



Office of the Integrity Commissioner

375 University Avenue, Suite 202  
Toronto, Ontario  
M5G 2J5

Valerie Jepson  
Integrity Commissioner

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Fax: 416-696-3615  
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January 21, 2016

Sent via Email (No original to follow) [councillor\\_layton@toronto.ca](mailto:councillor_layton@toronto.ca)

Mike Layton  
Councillor for Ward 19  
Toronto City Hall  
100 Queen Street West, Suite C47  
Toronto, ON M5H 2N2

Dear Councillor Layton:

**Re: Travel Declaration Form for trip to Vancouver, January 20-21, 2016**

I have reviewed the information you provided in the above-noted Travel Declaration form, along with the following supporting documentation:

- 1) January 12, 2016 email exchange between your office and Metro Vancouver;
- 2) Air Canada E-Ticket;
- 3) Hotel Reservation; and
- 4) January 18, 2016 email exchange between my office and your staff.

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 is being sponsored by an event organizer, the National Zero Waste Council, and you will be participating in the Council's first meeting of the year as a board member representative of the City of Toronto.

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

Thank you for providing the information.

Yours truly,

Authorizing Signature  
removed

Valerie Jepson  
Integrity Commissioner

Enclosures (4):      January 12, 2016 Travel Declaration Form (2 pages)  
                             January 12, 2016 Email from Metro Vancouver (1 page)  
                             January 6, 2016 email from Metro Vancouver with E-Ticket and  
                             Hotel Reservation (6 pages)  
                             January 18, 2016 email exchange between Adam D'Amico and  
                             Marco Bianchi (2 pages)

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

This form is used in the declaration of travel costs provided by a third party for Members of Council 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

<b>Name of Councillor:</b>	Mike Layton
<b>Purpose of Trip:</b>	Speaking at National Zero Waste Council Inaugural Board Meeting
<b>Travel Destination:</b>	Vancouver, BC
<b>Travel Dates:</b>	Jan 20, 2016 to Jan 21, 2016
<b>Additional Information:</b>	A project/Council run by Metro Vancouver
<b>Travel Expenses Covered by Third Party (please complete all that apply)</b>	
<b>Sponsor of Travel:</b>	Name: National Zero Waste Council Type of Sponsor (check all that apply): <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other organization <input checked="" type="checkbox"/> Conference Organizer
<b>Registration Fees:</b>	\$0
<b>Travel:</b>	\$590.80
<b>Accommodation:</b>	\$129
<b>Ground Transportation:</b>	\$
<b>Per Diem/Sundry Expenses:</b>	\$
<b>TOTAL:</b>	<b>\$719.80</b>
<b>Expenses Paid from Councillor Business Travel Budget</b>	<b>\$100</b>
<b>Expenses Paid from Constituency Services &amp; Office Budget</b>	<b>\$0</b>
<b>Expenses Paid Personally by the Council Member:</b>	<b>\$0</b>

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

Signed by Councillor: \_\_\_\_\_  
 Authorizing Signature removed

Date: Jan 12, 2016

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 861-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council. The information may also be shared with 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 or at 416-397-7770.

### **Important Information**

This form will be a matter of public record and will be posted on the internet as part of the routine disclosure of Councillor expenses.

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;"

If the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

This form will serve to disclose any items defined in (f) above.

Upon receiving the Travel Declaration from the Council Member, the Integrity Commissioner shall review to ascertain whether this might, in her or his opinion, create a conflict between a private interest and the public duty of the member. 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 receipt was inappropriate, he or she may direct the member to reimburse the sponsor for the value.

Questions can be addressed to: Integrity Commissioner  
416-397-7770 (ph.)

Completed and signed form should be returned to: The Office of the Integrity Commissioner  
375 University Avenue, Suite 202  
Toronto, Ontario M5G 2J5

### **Authority & Guidelines**

- Part IV of *Code of Conduct for Members of Council*, as approved by City Council at its meeting on September 25, 26 and 27, 2006, which covers Gifts And Benefits. <http://www.toronto.ca/integrity/integrity-protocols-policies.htm>

## Marco Bianchi

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**From:** Michelle Stadnyk <[Email address removed]>  
**Sent:** January-12-16 12:33 PM  
**To:** Marco Bianchi  
**Subject:** RE: NZWC, request for details  
**Attachments:** Your reservation at Element Hotels is confirmed; FW: Air Canada - 20-Jan: Toronto - Vancouver (booking ref: PYWTMA)

Hi Marco,

The name of the sponsoring organization would be the National Zero Waste Council and there are no registration fees, this is just our inaugural board meeting which Councillor Layton is a member of.

