



November 20, 2025

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

Lesley Ruscica
Manager, Council Support Services
City Clerk's Office
City of Toronto
100 Queen St. W.,
Toronto, ON M5H 2N2

Dear Ms. Ruscica,

Please find attached the finalized Travel Declaration Form for former Councillor McKelvie regarding sponsored attendance at the GMF Committee Meeting and the Sustainable Communities Conference.

Following a review of the submitted materials, including the Travel Declaration Form received May 2, 2025, remittance receipts, and the GMF Council and Committee meeting schedule. I confirm that the travel-related benefits disclosed are in compliance with section 4.2(6) of Article 4 (Gifts and Benefits) of the Code of Conduct for Members Council.

As Councillor McKelvie has left office, this file is now being submitted to your office for posting on the Integrity Commissioner's website (toronto.ca/integrity) and for final recordkeeping. This submission constitutes formal approval for posting.

The enclosed supporting materials include:

1. Travel Declaration Form received May 2, 2025
2. Remittance receipts indicating payment and reimbursement by FCM
3. GMF Council and Committee meeting schedule

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

Paul Muldoon

[REDACTED]

Integrity Commissioner

Enclosures (3): Travel Declaration Form
 Remittance Receipts
 Meeting Schedules

Cc: Mike Pacholok, Deputy City Clerk, Member Services and Program
 Support



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:	Jennifer McKelvie
Purpose of Trip:	GMF Council & Committee Meeting & Sustainable Communities Conference
Travel Destination:	Fredericton, NB
Travel Dates:	February 10 to February 14, 2025
Additional Information:	

Travel Expenses Covered by Third Party (please complete all that apply)

Sponsor of Travel:	Name: Federation of Canadian Municipalities (GMF)
	Type of Sponsor (check all that apply): <input checked="" type="checkbox"/> Government <input checked="" type="checkbox"/> Other organization <input type="checkbox"/> Conference Organizer
Registration Fees:	\$ 1200.00
Travel:	\$ 723.47 (349.69 + 373.78)
Accommodation:	\$ 1118.80 (4 days accommodation, \$235.00/day)
Ground Transportation:	\$ 112.13 (42.64 + 69.49)
Per Diem/Sundry Expenses:	\$ 226.45
TOTAL:	\$ 3,380.85

Expenses Paid from Council Business Travel Budget	\$ n/a
Expenses Paid from Constituency Services & Office Budget or the annual operating budget for the Office of the Mayor	\$ n/a
Expenses paid from other City of Toronto sources	\$ n/a

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

Signed by Council Member:

Date: April 30/2025

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 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.

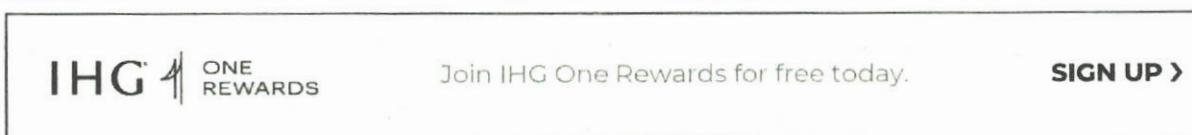
Hotel Reservation

Kathleen Gomes

From: Crowne Plaza Hotels & Resorts <CrownePlaza@tx.ihg.com>
Sent: December 18, 2024 1:59 PM
To: Kathleen Gomes
Subject: [External Sender] Your Reservation Confirmation # 41702583 at Crowne Plaza Hotels & Resorts.

Thank you for booking with Crowne Plaza Hotels & Resorts.

[View with Images](#)



Crowne Plaza Fredericton-Lord Beaverbrook

659 Queen Street
Fredericton, NB Canada E3B1C3

Hotel Front Desk: 15064553371
Email: reservations@cpfredericton.com

Guest Name: jennifer mckelzie

Check In: 10 Feb 2025 3:00 PM **Check Out:** 14 Feb 2025 11:00 AM **Rooms: Adults:** 1 1

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

[Cancel Reservation](#)

Your confirmation number is: 41702583

1 King Premium

Rate Type: Fcm Sustainable Comm

Number of Rooms: 1

Room Rate Per Night:

IHG ONE REWARDS

Earn points on your stay,
redeem them for Rewards

Crowne Plaza Fredericton
 659 Queen Street
 Fredericton, NB E3B 1C3
 Telephone: (506) 455-3371

