

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 28, 2015
SUBJECT: Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$825.00 and Schedule “B” Travel Expenses of \$1,186.71 to attend the AMO Conference held in Niagara Falls, Ontario from August 16 – 19, 2015 as submitted by Mayor Roy Avis.

Conference Expenses

1.	Meals	\$346.00
2.	Hotel Accommodations	298.03
3.	Ground Transportation (Shuttle Equivalent to Niagara Falls/Hotel Shuttle)	164.98
6.	Checked Baggage Charge	56.50
7.	Airfare	<u>321.20</u>
	Sub-total	\$1,186.71
8.	Per Diem (5 1/2 days)	<u>825.00</u>
	Total Per Diem & Travel Claims	<u>\$2,011.71</u>

The registration fee of \$729.98 and hotel accommodations of \$911.37 were paid by the Town resulting in the total cost of \$3,653.06 to attend the AMO Conference as authorized by Council.

RECOMMENDATION

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,011.71 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in Niagara Falls, Ontario.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,011.71 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in Niagara Falls, Ontario.

**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	Association of Municipalities							
Location (Facility and City)	Niagara Falls							
Dates	August 15, 16, 2015							
3.	Sun. 16	Mon. 17	Tues. 18	Wed. 19	Thurs. 20	Fri.	Sat. 21	Total
Accommodation				163.56			134.47	298.03
Transportation	321.20		Plus BAGGAGE CHECK			2x28.25		377.70
Breakfast	15.00	15.00	15.00	15.00	15.00			75.00
Lunch	20.00	20.00	20.00	20.00	26.00			76.00
Dinner	40.00	40.00	40.00	40.00			35.00	195.00
Per Diem								
Other SHUTTLE TO NIAGARA & BACK								164.98
4. Prepaid Expenses	Registration	Air Travel	Other	Total				
5. Town Used Vehicle	Yes	No	Reason	Total				
Mileage Claimed	KM x \$0.47 =							
6. Approved				Total Expenses	1,186.71	1086.71		
				Advance Received				
				Balance Claimed	1,186.71	1086.71		
				Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB - a valid and detailed receipt must accompany hotel Visa slips.

August 28 2015
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
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Association of Municipalities of Ontario
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

Meeting Confirmation

Roy Avis
Mayor
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

2015 AMO Annual Conference

Sunday, August 16, 2015 through Wednesday, August 19, 2015

Hosted By: City of Niagara Falls

Niagara Falls, ON

Coordinators: Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856
x344

All other inquiries: Nav Dhaliwal - ndhaliwal@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Rate	Amount
5% DISCOUNT	1	-34.00	-34.00
(REG) Conference Only	1	680.00	680.00
		Subtotal	646.00
		Tax	83.98
		Total	729.98
		Payment	0.00
		Balance	729.98

Total GST: 83.98

GST Remittance Number: 106732944RT0001

We can also confirm, we have these choices on file :
caucus selection: Northern Caucus

We can also confirm your dietary requirements as:
None

Schedule at a Glance

Tuesday, August 18

Details starting on page 23

7:30 am AMO Registration/Information Booth
 8:00 am Insight Breakfasts
 9:00 am Concurrent Sessions Block B
 9:30 am Elxn 2015: Amplifying the Municipal Message
 10:15 am Coffee Break
 10:40 am Concurrent Sessions Block C
 11:55 pm Lunch Break
 12:00 pm Pre-Registered Learning Lunches
 1:15 pm Message from the FCM President
 1:30 pm Keynote: Dr. Katherine Loflin
 2:30 pm AMO Gas Tax Awards
 2:45 pm First Nations Leaders
 3:30 pm Message from the Minister, Municipal Affairs & Housing
 3:45 pm Ministers' Forum
 4:45 pm Provincial Reception
 7:30 pm Doors Open Tuesday Evening BBQ

Wednesday, August 19

Details starting on page 36

7:30 am AMO Registration/Information Booth
 8:00 am Insight Breakfasts
 9:00 am Strategy for a Safer Ontario
 9:30 am Ontario's Steps in Reducing Greenhouse Gas Emissions
 10:45 am Closing Remarks and Draw

AMOMobile

Smartphones and tablets continue to change the way we communicate and get information. With millions of apps available for download, what makes AMOMobile different? Simple. It's your municipal association in the palm of your hand year round.

