



OFFICE OF THE
INTEGRITY
COMMISSIONER
TORONTO

Jonathan Batty
Integrity Commissioner
375 University Ave., Suite 202
Toronto, ON M5G 2J5
416-397-7770 | Jonathan.Batty@toronto.ca

December 10, 2019

Sent via Email (No Original to Follow): Councillor_Carroll@toronto.ca

Shelley Carroll
Councillor, Ward 17
Toronto City Hall
100 Queen St. W., Suite A3
Toronto, ON M5H 2N2

Dear Councillor Carroll:

Re: Sponsored Travel provided by Participatory Budgeting Project for Your Trip to Edinburgh, October 19-26, 2019

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 meeting organizer and you attended in your official capacity as City Councillor.

I form this view based on my review of:

1. the Travel Declaration Form dated November 27, 2019;
2. an invitation letter from Josh Lerner, Co-Executive Director, Participatory Budgeting Project and Director, Global PB Hub;
3. an overview of the board;
4. the board meeting program;
5. a breakdown of accommodation costs;
6. confirmation of reimbursement; and,
7. a search of the lobbyist registry confirming that the travel sponsor, Participatory Budgeting Project, is not a registered lobbyist or a client of a 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,



Jonathan Batty
Integrity Commissioner

Enclosures (6): Travel Declaration Form (2 pages)
 Invitation Letter (1 page)
 Board Overview (8 pages)
 Board Meeting Program and Details (11 pages)
 Accommodation Details (2 pages)
 Reimbursement Confirmation (2 pages)

c.c.: Lesley Ruscica, Manager, Council & Support Services
 Kelly McCarthy, Deputy City Clerk, Strategic Integration and Excellence

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:	Shelley Carroll
Purpose of Trip:	Global PB Support Board Meeting
Travel Destination:	Edinburgh, UK
Travel Dates:	October 19-26, 2019
Additional Information:	Travel costs were reimbursed at flat rate of \$1300USD (outstanding). Accommodation was paid directly by organizer in British Pounds. Conversion rates are approximate to date of form completion.
Travel Expenses Covered by Third Party (please complete all that apply)	
Sponsor of Travel:	Name: Participatory Budgeting Project Type of Sponsor (check all that apply): <input type="checkbox"/> Government <input checked="" type="checkbox"/> Other organization <input type="checkbox"/> Conference Organizer
Registration Fees:	\$0
Travel:	\$1443.02CAD
Accommodation:	\$451.20GBP = 765.82CAD
Ground Transportation:	\$
Per Diem/Sundry Expenses:	\$
TOTAL:	\$2,208.84
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	\$1152.46
Expenses paid from other City of Toronto sources	\$ Source:

Please attach all pertinent information (copies of receipts, etc.)

from event organizer,

Signed by Council Member:

Date: Nov 27, 2019

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 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 organized 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.



PARTICIPATORY
BUDGETING PROJECT

October 11, 2019

Dear Shelley Carroll,

We are pleased to invite you to participate in the first meeting of the Global Participatory Budgeting (PB) Support Board, to be held in Edinburgh, Scotland October 22-24, 2019. The PB Support Board will guide the Global PB Hub's work to improve PB practice and impacts.

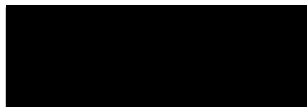
During this first meeting, the PB Support Board will identify the initial priorities for the development of new resources for PB implementers and practitioners. This meeting will also be a space for you to share and reflect on your local PB experiences alongside - and in conversation with - other PB leaders across the world.

The meeting will coincide with PB Scotland Conference 2019 to allow PB Support board members to connect to and learn from PB Scotland's experience.

The Global PB Hub will pay for your travel expenses incurred for this meeting.

We look forward to seeing you - and having your participation - at our upcoming meeting!

Sincerely,



Josh Lerner, Ph.D.

Co-Executive Director, Participatory Budgeting Project
Director, Global PB Hub

PARTICIPATORY BUDGETING PROJECT

540 President Street | First Floor | Brooklyn | NY | 11215

347.652.1478 | participatorybudgeting.org

Global PB Hub & Boards Overview

About the Global PB Hub

The Global PB Hub aims to improve and expand participatory budgeting (PB) around the world by addressing common challenges and opportunities faced by PB implementers and supporters. It coordinates research, shares learning, and develops resources, building on the expertise of the PB community. PBP is incubating the Hub as a new fiscally sponsored initiative.

Background

Over the past 30 years, PB has expanded to more than 7,000 cities across the globe, becoming the most widespread model of participatory democracy. PB leaders have generated a wealth of knowledge and expertise, but these resources are often inaccessible to local implementers and advocates. And despite PB's global growth, local PB processes still face common challenges: limited guidance for implementers, labor-intensive coordination, empty top-down mandates, and slow implementation of winning projects.

