



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2013/63**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** June 19 2013  
**SUBJECT:** Mayor Roy Avis – Minister of Finance Meeting re: Reassessment Working Group Travel & Per Diem Claims

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**BACKGROUND**

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$1,099.43 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$300.00 in regard to meeting with the Minister of Finance and members of the Reassessment Working Group in Toronto on June 12 & 13, 2013 as submitted by Mayor Roy Avis.

Travel Expenses

1.	Meals	\$131.00
2.	Accommodations	168.20
3.	Ground Transportation (including personal vehicle fuel)	197.66
4.	Air Fare	602.57
5.	Per Diem (2 days)	<u>300.00</u>
Total Per Diem & Travel Claims		<u>\$1,399.43</u>

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$1,399.43 for attendance at the meeting in Toronto with the Minister of Finance and members of the Reassessment Working Group on June 12 & 13, 2013 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Mayor Roy Avis, in the amount of \$1,399.43, to attend the meeting in Toronto with the Minister of Finance and members of the Reassessment Working Group on June 12 & 13, 2013.

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

1. Attendee	<u>Roy Ariz</u>							
2. Conference/Seminar Attended	<u>MEETING WITH MINISTER OF FINANCE PAUL THUNDER BAY</u>							
Location (Facility and City)	<u>DUNDAS RIVER LAKE &amp; ESPINOSA RE: REASSESSMENT WORKING GROUP</u>							
Dates	<u>JUNE 12 &amp; 13</u>							

  

3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				<u>168.20</u>				<u>168.20</u>
Transportation <u>FUEL</u>				<u>76.00</u>	<u>81.66</u>			<u>157.66</u>
Breakfast					<u>15.00</u>			<u>15.00</u>
Lunch				<u>16.00</u>	<u>20.00</u>			<u>36.00</u>
Dinner				<u>40.00</u>	<u>40.00</u>			<u>80.00</u>
<del>Per Diem</del> <u>AIR FARE</u>								<u>602.57</u>
Other <u>TAXI</u>				<u>20.00</u>	<u>20.00</u>			<u>40.00</u>

  

4. Prepaid Expenses	Registration	Air Travel	Other	Total

  

5. Town Used Vehicle	Yes	No <u>(circled)</u>	Reason	Total
Mileage Claimed			KM x \$0.45 =	

  

6. Approved	Total Expenses	
	Advance Received	<u>1099.43</u>
	Balance Claimed	
	Balance Refunded	

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.

JUNE 14 2013  
Date

[Signature]  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

\_\_\_\_\_  
Date                      Treasurer                      A / P                      Cashier

**TOWN OF FORT FRANCES - SCHEDULE "E"**  
**TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print)

Approved

*Roy Auld*

Signature

*[Signature]*

Date

*June 12 2013*

**Barbara Avis**

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**From:** <PorterAirlines@flyporter.com>  
**Date:** Thursday, June 06, 2013 11:25 AM  
**To:** <rbavis@jam21.net>  
**Subject:** Itinerary - Please do not reply to this email



porter  
porter  
porter

**Passenger Itinerary**

Thank you very much for your business. We have confirmed your reservation in our system. You will not receive a paper ticket. Please review flight information for accuracy and make note of ID requirements and recommended check-in times. You may print this itinerary for your reference.

MR. ROY ALLAN AVIS  
523 COLONIZATION ROAD EAST  
FORT FRANCES, ON P9A 2S1  
CANADA

**Confirmation Number:** **HCS42E**

**Agent Name:** WEBANON

**Booking Date:** 06 Jun 2013

**Booked By:**

**Passenger Information:**

Name	VIPorter Number	Flight #/Seat #
Mr. ROY ALLAN AVIS		634/NA 639/NA

**Flight Information:**

Date	Flight	Depart	Arrive	Stops
12 Jun 2013	634	Thunder Bay (YQT) 13:25	Toronto (YTZ) 15:20	
13 Jun 2013	639	Toronto (YTZ) 20:35	Thunder Bay (YQT) 22:35	

