

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor Wendy Brunetta.

Travel Expense Summary

1.	Meals	0.00
2.	Per Diem (3 Days)	<u>450.00</u>
	Total	<u>\$450.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$959.90 to attend the NOMA Conference as authorized by Council on March 28, 2016.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule 'A'.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$450.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem claim in the total amount of \$450.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Conference + Exec Mtg
Location	Thunder Bay
Dates	April 27-29 / 16

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			150.00	150.00	150.00			450.00
Amount			Apr 27	Apr 28	Apr 29			

Name (Please Print)	Signature
Wendy Brunetta	Wendy Brunetta
Approved	Date
	May 2, 2016

To be submitted to Payroll for processing when approved by Council

Annual General Meeting

April 27, 28 & 29, 2016

Victoria Inn, Thunder Bay, ON

Agenda at a Glance

Wednesday, April 27:

6:00 pm-8:00 pm

Welcome Reception &
Exhibits

Thursday, April 28:

8:00 am-4:30 pm

Presentations & Exhibits

5:30 pm-10:00 pm

Banquet & Entertainment

Friday, April 29:

8:00 am-2:00 pm

AGM, Presentations &
Ministers' Forum

Accommodation, sponsor and
exhibitor information available at:
www.noma.on.ca

REGISTRATION FORM	FEE SCHEDULE
Contact Name: <u>Kathryn Lawson</u>	Full Conference
Municipality/Ministry/Company: <u>Town of Fort Frances</u>	Member/Ministry: \$250 <input checked="" type="checkbox"/>
Address: <u>320 Portage Avenue</u>	Non-member: \$450 <input type="checkbox"/>
City/Province/Postal Code: <u>Fort Frances Ontario</u>	(includes all meals: Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)
Phone: <u>807-274-5323 x 257</u>	Sponsor \$ <u> </u> <input type="checkbox"/>
Email: <u>klawson@fort-frances.com</u>	Exhibit booth \$500 <input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)	(See exhibitor package for more information)
<u>Ken Perry, Councillor</u>	Requirements: Power Yes No Indicate special requirements on signed waiver.
<u>Wendy Brunetta, Councillor</u>	Add'l Exhibit Staff \$250 <input type="checkbox"/>
Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Email registration forms to: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to April 13, cancellations after that date will not be refunded. Please advise of any dietary restrictions.	Thursday Dinner Only <input type="checkbox"/> Member/Ministry: \$65
	Total Fee \$ 500.00
	Cheque attached OR VISA/MC #:
	Expiry date:



Front Desk Thunder Bay
<frontdeskthunderbay@vicin
n.com>

29/04/2016 06:52 AM

To klawson@fort-frances.com

cc

bcc

Subject Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Wendy Brunetta

916 Portage Ave North

Fort Frances, Ontario

P9A 2A8

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Res. # 478494

Checked in Wed Apr 27/16 - 1:33pm

Departing Fri Apr 29/16

Nights 2

Room Rate 0.00

Room 368

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr27	PAID BY VISA - Th auth #026191	*****8250		259.90
Apr27	Room - Best Available Rate		115.00	
Apr27	HST		14.95	
Apr28	Room - Negotiated Rate		0.00	
Apr28	HST		0.00	
Apr29	Room - Government	rate apr 28	115.00	
Apr29	HST	rate apr 28	14.95	
			0.00	
			259.90	259.90

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

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Charge Summary:

HST

29.90

Tentative Schedule
NOMA Annual Conference & AGM
April 27 to 29, 2016 - Victoria Inn, Thunder Bay

Wednesday, April 27, 2016

6:00 pm to 8:00 pm	Opening Reception – Registration and Trade Show
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Thursday, April 28, 2016

8:30 am to 9:00 am	Welcome to the 70 th Annual Conference & AGM Welcoming Remarks
	KEYNOTE ADDRESS Keith McCullough, CEO Hedgeye Risk Management
	Health Break
	Impact of the Forest Industry Marianne Berube, Executive Director WoodWorks! Representative from FP Innovations
	Update from MPAC Carla Nell, Vice-President, Municipal and Stakeholder Relations
	Lunch
	Address from the Association of Ontario Municipalities Gary McNamara, President
	Climate Change Adaptation Plan Brad Doff, Sustainability Coordinator, City of Thunder Bay
	Disaster Recovery Planning Scott Crowley, Enterprise Risk Services, MNP
	TransCanada – Energy East Pipeline
	Health Break
	Update from the IESO
	Concurrent Sessions Three sessions to be held
	Symposium Dinner and Entertainment – With Comedian Ron Kanutski

Friday, April 29, 2016

7:45 am to 9:00 am	NOMA Annual General Meeting
	Government Speakers
	Ontario Trillium Foundation Investment Strategy Maureen Brophy, Program Manager
	Health Break
	Tourism Northern Ontario – Urban Initiatives Pat Forrest, Initiatives Coordinator
	Walk a Mile John Hannam, City Clerk, City of Thunder Bay
	Lunch
	Fish and Wildlife Conservation Act Ministry of Natural Resources & Forestry
	Ministry of Agriculture Consultation on the Agricultural Sector and the Northern Growth Plan
	Minister's Forum More information to follow as Minister's are confirmed
	Closing Remarks and Announcement of Door Prizes