These were the main findings of the [PB Exchange](#), a co-design workshop held in November 2018 that gathered experts and implementers from 21 countries to assess the challenges and opportunities of PB implementation. Based on the recommendations of the PB Exchange participants, the William and Flora Hewlett Foundation dedicated a two year grant to launch a global hub to coordinate PB knowledge and peer exchange around the world.

Activities

The Hub's initial priorities are to:

- Establish new communications and governance systems for the global PB community.
- Create an online library of PB resources and research, to consolidate, organize, and disseminate the most useful PB research, data, tools, and resources in an accessible format.
- Identify PB research priorities and support new research addressing these priorities.
- Identify PB implementers' priorities for new resources and tools, and develop and disseminate new tools and resources that address these priorities.

Leadership

The Hub has created a Global PB Support Board and a Global PB Research Board to drive its work and ensure that it is accountable to PB leaders around the world.

To support diverse leadership and equity, half of the board members are women and half are leaders from the Global South. A small staff team carry out and support work prioritized by the global boards.

PB Support Board

Guides the Hub's work to improve PB practice and impacts. It is responsible for advising on the needs of PB implementers and advocates, deciding on priorities for new PB resources and tools, and supporting the Hub in developing and disseminating resources and tools.

PB Research Board

Coordinates global research on PB and its impacts. It is responsible for developing a global PB research agenda and supporting researchers in launching new studies that address research priorities.

Board Roles

Global PB Support Board members **are expected to commit to the following duties and responsibilities for the next 2 years:**

1. Be available for consultation and guidance.
2. Advise staff on the needs of PB implementers and advocates.
3. Participate in discussing and prioritizing new PB resources and tools.
4. Support the Hub in developing and disseminating resources and tools.
5. Participate in up to six board meetings per year, including one multi-day in-person meeting. The Global PB Hub will financially assist me with incurred travel expenses for in-person meetings.
6. Hold themselves accountable for actions that we take and for responsibilities that we assume.
7. Offer their resignation if they are able to meet board membership obligations.

Global PB Support Board

The PB Support Board guides the Hub's work to improve PB practice and impacts. It is responsible for advising on the needs of PB implementers and advocates, deciding on priorities for new PB resources and tools, and supporting the Hub in developing and disseminating resources and tools.



Hajarivony Andriamarofara

Independant Consultant | Antananarivo, Madagascar

Since 2008, Hajarivony has promoted Participatory Budgeting in Madagascar with the objective of improving the management of mining revenues in poor areas. Since 2010, he has been advising the World Bank Group on transparency, participation, and accountability. Hajarivony's knowledge of fiscal decentralization and citizen engagement challenges was mainly gained from piloting tax collection operations in the field. Currently, he is advising donors and governments on budget transparency and citizen engagement in Madagascar, Comoros, and Morocco. He holds a Master's Degree in Trade and International Management. He is fluent in French, English, and Malagasy and he has a basic knowledge of Spanish. He is a citizen of Madagascar.



Hanne Bastiaensen

The Democratic Society | Antwerpen, Belgium

Hanne Bastiaensen holds an MA in sociology and has worked on participatory budgeting since 2013. She designed the PB process for the city of Antwerp and led the team to the successful rollout. She designed a highly deliberative PB process with a lot of attention to attracting people from all kinds of communities, including people in poverty or from a migration background, young people and various religious groups. She has been working for The Democratic Society (demsoc) since 2018, where she set up a learning network on PB and supports various Flemish and Dutch cities and municipalities in setting up PBs and other projects around participation and citizen engagement. Hanne regularly acts as an expert and public speaker about PB.



Jelena Brbora

City of Dubrovnik Development Agency | Dubrovnik, Croatia

Jelena has been working on participatory budgeting since 2015 in Croatia. She has worked for 5 years in the Dubrovnik Development Agency focused on researching and implementing participatory practices, social innovations and civil society development – actively engaging with EU funding opportunities. Jelena is now part of a team responsible for design and implementation of PB in the City of Dubrovnik, and she has designed and implemented PB in elementary schools. She has a Master's degree in Political Science and is a certified trainer for the Council of Europe on Good Governance.



Shelley Carroll

City of Toronto | Toronto, Canada

Shelley Carroll was first elected in 2000 to the Toronto District School Board where she served as Trustee for 3 years, including a stint as Chair of the Board. In 2003, Shelley was elected Toronto City Councillor for Ward 33. During her 16 years as Councillor, Shelley has put her financial background to use as Chair of the Budget Committee during the global financial crisis and as the inaugural Chair of the Toronto Film Board. More recently, Shelley served on the Toronto Police Services Board and the Toronto Transit Commission. As City Councillor, Shelley introduced the Basement Flooding Mitigation Program, negotiated over 500 affordable housing spaces, delivered renovations to community centres and implemented the City of Toronto's first PB process, for local development funds.