I have attached the receipts for the flight and hotel. Please let me know if you require any further information.

Thanks,  
Michelle

Michelle Stadnyk  
Assistant to Senior Director,  
External Relations Department

Phone number removed

**metrovancover**

SERVICES AND SOLUTIONS FOR A LIVABLE REGION

**From:** Marco Bianchi [mailto:mbianch@toronto.ca]  
**Sent:** Tuesday, January 12, 2016 7:36 AM  
**To:** Michelle Stadnyk  
**Subject:** RE: NZWC, request for details

Hey Michelle,

Slightly off-topic, and I know how crazy busy things are on your end, but I am trying to tie things up on our side before Mike heads over next week. We need to submit documentation of our travel to our Clerks and Integrity Commissioner, but before I can, I need a few things.

Might you be able to provide me with the following:

- Name of sponsoring organization
- Requisite registration fees
- Flight costs (with receipt)
- Accommodation (with receipt)
- Grand transport (if any)

The sooner I have this information the better, and thank you for organizing Mike's stay on your side.

All the best,

**From:** Michelle Stadnyk <Michelle.Stadnyk@metrovancover.org>  
**Sent:** January-06-16 1:08 PM  
**To:** Mike Layton  
**Cc:** Marco Bianchi  
**Subject:** FW: Air Canada - 20-Jan: Toronto - Vancouver (booking ref: PYWTMA)

**Michelle Stadnyk**  
Assistant to Senior Director,  
External Relations Department

metrovancover

**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** Wednesday, January 06, 2016 10:05 AM  
**To:** Michelle Stadnyk  
**Subject:** Air Canada - 20-Jan: Toronto - Vancouver (booking ref: PYWTMA)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



### Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in  
at any Air Canada check in  
kiosk.





Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#)

## Booking Information

Booking Reference: **PYWTMA**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mr Mike Layton

Contact Information removed

Online Services

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

**Manage** my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.


**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC161	Toronto, Pearson Int'l (YYZ) Wed 20-Jan 2016 16:15 - Terminal 1	Vancouver, Vancouver Int'l (YVR) Wed 20-Jan 2016 18:32 - Terminal M	0	5hr17	320	Tango, A	
AC152	Vancouver, Vancouver Int'l (YVR) Thu 21-Jan	Toronto, Pearson Int'l (YYZ) Fri 22-Jan	0	4hr25	321	Tango, K	

2016	2016
17:45 -	01:10 -
Terminal M	Terminal 1

 F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

## Passenger Information

**1: Mr Mike Layton : Adult (16+), Ticket Number: 0142157104409**

Frequent Flyer Prog :	None	Meal Preference :	None
Payment Card:	Card Number removed	Special Needs:	None
Seat Selection:	None		

## Purchase Summary

### Fare Summary

Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Departing Flight - Tango	225.00
Return Flight - Tango	194.00
Surcharges	46.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	65.55
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>590.80</b>
Number of passengers	x 1
Total with options	<b>590.80</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$590.80</b>

### Payment Information

**Credit/Debit Card** Card Number removed- Amount paid: **\$590.80**

The following amount (tax inclusive) will appear on your credit card or debit card statement:



Air Canada: \$590.80 (Air Transp. Charges - per ticket)

Ticket number(s): 0142157104409

## enRoute City Guide

# Vancouver

Ask a Vancouverite what they like about their city and the response will almost always be "the lifestyle." Well, The Economist certainly agrees that it's a major selling feature - Vancouver is a perennial contender for the top spot in their "World's Most Liveable Cities" survey - but there's more to Canada's newest Olympic city than soy lattes and yoga...



Read the complete guide

## Fare Rules

Departing Flight Toronto (YYZ) To Vancouver (YVR) - Tango

Return Flight Vancouver (YVR) To Toronto (YYZ) - Tango

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
  - **Same-day standby** at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

**Marco Bianchi**

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**From:** Element Vancouver Metrotown  
<GCCUSTSERVICE@CONFIRM.STARWOODHOTELS.COM>  
**Sent:** January-05-16 1:48 PM  
**To:** Sarah Faucher  
**Subject:** Your reservation at Element Hotels is confirmed

Click on a link below for more information about our amenities, rates and the things you can do at the hotel. If you need more information, please contact us at 1-800-368-8888 or 1-604-558-5518. We look forward to seeing you at Element Vancouver Metrotown.