Get news, events, social media, and access to the AMO municipal directory (members only). Download the free app today. Available for all platforms (Apple, Android and Blackberry). The app also makes your conference experience easier!

Sunday, August 16

Day 1

Unless otherwise indicated sessions will be held in the SCCN

9 am - 8 pm
Main Floor, SCCN

AMO Conference Information Booth

1 - 8 pm
Main Floor

Registration

Sponsor: Bruce Power Direct

2 - 7 pm
Hall BC

Exhibit Hall

Open to all registered delegates and their companions on Sunday. Meet your supplier community. Refer to the Official Show Guide or AMOMobile for full details on all activities and who is in the Hall.

4:30 - 5 pm
Peller Estates A

Conference Orientation

5 - 7 pm
Hall BC

Exhibit Hall Reception

Come out for great company and good conversations. Great prizes for a good cause! If you donate \$20 for an "I am AMO" button, you are eligible to win some amazing *Baskets of Goodness*. Don't miss out. Help AMO's Ontario Municipal Disaster Relief Fund.

Sponsors: The Beer Store (Booth #600), Enersource, Horizon Utilities (Booth #413), Hydro Ottawa, PowerStream (Booth #512), Veridian and TransCanada Pipelines, Energy East Project (Booth #623/625)

8 - 10 pm
Fallsview Casino

Niagara Falls Welcome Spectacular

Join the City of Niagara Falls at the beautiful Fallsview Casino Grand Ballroom for a taste of Niagara – an evening of delectable food, beverages, and amazing entertainment that you have to see to believe. A parting gift awaits you. Bring your companion - not to be missed! Many thanks to the City's sponsors: Bell Canada, Niagara Peninsula Energy Inc (NPEI), The Beer Store, The Walton Group, the Region of Niagara, and Fallsview Casino.

Visit the AMOMobile download bar located in the Main Floor Foyer and find out how AMO is making your Association accessible to you in a new way!



Exhibit Hall Information

Take advantage of this opportunity to see the latest and greatest from over 100 vendors and suppliers.

Exhibit Hall Hours: Halls B/C

- Sunday, August 16th: 2 - 7 pm (open to companions)
- Monday, August 17th: 7:30 am - 6 pm (open to delegates only)

There's so much going on in the Hall this year. Check out the *Official Show Guide* or AMOmobile for details and timings.

Some highlights include:

Sunday Aug 16 8 Monday Aug 17 Fundraising Extravaganza

Last year we raised \$13,000 for AMO's Ontario Municipal Disaster Relief Fund (OMDRF). Let's go bigger this year! There are three ways to participate:

1. Get your "I am AMO" button. Look for button sellers throughout the Conference on Sunday and Monday and get your button for only \$20. Buy your button on Sunday and be entered to win at both receptions!
2. Buy a raffle ticket. AMO is pleased to once again offer the Powers Whiskey raffle. Pop by the Cashier Table and enter to win a bottle of this premium whiskey, kindly donated by Russ Powers, Previous AMO President. Tickets are \$10 or 3 for \$25.
3. Got loose change? Drop it into the OMDRF Piggy Bank at the Cashier Table in registration. Every bit helps.

Sunday Aug 16 5 Monday Aug 17 5 - 7 pm Exhibit Hall Reception

(Companions welcome) Visit with vendors, meet up with old friends, and discover what products and services are available to you and your municipality. Part one of our big fundraising extravaganza prize draws will happen during the reception. You must be present to win!

Sponsors: TransCanada Pipelines, Energy East Project, The Beer Store, Enersource, Horizon Utilities, Hydro Ottawa, Powerstream, and Veridian

Monday Aug 17 4:45 - 6 pm Call to AMO 2016

Bid farewell to the tradeshow for this year, and hear directly from the 2016 Conference Hosts, Windsor-Essex on why you need to attend the 2016 AMO Annual Conference. Come for the invitation, stay for the great food, and part two of the big fundraising extravaganza prize draws.