Thea Crum

UIC Great Cities Institute | Chicago, USA

Thea Crum is Associate Director of the Neighborhoods Initiative at the Great Cities Institute at the University of Illinois at Chicago, where she designs programs, raises funds, leads projects, and coordinates with community partners. Leading the Participatory Budgeting Chicago Initiative since 2012, she has worked to implement and expand PB with elected officials and in public schools. She has over 15 years of experience in community development, capacity building, and civic engagement. She regularly gives

presentations on PB and community development, guest lectures graduate courses, and publishes research and practitioner reports. In 2016, she presented on Advanced Participatory Budgeting at the Second White House convening on PB in the United States. She has co-authored "Youth Citizenship in Action: Evaluation of PB in Schools Pilot" (2018), "Democratizing Tax Increment Financing Funds through PB" (2016) and "The Civics of Community Development: PB in Chicago" (2015) among other reports. She is a member of the North American Participatory Budgeting Research Board (2014-present). She holds a Master of Urban Planning and Policy from the University of Illinois Chicago (2011).



Nelson Dias

Oficina | Conceição de Faro, Portugal

Nelson Dias is a consultant at Oficina, a space for building and deconstructing realities dedicated to providing services in the areas of planning, evaluation, and promotion of participatory budgeting. Nelson holds a degree in Sociology and a Masters in Planning and Evaluation of Development Processes. He has worked as a consultant in a diverse range of organizations and entities. At the World Bank, he worked in the implementation of PB in various municipalities and regions of Mozambique (Africa), Mexico (North America) and Russia (Asia). At the Portuguese Government, he worked in the implementation of the National Youth PB. Additionally, he worked with the United Nations and the Government of Cape Verde on PB implementation in four Municipalities. He is the author of several publications, including coordinating the two editions of the book *Hope for Democracy - PB Worldwide* and the *World Atlas of Participatory Budgeting*.



Geneviève Dufresne

Montréal Urban Ecology Center | Montréal, Canada

Geneviève Dufresne has more than 8 years of experience in local development, community mobilization and citizen participation. She worked for six years for a Montreal Neighborhood Committee where she designed and facilitated large-scale participatory processes. To improve the pedestrian experience and strengthen the sense of belonging, she coordinated several participatory urban planning approaches leading to the construction of public places. She joined the Montreal Urban Ecology Center team in January 2019. She coordinates Projets participatifs citoyens which is five small PB processes in five neighborhoods and two bigger PB processes in different boroughs. She is now responsible for the development of PB in the province of Québec. She holds a Master's degree in Leadership and Management from Copenhagen Business School and a Bachelor of Business Administration from HEC Montréal.



Anastasia Fadeeva

World Bank | Tver, Russian Federation

Anastasia Fadeeva has been working on strengthening PB in Russia since 2012. As a member of the World Bank PB team in Russia she supports regional project centers to develop and implement PB processes, providing training of the municipal heads, youth and citizen activists, facilitation of the community meetings, validation of the applications, monitoring of the implementation, design and development of the Management Information System (MIS).



Sanna Ghotbi

Digidem Lab | Gothenburg, Sweden

Sanna Ghotbi is a Citizen Participation Consultant at Digidem Lab, a non-profit democracy lab based in Sweden that helps cities, city districts, and public institutions to design participation processes to give power to those with the least influence in political decision-making. The processes she helps design varies from participatory budgets and citizen proposals to participatory city planning and citizen juries using both face-to-face and digital tools and methods. Sanna was a member of the city council of Gothenburg 2014-2018 where she focused especially on human rights for undocumented migrants, re-distribution of resources to strengthen low-income neighborhoods and women's rights. She has worked as an educator in issues around equality and power and how to improve the policies of organizations and municipalities. Sanna is also a member of the board for Consul Foundation that is managing the most wide-spread open source citizen platform.



Mamadou Bachir Kanoute

IOPD Africa | Dakar, Senegal

Bachir Kanoute is a town planner and the Executive Director of Enda ECOPOP, and coordinator for Africa of the International Observatory on Participatory Democracy. M. Kanoute supports central and local governments of several African countries and consolidates fragile decentralization processes. As an expert of several international institutions including the World Bank and the United Nations Program for Human Settlements, M. Kanoute has led several high-level missions, on governance and participatory democracy in different countries of Africa and Caribbean (Benin, Burkina Faso, Cameroon, Congo, Madagascar, Mali, Mauritania, Morocco, Democratic Republic of Congo, Central African Republic, Senegal, Tunisia, and Haiti). Based on this experience, M. Kanoute has developed several guides and manuals to train and build the capacity of local decision-makers and grassroots communities.



John Maritim

Elgeyo Marakwet County Government | Eldoret, Kenya

John has served for more than a decade in the public sector as an Economist. He has worked with communities and regional local governments in Kenya to improve people's livelihoods through relevant and responsive governance approaches. Currently, he is the Director of Economic Planning and Budgeting and the Open Government Partnership (OGP) Point of Contact for Elgeyo Marakwet County, Kenya which is one of the sub-national governments participating in the OGP Local Program. He is responsible for economic planning, policy formulation, and budget management processes. Additionally, he coordinates the institutionalization of emerging practices such as participatory budgeting on behalf of the county government. His passion to integrate citizen voices and incorporate best practices to inform governance processes was born of his desire to institute acceptable, open, participatory, inclusive and sustainable culture in the development process in Kenya. He holds a Master's degree in Development Economics (International Development Studies) from the National Graduate Institute for Policy Studies (GRIPS), Japan and a Bachelor's degree in Economics from Moi University, Kenya, amongst other qualifications.