Guest's Name: Jennifer McKelvie (FCM Rooming List)
 Check In: 02/10/2025
 Check Out: 02/14/2025
 Folio Number: 83547895



Room Type	Rate	# of Rooms	# of Nights	Total
Premium King	235.00	1	4	940.00

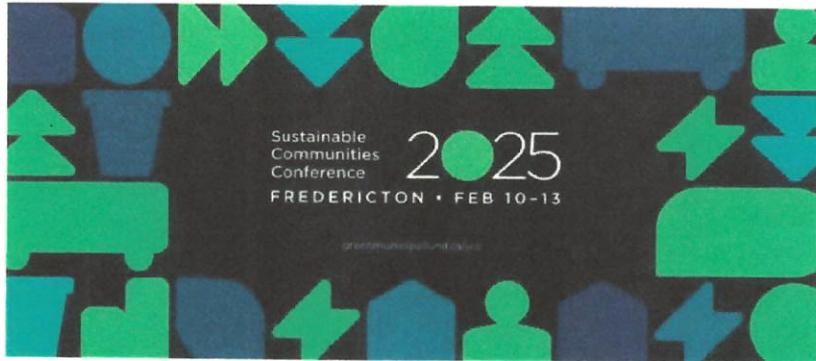
ROOM SUB TOTAL	940.00	
Municipal Accomodation Tax	3.50%	32.90
Harmonized Sales Tax	15.00%	145.94
TOTAL ROOM CHARGES	1118.84	

PARKING SUB TOTAL

<u>Parking Charges</u>	Charge Per Spot	
	16.50	0.00
Total		0.00
Total Parking Charges:		0.00

Total Due **1118.84**

Conference Booking



Jennifer McKelvie
Councillor, Scarborough Rouge Park - City of Toronto
4630 Kingston Road
Unit 20
Toronto ON CA M1E 4Z4
jennifer.mckelvie@toronto.ca
416-338-3771

Date: Fri Nov 22, 2024 12:33 pm
Registration Number: 4510640
Registration Type: (FGL)

Events

Qty	Code	Event	Unit Price	Discount	Subtotal
1	CP	In-Person Conference Pass	\$1,200.00	-\$1,200.00	\$0.00
Promo code applied: DELEGATE_C					
1	R1	Opening Reception and Sustainable Communities Awards	\$0.00	-\$0.00	\$0.00
1	R2	East Coast Kitchen Party	\$0.00	-\$0.00	\$0.00

Discount: **-\$1,200.00**
Subtotal: **\$15.00**
Total Fees: **\$15.00**
Amount Paid: **\$15.00**
Current Balance: **\$0.00**

Checker cab
3 Homestead Drive
Richibucto Road E3A9G5
(506) 450-8294
=====
SALE
=====
Subtotal \$36.00
Tip Amount \$5.40
Charge Amount \$1.24
Paid Amount \$42.64
=====
MID: 648970909
REF: 03eaa667-0195-1000-31
4c-3f7e5f7d2a0c
14 Feb 2025
Approval Code: 05113F 06:05 AM
Transaction ID: 270943
450550*****0004
VISA
=====
CUSTOMER COPY

hotel to
airport

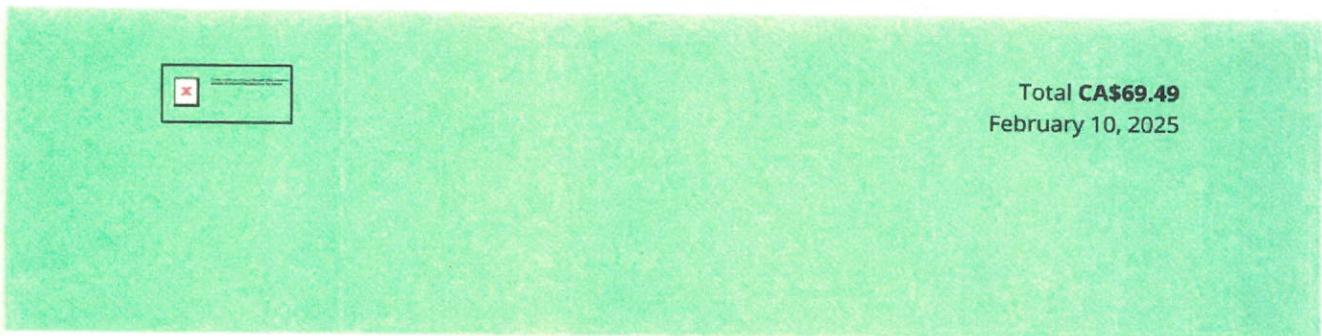
Jennifer McKelvie

From: Jennifer McKelvie <graymckelvie@gmail.com>
Sent: February 11, 2025 3:06 PM
To: Jennifer McKelvie
Subject: [External Sender] Fwd: Your Monday morning trip with Uber

home to
airport

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: February 10, 2025 at 6:50:35 AM EST
To: graymckelvie@gmail.com
Subject: Your Monday morning trip with Uber