Schedule at a Glance

Sunday, August 16

Details on page 15

9:00 am	AMO Information Boo
1:00 pm	AMO Registratio
2:00 pm	Exhibit Hall Oper
4:30 pm	Conference Orientat
5:00 pm	AMO Exhibit Hall Recepti
8:00 pm	Sunday Welcome Spectacul

Monday, August 17

Details starting on page 16

7:30 am	AMO Registration/Information Boo
7:30 am	Exhibit Hall Oper
7:30 am	Coffee with the Exhibito
7:30 am	OMERS Sustainability & Why MEPCO Matte
8:30 am	Official Conference Welcon
8:45 am	Opening Keynote: Anthony D. William
9:40 am	AMO: A Voice for You - With Your Help (AMO Presiden
9:55 am	Annual General Meetin
10:00 am	Coffee Break with the Exhibito
10:30 am	Sea of Change and a Prairie Wi
11:30 am	Message from the Premier of Ontar
12:00 pm	Lun
1:15 pm	Dessert with the Exhibito
1:45 pm	Message from the Ontario P
2:05 pm	Keynote: Preet Bannerji
2:55 pm	Message from the Ontario NC
3:30 pm*	Concurrent Sessions Block
3:30 pm	Study Tou
4:45 pm	Reception: Call to AMO: Windsor-Essex 201



Holiday Inn

08-20-15

Roy Avis
1013 Frenette Avenue
Fort Frances ON P9A-3V5
CA

Folio No. :
A/R Number :
Group Code :
Company : **Government**
Membership No. :
Invoice No. :
Reference # :

Cashier No. : **125**

Room No. : **0354**
Arrival : **08-19-15**
Departure : **08-20-15**
Conf. No. : **67525202**
Rate Code : **IMGOV**
Page No. : **1 of 1**

Date	Description	Charges	Credits
08-19-15	*Accommodation	141.00	
08-19-15	DMP	3.74	
08-19-15	HST	18.82	
08-20-15	Visa		163.56
Total		163.56	163.56
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Toronto International Airport
970 Dixon Road
Toronto, ON Canada M9W 1J9
Telephone: (416) 675-7611 Fax: (416) 675-9162
Website: www.holidayinn.com/yyz-intlapt
GST # 869382002RT0001



TownePlace Suites by Marriott

550 Harbour Expressway | Thunder Bay, ON P7B 6P4
phone 807.346.9000

Royandbarbara Avis
523 Colonization Rd E
Fort Frances ON P9A2S1
Town Of Fort Frances

room: 334
room type: STQQ
number of guests: 2 clerk: HSA
rate: \$119.00

arrive: 13Aug15 time: 05:39PM depart: 14Aug15 time: 05:13AM folio number: 71481

Date	Description	Charges	Credits
13Aug15	room charge	119.00	
13Aug15	hst- tax room	15.47	
14Aug15	Visa card #: VXXXXXXXXXXXX8498/XXXX amount: 134.47 auth: 075482 signature on file this card was electronically swiped on 13aug15		134.47
	balance:	0.00	

Rewards Account # XXXXX9354. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

As requested, a final copy of your bill will be emailed to you at: RBAVIS@JAM21.NET. See "Internet Privacy Statement" on Marriott.com.

Your booking is confirmed. Booking reference: **LQCUBA**

An email booking confirmation has been sent to: **rbavis@jam21.net**.

Use your booking reference to **retrieve your official Itinerary/Receipt at aircanada.com**.