Kelly McBride

The Democratic Society

Kelly has supported the development of participatory budgeting (PB) since 2015, primarily supporting the planning and design of PB processes for councils and community groups across Scotland, as well as facilitating related training and workshops. She supported nationally grant-funded work on early explorations of the use of digital tools for PB processes, capturing learning for the development of digital for PB in Scotland. Kelly has been an internal advisor on PB projects at Demsoc, and has spoken about PB at events in Scotland and across Europe.



Tarson Núñez

Federal University of Rio Grande do Sul - Urban and Regional Planning post-graduate Program | Porto Alegre, Brazil

Tarson Núñez is a doctor in political science who is currently participating in a post-doctoral project at the Federal University of Rio Grande do Sul. He works as a social researcher at the Department of Economy and Statistics at the Secretary of Planning of the State Government of Rio Grande do Sul. His experience with participatory democracy started as an activist and adviser for the urban social movements in Brazil in the early eighties. At the beginning of the nineties, he worked at the Porto Alegre Municipal government, as the head of the Planning Office, in charge of the Participatory Budgeting process in the city. At the beginning of the two-thousands, he was the director of the Urban and Regional Development Department of the state government, when they launched PB at the state level. In the same period, he worked as a volunteer in the first versions of the World Social Forum in Porto Alegre. His master's dissertation and his doctoral thesis both relate with the issue of participatory democracy, based on the experiences he and his team have lived in the last 25 years in his country. His post-doctoral research is a case study about the impact of the social movements in the development of our cities.

**Evelyn O'Donnell**

Glasgow City Council | Glasgow, United Kingdom

Evelyn works in Community Empowerment Services at Glasgow City Council's Chief Executive's Department where she has lead responsibility for the development of participatory budgeting (PB) in collaboration with Glasgow's communities, elected members, third sector organisations and national PB partners to co-produce Glasgow's PB strategy. Evelyn's current work involves leading on mainstream and digital PB within the council's departments, council family and community planning partners. Evelyn works at a national level on a range of PB practitioners groups to share learning, develop skills, promote good practice and develop our national PB efforts together in a small country with 32 local authorities. Evelyn also works with the PB Working Group, and recently took part in national developments of the next iteration of the Local Governance Review. Evelyn is a qualified International Association of Public Participation (IAP2) practitioner and has experience of facilitating Citizens Panels and deliberative PB processes. She passionately believes people have the fundamental, basic human right to participate equally in decision-making processes.

**Willice Onyango**

The Youth Cafe | Nairobi, Kenya

Willice Onyango is the Executive Director of The Youth Cafe, an award-winning pan-African youth organization based in Nairobi. He has substantive experience, including youth leadership and empowerment, collective intelligence, policy making, sustainable development strategic planning, and fundraising. Over the last two years, he has pioneered the design and implementation of the first youth-centered participatory budgeting in sub-Saharan Africa as a new form of democratic engagement. Willice has presented their youth PB work at international thought-leading conferences in Barcelona, Nairobi, New York, Ohio, Arizona among others. Willice holds a degree in international diplomacy and completed Civic Leadership Institute at Kansas State University, U.S.A, as part of the highly acclaimed Mandela Washington Fellowship for Young African Leaders. He is the author of the internationally appraised Kenya Youth Manifesto, and has written dozens of published columns for the Huffington Post, World Economic Forum, Open Democracy, and elsewhere. He hopes to lend this experience to ensure the effective functioning of the PB Hub and help lay foundations for building a more equitable democracy.

**Ekaterina Petrikevich**

Participation Factory | Prague, Czech Republic

Ekaterina Petrikevich is a Co-founder and an International Director of Participation Factory, a social enterprise that helps communities improve governance systems and quality of life through better participation and robust data. She supported various participatory projects in the Czech Republic and abroad including PBs on city and school levels. Ekaterina also helped conduct research on current trends in tech and innovation for the EU Commission and delivered numerous training on public participation and civic engagement, including one at the TechCamp Abidjan organized by YALI and State Department. Ekaterina holds a BA in Political Sciences from Columbia University and an MA in Human Rights and Humanitarian Action from Sciences Po Paris. Additionally, as a women's and LGBTQ+ rights activist, she channels values of equality and pays special attention to women's and LGBTQ+ inclusion while actively encouraging her partners and colleagues to do the same.

