

June 2, 2016

[REDACTED]

Dear [REDACTED]

**Re: Request for Access to Information Under Part II  
of the Access to Information and Protection Privacy Act  
Emails from May 2016 to and from Kevin Breen to staff and Council re: travel**

---

On June 1, 2016, the City of St. John's received your request for access to the following information:

*All materials in the City's possession re: "copies of any email correspondence to and from Kevin Breen to City staff and Council regarding staff and Council travel during the month of May 2016"*

Enclosed is the information you requested. As the provision of the information constitutes full disclosure, we now consider this matter completed and will be closing the file.

If you have any further questions, please feel free to contact the undersigned by telephone at 576-8202 or by e-mail: [ehenley@stjohns.ca](mailto:ehenley@stjohns.ca).

Yours truly,



Elaine A. Henley  
City Clerk

Enclosures

**ST. JOHN'S**



**Re: Signature**  
**Kevin Breen** to: Dianne Martin

2016/05/02 07:19 PM

Pop over in the morning....

Sent from my iPad

- > On May 2, 2016, at 8:42 AM, Dianne Martin <DMartin@stjohns.ca> wrote:
- >
- > Good morning
- >
- > Please let me know when I can come over to get your signature on a Travel authorization.
- >
- > Thanks
- >
- > Dianne Martin
- > Administrative Coordinator
- > Department of Planning, Development & Engineering
- > City of St. John's
- > 576-8249
- >
- > "Education is the most powerful weapon which you can use to change the world." (Nelson Mandela)



**Expenditure Reductions**  
**Kevin Breen** to: Management

2016/05/03 05:31 PM

Hello all:

I want to take this opportunity to remind everyone again that we are reviewing all discretionary spending on a weekly basis and only funds absolutely necessary for the operation of the City will be approved. Budget allocations and spending on materials, supplies and contracted services will be carefully reviewed.

Also, travel for conferences/courses will not be approved unless deemed essential for business purposes. I anticipate this will be the case for the next two years. For those of us who are working to maintain professional designations and certifications etc., we are expected to look for ways to build credits that do not require travel - i.e. webinars, local seminars/conferences/training sessions, etc.

I realize this is not ideal, but Council has tasked us with finding significant savings over the next few years. I appreciate your continued patience and cooperation as we navigate through these financially difficult circumstances.

Thanks.

Kevin Breen,  
City Manager (Acting)  
City of St. John's  
P.O. Box 908  
A1C 5M2  
(709) 576-8213



**Re: Expenditure Reductions**  
Kevin Breen to: Kelly Maguire

2016/05/26 02:43 PM

Just spoke to Jonathan, I'll call u shortly

Sent from my iPhone

On May 26, 2016, at 1:37 PM, Kelly Maguire <[kmaguire@stjohns.ca](mailto:kmaguire@stjohns.ca)> wrote:

Hi Kevin,

Dan wrote this article in the telegram (today) and he has also reached out to Access 311 for emails from you to staff related to travel.

In the email below from May 3rd you indicated a reduction in expenditure however Councillor Galgay did not speak about this in his interview with the Telegram.

In the email you stated travel will not be approved unless essential.

Just wondering is Councillor Galgay aware of this email. He may want to follow up with the reporter to clarify.

Let me know what you suggest.

Kelly

### **TELEGRAM - City travel expenses down**

DANIEL MACEACHERN

St. John's council, staff travel costs drop nearly 80 per cent in first quarter

Travel expenses by St. John's staff and council nosedived in the first three months of the year.

According to the quarterly travel report tabled at Tuesday's city council meeting, council and staff spent \$18,614.65 in the first three months of 2016 — a 78 per cent drop from the \$83,182.12 spent during the same period of 2015.

Coun. Jonathan Galgay, chairman of the city's finance committee, told The Telegram on Wednesday that despite an ongoing program review intended to save money, the city has not directed departments to reduce travel.

“More than likely you'll probably see an increase in the fall of the year,” said Galgay.

“That tends to be a time when there are more conferences and workshops for staff and

members of council, so there's no real indicator of why it's dropped. There's been no push across the board to tell people you can't travel."

But this year's total is far and away the lowest amount spent over three months going back several years, and is just over one-fourth of the average total of any quarter (\$65,662.93) going back to 2011. Further, while any given quarter sees many more trips by city employees than by councillors themselves, in this case there were just two staff trips while the mayor and councillors took six trips.

Galgay acknowledged that the program review could have department managers individually deciding to cut back.

"It may very well be that some of the managers informally are using more and more discretion," he said.

But he also said scaling back travel completely would be a bad idea.

"You need to ensure that you provide staff with the opportunity for various types of development," he said. "Oftentimes, if you cut out all travel, you're impacting your staff's ability for professional development, and I think we need to be very careful in terms of cutting back on all travel, because we need to invest in our workforce."

First quarter trips by council and staff:

\$3,056.27 for Janine Halliday of Community Services to go to Toronto for board of directors meetings for the Institute for Citizen-Centred Service;

\$2,957.61 for Mayor Dennis O'Keefe to attend the annual Seatrade Cruise convention meeting in Fort Lauderdale;

\$2,883.44 for Coun. Danny Breen Sport Tourism to attend Conference the Canadian in Ottawa;

\$2,760.16 for Coun. Sandy Hickman to go to the Sustainable Communities Conference in Ottawa; •

\$2,552.48 for city solicitor Cheryl Mullet to attend the annual Provincial/Municipal Liability conference in Toronto;

\$1,810.51 for Mayor Dennis O'Keefe to go to the Big City Mayors' Caucus summit in Ottawa;

\$977.32 for Coun. Danny Breen to attend Urban Municipalities Caucus meetings in Deer Lake.