Passengers Mr Roy Allan Avis, Mrs Barbara Ann Avis

Air Transp. Charges	270.00
Options	0.00
Taxes, fees and charges	51.20
Travel Insurance	Purchase travel insurance
Grand Total	\$321.20
Canadian dollars	

Flight	From	To	Departure	Arrival
AC8532	Thunder Bay (YQT)	Toronto (YYZ)	07:20 Fri 14-Aug 2015	09:14 Fri 14-Aug 2015

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

AIR CANADA 

Booking Reference: **LQCUBA**

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mr Roy Allan Avis
rbavis@jam21.net
Mobile: 1-807-2755996
Home: 1-807-2749651
Work: 1-807-2747751

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8532 ¹	Thunder Bay (YQT) Fri 14-Aug 2015 07:20	Toronto, Pearson Int'l (YYZ) Fri 14-Aug 2015 09:14 - Terminal 1	0	1hr54	DH4	Tango, T	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Roy Allan Avis : Adult (16+), Ticket Number: 0142149481553

Air Canada - Aeroplan : **113582613**

Payment Card: **xxxx-xxxx-xxxx-0848**

Seat Selection: **None**

Meal Preference: **None**

Special Needs: **None**

2: Mrs Barbara Ann Avis : Adult (16+), Ticket Number: 0142149481554

	0.00
Fees and Charges	51.20
	321.20
Insurance (declined)	0.00
Grand Total - Canadian dollars	\$321.20

Payment Information

Credit/Debit Card xxxxx-xxxx-xxxx-0848 - Amount paid: **\$321.20**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$160.60 (Air Transp. Charges - per ticket)

Ticket number(s): 0142149481553, 0142149481554

Fare Rules**Departing Flight** Thunder Bay (YQT) To Toronto (YYZ) - **Tango**• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Thunder Bay (YQT) To Toronto (YYZ) - **Tango**

	1st bag:	2nd bag:
	\$25.00 CAD	\$25.00 CAD
Regular Baggage Allowance	+ taxes* per direction	+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice.

Departure Date: 2015-06-14

Departure city: THUNDER BAY YQT

Destination city: TORONTO YYZ

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

HST: 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

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Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/hilhCRtUFisdfaOltW3MEg>

This service email was sent by Air Canada

Departure Date: 2015-08-20

Departure city: TORONTO-T1 YYZ

Destination city: THUNDER BAY YQT

Fee Breakdown: 

Excess baggage fee (1 piece): 25.00 CAD

HST: 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

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web/mobile/static/mobileplus.html](http://services.aircanada.com/portal-web/mobile/static/mobileplus.html)

You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/hilhCRtUFisdfaOltW3MEg>



Niagara Airbus
8626 Lundy's Lane
Niagara Falls, ON Canada L2H 1H4
Phone: 905-374-8111
support@niagaraairbus.com

Niagara Airbus Rate Calculator

Get a quick quote for your next trip with Niagara Airbus.

Trip Information

☐ One Way ☒ Round Trip

Origin *

Toronto International Airport ▼

Destination *

Niagara Region ▼

Select a City:

Niagara Falls ▼

- OR -

Select a hotel:


Enter the first few characters of your hote

Travel Dates *

Travel Date:

08/28/2015 

Return Date:

08/31/2015 

Passengers *

# Adults (18 to 64 yrs)	# Seniors (+65 years)	# Students (12 to 17 yrs)	# Children (3 to 11 yrs)	# Infants (under 3 yrs)
----------------------------	--------------------------	------------------------------	-----------------------------	----------------------------

0 ▼	1 ▼	0 ▼	0 ▼	0 ▼
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Different # of Passengers on Return Trip?

Additional Information

More than one pickup/drop-off location?

☐ Yes

Select the number of additional pieces of luggage:

[Read Our Excess Luggage Policy](#)

1 ▼

Conference or Promotion Code?

Estimated Fare *

Base Fare	\$146.00	Base Fare	\$402.00
HST	\$18.98	HST	\$52.26
Total (CAD)	\$164.98	Total (CAD)	\$454.26
Book Now	Save Quote	Book Now	Save Quote

* Fare is calculated based on information provided. Additional charges may apply.

* Quote is valid for 30 days.

Travel Tips

Traveling with a large group?
Contact our sales team at
airsales@niagaraairbus.com **for**
group rates and customized
packages.



Questions? Need Help?

Our reservation agents are
standing by to assist you with your
booking.




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

Attendee	Roy Avis
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES.
Location	NAGARA FALLS ONTARIO
Dates	August 16, 17, 18, 19

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount	150.00	150.00	150.00	150.00		75.00	150.00	825.00

Name (Please Print) Roy Avis	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council