**Stefano Stortone**

BiPart | Milan, Italy

Stefano Stortone is founder and CEO of BiPart, an Italian nonprofit enterprise established in 2016 to promote new forms of democratic processes and institutions in local communities and groups and to develop a software platform for the same purpose. Stefano has a BA and a PhD in Political Sciences (Catholic University of Milan) and an MA in Democratic Studies (University of Leeds). After his studies, Stefano worked as a post-doc researcher at the Department of Informatics of the University of Milan, working for EMPATIA, an EU project on deliberative software platforms. His professional and academic interests include democratic theory, civil society and political participation, civic technologies, aiming at overcoming the crisis of political representation and representative democracy. He is currently developing a methodology, modelled on Participatory Budgeting processes, which combines direct with representative democracy, online with offline tools. Over the past 10 years, Stefano has worked on developing more than 20 PB processes in cities, schools and, more recently, a prison in Italy.



Celina Su

City University of New York | Brooklyn, USA

Celina Su is the Marilyn J. Gittell Chair in Urban Studies and a Professor of Political Science at the City University of New York. Her publications include *Streetwise for Book Smarts: Grassroots Organizing and Education Reform in the Bronx* (Cornell University Press) and essays in *Harper's*, *n+1*, and elsewhere. She has received several distinguished fellowships, including a Berlin Prize and a Whiting Award for Excellence in Teaching. She has served as an active participant on the Steering Committee and a District Committee for PBNYC (Participatory Budgeting in New York City).



Daniely Votto

DVotto Consultoria para Cidades | Porto Alegre, Brazil

With a master's degree in Social Science, Daniely develops sustainable urban projects for cities in partnership with National and International Governments, Organizations and Private Sector, focusing in open government, gender, and urban mobility. She worked for over 5 years as Urban Governance Manager at WRI Brasil, a non-profit organization that implements environmentally, socially and financially sustainable urban solutions to improve people's quality of life in cities. Daniely also worked as the International Relations Officer for Porto Alegre Municipality for over 3 years, including on international networking for PB. She was also the VP of Shirley Ann Sullivan Educational Foundation for over 4 years.



Hao Xiang

The World and China Institute | Beijing, China

Xiang Hao is the Senior Analyst in the World and China Institute. She is also a research assistant at the Research Center for Contemporary China, Peking University. She is currently a Ph.D candidate at Peking University and was a visiting scholar at Columbia University and National Chengchi University. Since 2013, she participated in the implementation of PB projects in many different cities across China. (Beijing, Haikou, Nanchang, Soochow). These local governments take out a certain amount of funds from the public budget for people to vote on their own submit proposals. Her area of investigation concerns citizen participation in policymaking, with focus on government-led practices in budgeting, urban planning, and citizen initiatives. She also participated in Computer Assisted Telephone Interview program and several other face to face interview using GPS regional sampling in China.



Ming Zhuang

Social Equity and Participation Center | Chengdu, China

Ming is the founder of Participation Center, and a researcher at local Academy of Social Sciences in China. He completed his PhD in Public Policy at Beijing Normal University. His major research and action area is citizen engagement, inequality, and public budgeting. Since early 2000, he has been introducing Participatory Budgeting into China, and since 2008 has been engaged in PB policy research and making, capacity building, tools development, to promote and facilitate PB practices in the field.

PB Support Board Meeting

Goals & Outcomes

Edinburgh, Scotland; October 22 - 24, 2019

Goals

- **Build** relationships and community with and amongst board members;
- **Clarify** the Global PB Hub's work, the roles of its staff and boards;
- **Deep** shared understanding of PB practice around the world;
- **Prioritize** the development of resources that can impact PB implementation around the world;
- **Receive** feedback and input on the proposal for the Resource Center.

Expected Outcomes

PB Support Board members will have:

- Sense of community with each other and PB Hub staff;
- Clear understanding of the Global PB Hub and their roles as PB Support Board members;
- Better understanding of similarities and differences of PB around the world.

PB Hub staff will have:

- Sense of community with board members;
- Structure and workplan for the PB Support Board work;
- Constructive feedback on the resource center proposal;
- Priority list of PB resources to develop;
- Input for next steps for resource development.

PB Support Board Meeting Program

Edinburgh, Scotland; October 22 - 24, 2019

Tuesday, October 22:

John McIntyre Conference Centre

Holyrood Room

Pollock Halls, 18 Holyrood Park Rd

Edinburgh EH16 5AY, UK

- **Morning:** Welcome & Introductions; Mapping the Community; PB Exchange Debrief; PB Hub & Boards Overview
 - **9:00am-9:45am** *Welcome, agenda, introductions and group agreements*
 - **9:45am-10:30am** *Mapping the Community*
 - **10:30am-10:45am** *Coffee break*
 - **10:45am-11:15am** *PB Exchange Debrief*
 - **11:15am-12:00pm** *PB Hub & Boards Overview*
- **12:00pm-1:15pm** *Lunch Break. Lunch provided onsite.*
- **Afternoon:** PB Resources; PB Scotland Intro
 - **1:15pm-2:15pm** *PB Resources: Who are key users and what are their needs?*
 - **2:15pm-2:30pm** *Coffee break*
 - **2:30pm-3:30pm** *PB Resources: Resource Center Plans*
 - **3:30pm-4:15pm** *PB Scotland: Introduction*
- **5:00pm-6:30pm** [Invisible Cities Tour](#) (tickets already booked!)
In front of Maggie Dickson's Pub
92 Grassmarket
Edinburgh EH1 2JR, UK
- **6:30pm-9:00pm** *Reception and dinner with PB Scotland Organizers*
Hemma
75 Holyrood Rd. Edinburgh EH8 8AU, UK