#### Element Vancouver Metrotown

5988 Willingdon Avenue  
Burnaby, British Columbia V5H 2A7 Canada  
Phone: (1)(604) 568 3696 Fax: (1)(604) 558 5518



Welcome Mike,

We're pleased to let you know that your reservation has been confirmed. Everything here, from the airy public space to the efficient functionality of your guest room, has been designed to help you be ready for whatever the day brings.

We look forward to seeing you.

All the best,

Paul Gallop  
GENERAL MANAGER  
Element Vancouver Metrotown

#### Stay Connected



Confirmation: 417011437

[Your Schedule](#)

[Your Accommodations: Room 1 of 1](#)

**Check In** 20-JAN-2016 - 3:00 PM \*

**Check Out** 21-JAN-2016 - 12:00 PM \*

**Number of** 1  
**Rooms**

**Number of** 1  
**Guests**

\* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.

**Guest Name** MIKE LAYTON

**Number of Adults** 1

**Number of Children** 0

**Room Description**  
**Studio Non-smoking: King Bed**

- 368 sq ft/34 sq m
- Heavenly Bed And Spa Shower
- Full Hot Breakfast
- Full Kitchen
- Ergonomic Desk With Jack Pack
- Smoke-free

**Your Rate: Room 1 of 1**

**Rates for the night of:**  
20-Jan-16

**Rate Details** ISAC-GE66OR3P

**Room Rate** 129.00 in CANADA DOLLAR  
per night

#### **Taxes**

**Room rate excludes the following:**

Pst:

8.0 % Per Room / Per Night

Gst:

5.0 % Per Room / Per Night

Dmt:

2.0 % Per Room / Per Night

#### **Guarantee and Cancellation Policies**

This reservation is not guaranteed for late arrival. It will be held until 6:00 PM hotel time on the day of arrival.

If you need to arrive after 6:00 PM hotel time, please call back and provide a credit card number.

#### **Special Services for All Rooms:**

January 20, 2016 - January 21, 2016

Rate Plan: ISAC-GE66OR3P

MANDATORY CTD

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

## Adam D'Amico

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**From:** Marco Bianchi  
**Sent:** Monday, January 18, 2016 11:17 AM  
**To:** Adam D'Amico  
**Subject:** RE: Travel Declaration for Councillor Layton

Thanks Adam. I misspoke only slightly, it's a partnership between the City of Toronto and Metro Vancouver. Metro Vancouver is a partnership of 21 municipalities, one Electoral Area and one Treaty First Nation that collaboratively plans for and delivers regional-scale services. Its core services are drinking water, wastewater treatment and solid waste management. Metro Vancouver also regulates air quality, plans for urban growth, manages a regional parks system and provides affordable housing. The regional district is governed by a Board of Directors of elected officials from each local authority.

I also learned that Sandra Rodriguez from the City Manager's office is the staff person assigned to work related for the NZWC as she is the lead on FCM issues at the City as well.

Will get you the agenda ASAP!

Thank you!

Marco

Marco Bianchi  
Special Assistant to  
Councillor Mike Layton  
Ward 19, Trinity-Spadina  
416 392 4009

[www.mikelayton.to](http://www.mikelayton.to) | Twitter: [@m\\_layton](https://twitter.com/m_layton) | Sign up for Mike's e-news: <http://eepurl.com/0p2Jf>

*If you have scheduled a meeting with anyone in Councillor Layton's office, you may be required to register as a Lobbyist. The City of Toronto's definition of lobbying is quite broad. You are advised to check for more information online <http://www.toronto.ca/lobbying/> or phone (416) 338-5858.*



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**From:** Adam D'Amico  
**Sent:** January-18-16 11:06 AM  
**To:** Marco Bianchi  
**Subject:** Travel Declaration for Councillor Layton

Hello Marco,

Thank you again for sending in the travel declaration form for Councillor Layton.

This email will provide a summary of our phone discussion.

The National Zero Waste Council (NZWC) will be sponsoring Councillor Layton's travel. The National Zero Waste Council is a combined effort to reduce waste in Canada between the City of Vancouver and the City of Toronto. Councillor Layton is a representative of the City of Toronto that is a part of the NZWC and will be presenting at the inaugural meeting that he was invited to.

If the meeting agenda is posted online you will send it over and if it is not publicly available there is no need to send over the agenda.

Please confirm if this is correct and if there is anything that may have been left out.

Best Regards,

Adam D'Amico  
Intake and Office Assistant  
Office of the Integrity Commissioner  
375 University Avenue, Suite 202  
Toronto, ON M5G 2J5

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