Total **CA\$69.49**

Trip fare **CA\$38.58**

Subtotal **CA\$38.58**

Reservation Fee **CA\$1.00**

Est. insurance and payments costs **CA\$8.58**



UNIGLOBE Premiere Travel Planners Inc.

100-24 Selkirk St. Ottawa, ON K1L 0A4

Phone: (613) 230-7411

Direct Line: 416-216-0117 EXT 4117

GST/HST NBR R105446132 TICO NBR 2192571

****PLEASE READ IMPORTANT INFORMATION BELOW THE ITINERARY****

- **PO 11874**
- **PROJECT CODE 990-2-5208-01-00-00**
-
- **All bookings are subject to our Standard Terms of Service. Please read them here: [Click Here](#)**
-
- **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. ****
- **Airport Arrival Times:**

- **In order to ensure a smooth airport experience and to comply with airline regulations for check-in and boarding lounge policies:**
- **Travellers flying within Canada as well as to (and within) the United States, must now arrive at the airport at least 120 minutes prior to departure.**
- **Between Canada and International destinations, 3 hours prior to departure.**
- **Failure to do so may result in a missed flight and a no-show status by the airline.**
- **Checked Baggage drop-off time now closes 90 minutes prior to flight departure in Toronto and may be up to 2 hours at other airports.**
-
- **After hours emergencies call 1-888-644-5623. Email afterhours@premieregroup.com - Emails will not be monitored between 2200hrs - 0800hrs. For all international calls after hours, emergency service can be reached at the following number 1-613-230-7411. Additional fees apply.**

Passenger: McKelvie/Jennifer R
Agency Ref: 4WMN2K
Invoice No.: 887572
Agent: Jeff Clarke
Agent Email: jeff@premieregroup.com



Monday, Feb. 10

Air Canada AC624

Confirmation: 4WMN2K

Departure: 08:25

Arrival: 11:25

Toronto (YYZ)

Toronto Pearson Intl. Airport
Toronto, Ontario, Canada
Terminal 1

Fredericton (YFC)

Fredericton Airport
Fredericton, New Brunswick,
Canada

Class: G (Flex)

Seat: 19C (Non smoking)

Stops: Non-Stop

Confirmed

Meal: Food For Purchase

Duration: 2 hours 0 minutes

Aircraft: Airbus Industrie A319

Status: Confirmed

FF Number: ACXXXXXXX17

ETicket No.: 0141405303131

[Add to Calendar](#)

[Weather](#)

INVOICE DETAILS

Transaction / Document	Base	Tax	HST	Total
Air Canada 014 1405303131	211.00	73.46	36.98	321.44
Form of Payment: AX XXXXXXXX1006				
Fee For Services Rendered	25.00		3.25	28.25
Form of Payment: Billed To AXXXXXXXXXXXXXX1006				
Totals CAD:				349.69
Total Charged to Credit Card:				CAD 349.69
Balance Due:				CAD 0.00

IMPORTANT INFORMATION

- To forward itinerary to Tript or TripCase: [Click Here](#)
- If you would like to view your reservation online with Check My Trip: [Click Here](#)
- Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
- Please check in 120 minutes prior to departure. Late checkin may result in the loss of seat/reservation. Check in cut off time is 60 minutes prior to departure.
- Government-issued picture ID is required or two pieces of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age.
- Government issued photo ID and Ekticket required for check in. Boarding passes required prior to entering security.
- Baggage charges may apply. For more info please visit Air Canada- www.aircanada.com baggage allowance-specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1 quart (1l) sized,

clear, plastic zip-top bag. Visit www.catsa-acsta.gc.ca.