Wednesday, October 23:

John McIntyre Conference Centre

Pollock Halls, 18 Holyrood Park Rd
Edinburgh EH16 5AY, UK

- **Morning:** *PB Scotland Conference 2019*
- **Noon:** *Lunch Break. Lunch provided onsite.*
- **Afternoon:** *PB Scotland Conference 2019*
- **6:00pm-8:00pm** *Group Dinner @ [Apiary Restaurant](#)
33 Newington Rd
Edinburgh EH9 1QR, UK*

Thursday, October 24:

St. Leonard's Hall

Nelson Room
18 Holyrood Park Rd
Edinburgh EH16 5AY, UK

- **Morning:** Conference Debrief; PB Resources; PB for PB
 - **9:00am-10:00am** *Debrief on PB Scotland Conference*
 - **10:00am-10:45am** *PB Resources: Revise Key Users and Resource Center Plans*
 - **10:45am-11:00am** *Coffee Break*
 - **11:00am-12pm** *PB for PB: Idea Collection for Additional Resources*
- **12:00pm-1:30pm** *Lunch Break. Lunch provided onsite.*
- **Afternoon:** PB for PB; Next Steps
 - **1:30pm-3:15pm** *PB for PB: Proposal Development for Additional Resources*
 - **3:15pm-3:30pm** *Coffee break*
 - **3:30pm-5:00pm** *Identify next steps and roles for board members*
- **6:00pm-8:00pm** *Group Dinner @ [Annakut Restaurant](#)
13 Newington Rd
Edinburgh EH9 1QR, UK*

PB Support Board Meeting

Logistics Note

Edinburgh, Scotland; October 22 - 24, 2019

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Dates

The Global PB Hub Support Meeting will be **October 22nd-24th, 2019.**

Venue and Hotel Locations



Meeting venue: Tuesday and Wednesday, October 22-23

John McIntyre Conference Centre

Pollock Halls, 18 Holyrood Park Rd

Edinburgh EH16 5AY, UK

Find it on Google Maps: <https://goo.gl/maps/WRjqfxHwM1vrwry8>

Meeting venue: Thursday, October 24

St. Leonard's Hall

18 Holyrood Park Rd

Edinburgh EH16 5AY, UK

Find it on Google Maps: <https://goo.gl/maps/UVEsAkxyyeekCBN47>



John McIntyre Conference Centre



St. Leonard's Hall

Arriving From Edinburgh Airport

A comfortable and affordable way to go from the airport to the hotel or event venue is to [take the airport tram](#) to St. Andrew's Square and then a taxi to your final destination. The taxi rank is at the Southside of St Andrew's Square – 26m east of South St. David Street.

This transportation option will take 50-55 minutes and will cost about £20.00. The Global PB Hub will reimburse your transportation expenses with the board meeting.

Accommodation

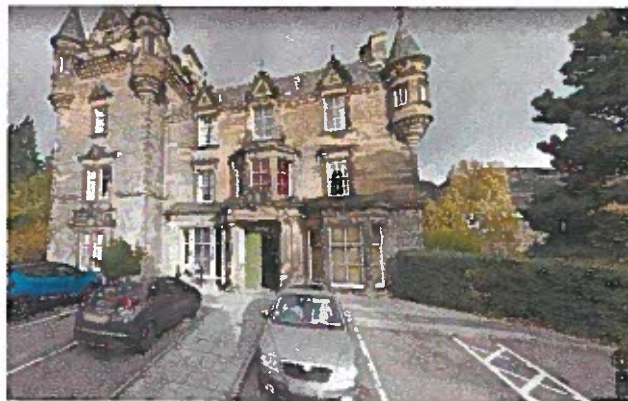
We have made a group booking with Edinburgh First at [KM Central Hotel](#) and [Salisbury Green Hotel & Bistro](#).

Salisbury Green Hotel & Bistro

Pollock Halls, 18 Holyrood Park Rd

Edinburgh EH16 5AY, UK

Find it on Google Maps: <https://goo.gl/maps/hXhSC8MXvJuaCpxo6>



Salisbury Green Hotel & Bistro

KM Central

7 Richmond Place
Edinburgh EH8 9ST, UK

Find it on Google Maps: <https://goo.gl/maps/d2dEjdgh4Lg711Dp6>

IMPORTANT

KM Central check-in is at the **Richmond Place Reception Desk**, located next to the hotel.