----- Forwarded by Kelly Maguire/CSJ on 2016/05/26 01:32 PM -----

From: Kevin Breen/CSJ  
To: Management  
Date: 2016/05/03 05:31 PM  
Subject: Expenditure Reductions

---

Hello all:

I want to take this opportunity to remind everyone again that we are reviewing all discretionary spending on a weekly basis and only funds absolutely necessary for the operation of the City will be approved. Budget allocations and spending on materials, supplies and contracted services will be carefully reviewed.

Also, travel for conferences/courses will not be approved unless deemed essential for business purposes. I anticipate this will be the case for the next two years. For those of us who are working to maintain professional designations and certifications etc., we are expected to look for ways to build credits that do not require travel - i.e. webinars, local seminars/conferences/training sessions, etc.

I realize this is not ideal, but Council has tasked us with finding significant savings over the next few years. I appreciate your continued patience and cooperation as we navigate through these financially difficult circumstances.

Thanks.

Kevin Breen,  
City Manager (Acting)  
City of St. John's  
P.O. Box 908  
A1C 5M2  
(709) 576-8213



**Fwd: Expenditure Reductions**  
Kelly Maguire to: Kevin Breen

2016/05/29 07:26 PM

Sent from my iPhone

Begin forwarded message:

**From:** "Kelly Maguire" <[kmaguire@stjohns.ca](mailto:kmaguire@stjohns.ca)>  
**Date:** May 26, 2016 at 1:37:33 PM NDT  
**To:** "Kevin Breen" <[KBreen@stjohns.ca](mailto:KBreen@stjohns.ca)>  
**Subject:** Fw: Expenditure Reductions

Hi Kevin,

Dan wrote this article in the telegram (today) and he has also reached out to Access 311 for emails from you to staff related to travel.

In the email below from May 3rd you indicated a reduction in expenditure however Councillor Galgay did not speak about this in his interview with the Telegram.

In the email you stated travel will not be approved unless essential.

Just wondering is Councillor Galgay aware of this email. He may want to follow up with the reporter to clarify.

Let me know what you suggest.

Kelly

### **TELEGRAM - City travel expenses down**

DANIEL MACEACHERN

St. John's council, staff travel costs drop nearly 80 per cent in first quarter

Travel expenses by St. John's staff and council nosedived in the first three months of the year.

According to the quarterly travel report tabled at Tuesday's city council meeting, council and staff spent \$18,614.65 in the first three months of 2016 — a 78 per cent drop from the \$83,182.12 spent during the same period of 2015.

Coun. Jonathan Galgay, chairman of the city's finance committee, told The Telegram on

Wednesday that despite an ongoing program review intended to save money, the city has not directed departments to reduce travel.

“More than likely you’ll probably see an increase in the fall of the year,” said Galgay. “That tends to be a time when there are more conferences and workshops for staff and members of council, so there’s no real indicator of why it’s dropped. There’s been no push across the board to tell people you can’t travel.”

But this year’s total is far and away the lowest amount spent over three months going back several years, and is just over one-fourth of the average total of any quarter (\$65,662.93) going back to 2011. Further, while any given quarter sees many more trips by city employees than by councillors themselves, in this case there were just two staff trips while the mayor and councillors took six trips.

Galgay acknowledged that the program review could have department managers individually deciding to cut back.

“It may very well be that some of the managers informally are using more and more discretion,” he said.

But he also said scaling back travel completely would be a bad idea.

“You need to ensure that you provide staff with the opportunity for various types of development,” he said. “Oftentimes, if you cut out all travel, you’re impacting your staff’s ability for professional development, and I think we need to be very careful in terms of cutting back on all travel, because we need to invest in our workforce.”

First quarter trips by council and staff:

\$3,056.27 for Janine Halliday of Community Services to go to Toronto for board of directors meetings for the Institute for Citizen-Centred Service;

\$2,957.61 for Mayor Dennis O’Keefe to attend the annual Seatrade Cruise convention meeting in Fort Lauderdale;

\$2,883.44 for Coun. Danny Breen Sport Tourism to attend Conference the Canadian in Ottawa;

\$2,760.16 for Coun. Sandy Hickman to go to the Sustainable Communities Conference in Ottawa; •

\$2,552.48 for city solicitor Cheryl Mullet to attend the annual Provincial/Municipal Liability conference in Toronto;

\$1,810.51 for Mayor Dennis O’Keefe to go to the Big City Mayors’ Caucus summit in Ottawa;

\$977.32 for Coun. Danny Breen to attend Urban Municipalities Caucus meetings in Deer Lake.

----- Forwarded by Kelly Maguire/CSJ on 2016/05/26 01:32 PM -----

From: Kevin Breen/CSJ  
To: Management  
Date: 2016/05/03 05:31 PM  
Subject: Expenditure Reductions

---

Hello all:

I want to take this opportunity to remind everyone again that we are reviewing all discretionary spending on a weekly basis and only funds absolutely necessary for the operation of the City will be approved. Budget allocations and spending on materials, supplies and contracted services will be carefully reviewed.

Also, travel for conferences/courses will not be approved unless deemed essential for business purposes. I anticipate this will be the case for the next two years. For those of us who are working to maintain professional designations and certifications etc., we are expected to look for ways to build credits that do not require travel - i.e. webinars, local seminars/conferences/training sessions, etc.

I realize this is not ideal, but Council has tasked us with finding significant savings over the next few years. I appreciate your continued patience and cooperation as we navigate through these financially difficult circumstances.

Thanks.

Kevin Breen,  
City Manager (Acting)  
City of St. John's  
P.O. Box 908  
A1C 5M2  
(709) 576-8213