- Air Canada ticket is non-refundable. Same day airport changes prior to departure for 100.00 plus taxes. Aeroplan members earn 100 percent points and 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.
- Air Canada freq. flyer nbr xxxxxxxx17 appended
- Air Canada will notify you of last minute flight changes. For more information visit www.aircanada.com/flightnotification
- **After hours emergencies call 1-888-644-5623. Email afterhours@premieregroup.com for all international calls after hours, emergency service can be reached at the following number 1-613-230-7411. Quote SOS code YOWC421PT. Additional fees apply.. Not displayable your reservation number with Air Canada is 4WMN2K. Air Canada contact phone number is 1-888-247-2262.**
- *Cancellation insurance has been offered and declined.
- *Out of province medical insurance has been offered and was declined.
- Please refer to Sherpa - to find the latest travel, health restrictions and entrance (Visa requirements) for your trip.
[Click Here](#)
- **IMPORTANT : PLEASE READ THE FOLLOWING:**

Customers are fully responsible for obtaining the required travel documents and must ensure they have the necessary documents in hand prior to departure (such as passport, visa, vaccination certificate, sufficient funds, certificate of insurance, or other). For more information on required travel documents, please visit www.travel.gc.ca. Customers who fail to provide the required travel documents may be denied boarding privileges by the carrier or relevant authorities, without further recourse or the possibility of a refund. Entry to another country may also be refused even if the required travel documents are complete. No refund or replacement will be given for lost or stolen travel documents. Uniglobe The Premiere Travel Group, or any subsidiary, shall not be liable for any assistance or information provided by its employees or the travel agent, whether transmitted verbally, in writing or otherwise, in connection with obtaining the necessary travel documents or complying with any applicable laws; or for any adverse consequences to any Customer resulting from the failure to obtain such documents or to comply with any such laws. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE ALL TRAVEL REQUIREMENTS ARE MET. PLEASE NOTE THAT TRAVEL REQUIREMENTS (INCLUDING HEALTH AND VACCINE REQUIREMENTS) FOR INDIVIDUAL COUNTRIES CAN CHANGE. PLEASE CHECK FOR THE LATEST REQUIREMENTS REGULARLY UP TO DATE OF DEPARTURE AND LEAST 48 AND 24 HOURS BEFORE YOUR TRIP.

- Airline Conditions of Contract & Other Important Notices: [Click Here](#)
- Air Passenger Protection Regulations are in effect as of July 15, 2019. More information and updates to the APPR for Air Canada can be found at <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>
- 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.
- Living standards and practices at the destination standards and conditions there with respect to the provision of utilities services and accommodation may differ from those found in your local municipality

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UNIGLOBE Premiere Travel Planners Inc.
100-24 Selkirk St. Ottawa, ON K1L 0A4
Phone: (613) 230-7411
Direct Line: 416-216-0117 EXT 4117
GST/HST NBR R105446132 TICO NBR 2192571

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- **PO 11874**
- **PROJECT CODE 990-2-5208-01-00-00**
-
- **All bookings are subject to our Standard Terms of Service. Please read them here: [Click Here](#)**
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- ****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. ****
- **Airport Arrival Times:**

- **In order to ensure a smooth airport experience and to comply with airline regulations for check-in and boarding lounge policies:**
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-
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Passenger: McKelvie/Jennifer R	Issue Date: Wednesday, December 18, 2024
Agency Ref: 4YACRT	
Invoice No.: 887573	Billing: FCM
Agent: Jeff Clarke	24 CLARENCE STREET
Agent Email: jeff@premieregroup.com	OTTAWA ON K1N 5P3
	Customer: FCM



Friday, Feb. 14
Porter Airlines PD2304

Confirmation: HYRRUQ

Departure: **07:25** Arrival: **08:48**
Fredericton (YFC) **Toronto (YTZ)**
Fredericton Airport Billy Bishop Toronto City
Fredericton, New Brunswick, Airport
Canada Toronto, Ontario, Canada
Class: Y (Economy) Seat: 09B
Stops: Non-Stop Duration: 2 hours 23 minutes
Meal: Alcoholic Beverages Status: Confirmed
Complimentary, Refreshment ETicket No.: 4511111114323
Aircraft: De Havilland Dash 8-400
Turboprop
Remarks: Turbo propeller plane used on this flight

[Add to Calendar](#)

[Weather](#)