Richmond Place Reception Desk

5-9 Richmond Place
Edinburgh EH8 9VE, UK

Find it on Google Maps: <https://goo.gl/maps/eohf2LAtjAjeeuuG6>



KM Central



Richmond Place Reception Desk

Check-in & Check-out

Check-in starts at 2:00 pm, however, if the room is ready on arrival beforehand, you will be able to check-in. Check out is normally by 11:00 am.

Keys

Keys lost or not returned will need to be replaced and charged at a cost of £10.00. If a lock change is required, this will incur a further £25.00.

Internet Access

All accommodations have free Wi-Fi internet access throughout. Details will be provided on check in.

Health & Safety

Edinburgh Fist's health and safety guidelines are attached to your booking confirmation.

Meals

Breakfast

Breakfast is included in your accommodation booking.

Lunch

Lunch will be provided on site during the board meeting and the PB Scotland Conference.

Dinner

The Global PB Hub will pay for group dinners each day, including non-alcoholic beverages.

Tuesday, October 22nd

*PB Scotland Reception & Dinner @ [Hemma](#)
75 Holyrood Rd
Edinburgh EH8 8AU, UK*

Wednesday, October 23rd

*Dinner Group @ [Apiary Restaurant](#)
33 Newington Rd
Edinburgh EH9 1QR, UK*

Thursday, October 24th

*Dinner Group @ [Annakut Restaurant](#)
13 Newington Rd
Edinburgh EH9 1QR, UK*

Important Contact Details

Global PB Hub Team

Josh Lerner - josh@participatorybudgeting.org

Mariana Gonzalez - mariana@participatorybudgeting.org

Group Booking Leader

Clara Bois - clara@participatorybudgeting.org / +1 646 294 8946 (available on iMessage and Whatsapp)

In case of Emergency:

St Leonard's Police Station - +44 131 662 5000

Emergency Services - dial 999

Royal Infirmary of Edinburgh - +44 131 536 1000

51 Little France Cres

Edinburgh EH16 4SA, UK

Communications

If possible, contact your mobile carrier to unlock your personal mobile phone and activate international roaming so that you may contact the local team upon arrival. Alternately, bring an unlocked phone and pick up a local SIM. A backup phone with a SIM from an alternate carrier might be useful.

Before you travel**Visa**

All travelers are asked to secure entry visas, if required, before travel. [Global Hub's Visa & Immigration Guide](#) has more information on visa requirements for this trip.

Passport

We strongly encourage that you carry your passport with you at all times. Additionally, we advise that you make multiple color copies of the biodata page of your passport, and your visa (if applicable) and store them in your luggage.

Health

Routine vaccinations (or boosters) are also recommended, including: measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot.

To learn more visit the [CDC's Travel Information for the United Kingdom](#).

Money matters

The United Kingdom currency is the Sterling Pound (£).

The exchange rate is USD 1.00 = £ 1.24, as in Oct. 14, 2019. You can withdraw Pounds at ATMs using debit cards.

For emergencies, we recommend keeping a few one hundred dollar bills with you which can be converted if needed.

	1 Pound =	1 US Dollar =
Pound	1.00	1.24
US Dollar	0.76	1.00

Weather and time

The United Kingdom is on the British Summer Time until Oct. 26 (BST or UTC/GTM + 1).

All of Edinburgh is on BST, which is 5 hours ahead of New York and 6 hours behind Tokyo.

Edinburgh in October is traditionally temperate and cloudy, with an average of a high of 13°C (56°F) and a low of 6°C (44°F). Here is the [weather forecast for Edinburgh](#).

Electricity

Electrical voltage is standardized in the UK to 230V. It is advisable to carry a plug adapter if your appliances have a different plug shape or run on different voltages (e.g., 110 volts). The adapter should be type G.

We will have constant and reliable electricity at the hotels.

Packing

Clothes

- Bring comfortable clothing and layers that can allow you to transition from comfortable to chilly weather
- Scarfs are handy to transition from day to night
- Comfortable shoes that you don't mind walking in
- A comfortable shoulder bag to carry your daytime belongings

Other Tips

- Bring a small compact umbrella for rainy days.
- If you're a light sleeper, pack eye covers and ear plugs.
- Sticking to carry-on luggage can help to expedite time at the airport.

- Keep a photocopy of your passport and visa page in your bag.
- Call your bank to let them know you'll be traveling.
- Snack bars (or nuts, trail mix, etc) are good for travel and in between long days of the workshop.

