00	Work in PLEDDG office (Beth Woroniuk, Pam McConnell)

Friday, November 25, 2016	
7h00 – 8h00	Breakfast at Radisson Hotel (Beth Woroniuk, Pam McConnell)
10h00 – 17h00	Work in PLEDDG office (Beth Woroniuk, Pam McConnell)

Saturday, November 26, 2016	
3h30	Beth Woroniuk, Pam McConnell Transfer to Boryspil Airport – provided by Viktor Babis
Departure: 5h35	Beth Woroniuk, Pam McConnell

Arrival: 7h45	Kyiv – Amsterdam (KL # 1382)
Departure: 12h15	Beth Woroniuk, Pam McConnell
Arrival: 14h45	Amsterdam – Toronto (Air Canada # AC825)
Departure: 16h10	Beth Woroniuk
Arrival: 17h13	Toronto - Ottawa (Air Canada # AC458)

PLEDDG Useful Info and Phone Numbers

Organization	Address	Phone
PLEDDG Office	30/39, Shchekavytska Street, Office 27, Kyiv, UA	Phone: +38 044 207 12 82 Fax: +38 044 207 12 83
Canadian Embassy	13A, Kostelna Street, Kyiv, UA www.canadainternational.gc.ca	+38 044 590 31 00
Radisson Hotel	17-19, Bratska Street, Kyiv, UA www.radissonblu.com/hotel-kyiv-podil	+ 38 044 393 13 73

PLEDDG Team Mobiles

Name/Position	Mobile Phone	E-mails
Alexander Kucherenko <i>PLEDDG Project Director</i>	Contact Removed	Contact Removed
Natalia Doroshenko <i>Finance Director</i>	Contact Removed	Contact Removed
Kadie Ward, <i>Senior Governance Advisor</i>	Contact Removed	Contact Removed

In case of any emergency, please, call the numbers below:

In Ukraine:

Uliana Garbuziuk <i>Resource Management Coordinator</i>	Contact Removed	Contact Removed
Viktorija Medvid <i>Project Assistant</i>	Contact Removed	Contact Removed

In Canada:

SUTTON Medical Insurance/On Call International	Toll Free in Canada and the USA: 1-855-464-8968	
	Collect from anywhere in the world: +1 603-328-1355	
Maryana Nikoula <i>PLEDDG Program Manager</i>	Contact Removed	Contact Removed
Wendy Storey <i>PLEDDG Program Assistant</i>	Contact Removed	Contact Removed

24/7 Emergency Assistance Services

For after-hours TRAVEL emergencies:

- After hours emergencies, call 1-800-206-1595, email callme@tass247.com or skype to tass247.com, quote SOS code 2DJ2. Additional fees apply.
- Emergency travel assist in **Germany** call collect 905-824-8277
- Emergency travel assist in **Ukraine** call collect 905-824-8277

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- Toll Free in Canada and the USA: 1-855-464-8968
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Email: mail@oncallinternational.com