INVOICE DETAILS

Transaction / Document	Base	Tax	GST	HST	Total
Porter /Tkt: 4511111114323	245.00	55.46	45.07		345.53
Form of Payment: Billed To AXXXXXXXXXXXXX1006					
Fee For Services Rendered	25.00		3.25	28.25	
Form of Payment: Billed To AXXXXXXXXXXXXX1006					
Totals CAD:				373.78	
Total Charged to Credit Card:				CAD 373.78	
Balance Due:				CAD 0.00	

IMPORTANT INFORMATION

- To forward itinerary to Tript or TripCase: [Click Here](#)
- If you would like to view your reservation online with Check My Trip: [Click Here](#)
- Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation. Check in cut off time is 45 minutes prior to departure.
- Government-issued picture ID is required or two pieces of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age.
- Government issued photo ID and Ektk itinerary required for check in. Boarding passes required prior to entering security.
- Baggage charges may apply. For more info please visit porter airlines- www.flyporter.com baggage allowance-specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.

- Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1 quart (1l) sized, clear, plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- After hours emergencies call 1-888-644-5623. Email afterhours@premieregroup.com for all international calls after hours, emergency service can be reached at the following number 1-613-230-7411. Quote SOS code YOWC421PT. Additional fees apply.. Not displayable your reservation number with Porter Airlines is HYRRUQ. Porter Airlines contact phone number is 1-888-619-8622.
- *Cancellation insurance has been offered and declined.
- *Out of province medical insurance has been offered and was declined.
- Please refer to Sherpa - to find the latest travel, health restrictions and entrance (Visa requirements) for your trip.
[Click Here](#)
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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.

- Living standards and practices at the destination standards and conditions there with respect to the provision of utilities services and accommodation may differ from those found in your local municipality

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CANADA - PER DIEM EXPENSE CLAIM / SOMMAIRE DES INDEMNITÉS - CANADA

Name/Nom :

Jennifer McKelvie

**MARK an "x" in PER DIEM box being claimed
Veuillez indiquer vos indemnités avec un "x"**

Province	Date (YYYY/MM/DD) (AAAA/MM/DD)	Breakfast/ Petit déjeuner	Lunch/ Déjeuner	Dinner/ Souper	Incidental/ Faux frais	Total
ON	2025/02/10	X				27.95
NB	2025/02/11		X			56.85
NB	2025/02/12		X			56.85
NB	2025/02/13		X			56.85
NB	2025/02/14	X				27.95
TOTAL						226.45

NOTES:

As of October 1st, 2024 Breakfast Lunch Dinner Incidentals



GMF Council & Committee Meeting Schedule

Timing	Item	Location	Participants
Monday, February 10th			
7:30 – 9:00 am (ET) / 8:30 – 10:00 am (AT)	Governance Committee	Mawew Boardroom Mezzanine Level	Governance Committee members
9:30 – 11:30 am (ET) / 10:30 am – 12:30 pm (AT)	LC3 Committee	Crowne Plaza	LC3 Committee members
12:30 – 1:30 pm (AT)	Council Lunch	Garrison Room Mezzanine Level	
12:30-3:30 pm (ET) / 1:30-4:30 pm (AT)	Council Meeting	Crowne Plaza	Council members and staff
5:30 – 9:00 pm (AT)	Council Dinner	11 th Mile 79 York Street	
Tuesday, February 11th			
8:00 – 11:00 am (ET) / 9:00 am – 12:00 pm (AT)	Council Meeting	Garrison Room Mezzanine Level Crowne Plaza	Council members and staff

Sustainable Communities Conference (SCC) Schedule

Highlights below – [click here for full program](#)

Timing	Item	Location	Participants
Feb. 11 th 12:00 – 1:00 pm (AT)	Buffet Lunch	Fredericton Convention Centre	
Feb. 11 th 1:00 – 2:00 pm (AT)	Opening Ceremonies	Fredericton Convention Centre	
Feb. 11 th 6:00 – 8:00 pm (AT)	Opening Reception	Fredericton Convention Centre 2nd Level	Members registered for SCC
Feb. 13 th 1:30 – 2:00 pm (AT)	Closing Ceremonies	Fredericton Convention Centre	

- **GMF Investment Committee web-meeting on February 20th, 9 am – 12 pm (ET)**
- **GMF Audit Committee web-meeting on February 21st, 9:30 am – 12 pm (ET)**
- **Ad hoc GMF Council web-meeting on February 21st, 1 pm – 2 pm (ET)**