Quote Information

Quote Details: Copy [2]

Description	Quantity	Gross Rate	Vatable	Gross Subtotal
Sun 20 Oct 2019				
Other Items				
Masson House: Single Ensuite Del	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Salisbury Green: Double Ensuite (Single Occupancy)	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Gross Subtotal				£188.00
Mon 21 Oct 2019				
Other Items				
Masson House: Single Ensuite Del	5	£94.00	<input checked="" type="checkbox"/>	£470.00
Masson House: Tw/Dbl Ensuite (Single Occupancy)	4	£104.00	<input checked="" type="checkbox"/>	£416.00
Masson House: Tw/Dbl Ensuite (Twin Occupancy)	1	£124.00	<input checked="" type="checkbox"/>	£124.00
Salisbury Green: Double Ensuite (Single Occupancy)	4	£94.00	<input checked="" type="checkbox"/>	£376.00
Salisbury Green: Family Room (1-3 guests)	2	£144.00	<input checked="" type="checkbox"/>	£288.00
KM Central: Double Ensuite (Single Occupancy)	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Gross Subtotal				£1,768.00
Tue 22 Oct 2019				
Other Items				
Masson House: Single Ensuite Del	7	£94.00	<input checked="" type="checkbox"/>	£658.00
Masson House: Tw/Dbl Ensuite (Single Occupancy)	4	£104.00	<input checked="" type="checkbox"/>	£416.00
Masson House: Tw/Dbl Ensuite (Twin Occupancy)	1	£124.00	<input checked="" type="checkbox"/>	£124.00
Salisbury Green: Double Ensuite (Single Occupancy)	4	£94.00	<input checked="" type="checkbox"/>	£376.00
Salisbury Green: Family Room (1-3 guests)	2	£144.00	<input checked="" type="checkbox"/>	£288.00
KM Central: Double Ensuite (Single Occupancy)	2	£94.00	<input checked="" type="checkbox"/>	£188.00
Gross Subtotal				£2,050.00
Wed 23 Oct 2019				
Other Items				
Masson House: Single Ensuite Del	7	£94.00	<input checked="" type="checkbox"/>	£658.00
Masson House: Tw/Dbl Ensuite (Single Occupancy)	4	£104.00	<input checked="" type="checkbox"/>	£416.00
Masson House: Tw/Dbl Ensuite (Twin Occupancy)	1	£124.00	<input checked="" type="checkbox"/>	£124.00
Salisbury Green: Double Ensuite (Single Occupancy)	4	£94.00	<input checked="" type="checkbox"/>	£376.00
Salisbury Green: Family Room (1-3 guests)	2	£144.00	<input checked="" type="checkbox"/>	£288.00
KM Central: Double Ensuite (Single Occupancy)	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Gross Subtotal				£1,956.00

EDINBURGH FIRST
for conferences,
events and
accommodation

Edinburgh First
Booking Contract
Participatory Budgeting Project

Ref: 468844

Quote Information

Quote Details: Copy [2]

Description	Quantity	Gross Rate	Vatable	Gross Subtotal
Thu 24 Oct 2019				
Other Items				
Masson House: Single Ensuite Del	6	£94.00	<input checked="" type="checkbox"/>	£564.00
Masson House: Tw/Dbl Ensuite (Single Occupancy)	4	£104.00	<input checked="" type="checkbox"/>	£416.00
Masson House: Tw/Dbl Ensuite (Twin Occupancy)	1	£124.00	<input checked="" type="checkbox"/>	£124.00
Salisbury Green: Double Ensuite (Single Occupancy)	4	£94.00	<input checked="" type="checkbox"/>	£376.00
Salisbury Green: Family Room (1-3 guests)	2	£144.00	<input checked="" type="checkbox"/>	£288.00
KM Central: Double Ensuite (Single Occupancy)	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Gross Subtotal				£1,862.00
Fri 25 Oct 2019				
Other Items				
Masson House: Single Ensuite Del	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Salisbury Green: Double Ensuite (Single Occupancy)	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Salisbury Green: Family Room (1-3 guests)	1	£144.00	<input checked="" type="checkbox"/>	£144.00
KM Central: Double Ensuite (Single Occupancy)	1	£94.00	<input checked="" type="checkbox"/>	£94.00
Gross Subtotal				£426.00
Net Total				£6,675.14
VAT Total				£1,374.86
TOTAL				£8,250.00

Cancellation Terms

By signing the Booking Contract, you accept the attached Edinburgh First Terms and Conditions.

E

Tom Gleason

From: Shelley Carroll <[REDACTED]>
Sent: November 6, 2019 2:53 PM
To: Tom Gleason
Subject: Fwd: You've got money

WARNING: This email originated outside of City of Toronto network.

DO NOT CLICK links or attachments unless you trust the sender and know the content is safe.

If you think an email looks like a phishing or spam attempt, forward the original email as an attachment to the Malware Support Team (email: fightspam@toronto.ca)

Begin forwarded message:

From: "service@intl.paypal.com" <service@intl.paypal.com>
Date: November 6, 2019 at 2:42:38 PM EST
To: Shelley Carroll <[REDACTED]>
Subject: You've got money

Hello Shelley Ann Carroll,



The Participatory Budgeting Project
sent you \$1,443.02 CAD.

Note from The Participatory Budgeting Project:



Global PB Hub Scotland Support Meeting reimbursement



Transaction Details

Transaction ID: 70H39117RK005272G

November 6, 2019

Money received

\$1,443.02 CAD

Don't see the money in your account?
Don't worry, sometimes it just takes a few minutes for it to show up.

[Get the Details](#)



[Help & Contact](#) | [Security](#) | [Apps](#)