

COMMITTEE OF THE WHOLE - FEBRUARY 4, 2008

CITY OF VAUGHAN POLICY FOR ECONOMIC TRADE MISSIONS AND BUSINESS TRAVEL FOR MEMBERS OF COUNCIL AND THE SENIOR MANAGEMENT TEAM

Recommendation

Mayor Linda D. Jackson recommends:

1. THAT staff provide a report outlining a proposed strategy and protocol for economic trade missions, to include the following guidelines:
 - a) Identify the target industries and business sectors for a trade mission;
 - b) Identify the target diplomatic exchanges;
 - c) Identify the desired and quantifiable goals/outcomes;
 - d) Recognizing that goals and outcomes sometimes evolve over time following a trade mission, identify a schedule for regular reporting of updates;
 - e) Identify the number of attendees and the expected roles for the attendees (Members of Council, SMT, and/or staff); and
 - f) Identify parameters for budgetary impact and approvals.
2. THAT staff conduct research and provide a report that outlines a proposed Business Travel Policy for Council Members and the Senior Management Team to include the following considerations:
 - a) When and if business class air travel is warranted and under what circumstances it may be warranted;
 - b) Any costs incurred for business travel, for the benefit of economic development purposes, should be directly allocated to the Economic Development budget, including travel for trade missions and trips promoting commercial growth in Vaughan;
 - c) Any additional costs associated with the extension of business travel, for personal reasons, should be incurred by the passenger on a personal basis;
 - d) Scrutiny for the lowest fare costs should, at all times, be considered; and
 - e) The guidelines be set in compliance with the City of Vaughan Corporate Occupational Health and Safety Policy.

Economic Impact

There is no immediate budgetary impact resulting from the adoption of this Recommendation.

Communications Plan

Upon Council approval, the new guidelines for economic trade missions and business travel will be communicated to all Members of Council and the Senior Management Team. In addition, a copy of both new policies will be included in the City of Vaughan's Policy Manual.

Purpose

To implement an Economic Trade Mission Policy and a Business Travel Policy.

Background - Analysis and Options

1. It is in the best interest of the Corporation of the City of Vaughan, for the purposes of fiscal responsibility and economic growth, to adopt a quantifiable strategy and protocol to govern future economic trade missions; and
2. Studies conducted by the Aerospace Medical Association and the World Health Organization (WHO) indicate that air travel, over long distances, expose passengers to a number of factors which may have an effect on health and well-being. Passengers who travel long distances are exposed to several health risks including DVT (Deep Vein Thrombosis), heart attacks, and several other immobility, circulatory and respiratory problems. It is imperative to minimize health risks and travel fatigue, while travelling long distances, during business travel, recognizing that business travel is often associated with demanding itineraries and physical constraints.

Relationship to Vaughan Vision 2020

This report is consistent with the priorities previously set by Council.

Regional Implications

Not Applicable.

Conclusion

It is essential for the corporation to have a guideline for economic trade missions and for business travel in order to manage expectations and costs.

Attachments

None.

Report prepared by:

Ann Coletta, Office of the Mayor

Respectfully submitted,

Linda D. Jackson
Mayor