**Fare Summary (CAD):**

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6/6/2013



Base Fare:	\$463.00
Air Traveller Security Charge:	\$14.24
NAV and Surcharges:	\$36.00
Airport Improvement Fee:	\$20.00
Harmonized Sales Tax:	\$69.33
	-----
Total Fare Price:	\$602.57
Visa:	\$602.57
	-----
Balance Due:	\$0.00

GST/HST Number: 841583271

QST Number: 1212573775

### **Baggage Policy:**

**TWO items of carry-on baggage are permitted per fare-paying passenger.**

- Carry-on baggage is limited to two pieces:
  - o 1 standard article not exceeding 55 cm x 40 cm x 23 cm (21.5" x 15.5" x 9") and weighing less than 9 kg (20 lbs)
  - o 1 personal article not exceeding 43 cm x 33 cm x 16 cm (17" x 13" x 6") and weighing less than 9 kg (20 lbs)
- Items that are not permitted in carry-on baggage aboard the aircraft are those that present a potential hazard. They include, but are not limited to, weapons, tools, restraining devices, toy weapons, cutting and puncturing devices (knives, box cutters, scissors, straight razors) ice skates and other hazardous items as defined and regulated by law including explosives, poisons, and other toxic materials.
- All carry-on baggage must fit in the sizing units located both at check-in and the gate areas.
- On board the aircraft, all carry-on baggage must be stowed under the seat or in the overhead compartments.
- The following items are not counted as carry-on: coats, cameras, receptacles containing human remains, containers carrying life sustaining items, strollers, child restraint systems, crutches, canes, walkers and other such items.
- Porter may require that an item of carry-on baggage travel as checked luggage if the bag cannot be safely stowed in the cabin.

**ONE item of checked baggage is permitted, free of charge, per fare-paying passenger.**

- One piece of checked baggage is accepted free of charge for each fare paying passenger.
- The total combined weight of all checked baggage is limited to 23 kg (50 lbs).
- The weight of the baggage is combinable for passengers booked under the same reservation file.
- A second piece of checked baggage is permitted for a charge of \$20 CAD/USD per direction.
- There is a \$50 CAD/USD charge per additional bag, over and above 2 pieces of baggage.
- Any combined weight above 23 kg (50 lbs) will be charged at a rate of \$5 CAD/USD per kg.
- No single piece can weigh more than 32 kilos (70 lbs).
- The maximum size allowed is 158 cm (62 in) total dimension (the sum of the length, width and height).
- The only exceptions to the additional baggage fees are skis and snowboards.



33 Gerrard Street West, Toronto, Ontario M5G 1Z4  
 Tel: 416-595-1975 Fax: 416-581-8934

GOVT ON  
 Mr Roy Avis  
 523 Colonization Road East  
 Fort Frances ON P9A2S1  
 Canada

Room: 0819  
 Folio:  
 Cashier: 456  
 Arrival: 06/12/13  
 Departure: 06/13/13  
 Reference:  
 Booking Ref. #:

Date	Description	Additional Information	Charges	Credits
06/12/13	Room Charge		145.00	
06/12/13	Room - HST 13%		18.85	
06/12/13	DMP - Destination Marketing Program		3.85	
06/12/13	DMP HST		0.50	
HST Summary			Total	0.00
Registration No: 887925881				
Room 19.35			Balance Due	168.20 CDN
F&B 0.00				
Other 0.00				
Total 19.35				

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

# SHELL CANADA PRODUCTS

ON BEHALF OF  
914 RED RIVER ROAD  
THUNDER BAY ON  
P7B 1K4  
(807) 767-3400

Tax Description	Qty	Amount
H Bronze FS No3		
54.325 L @ \$1.399/ L		\$76.00
AIR MILES Discount	1	\$0.00
Sub Total		\$76.00
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
<b>Total</b>		<b>\$76.00</b>
Debit:		\$76.00
Change		\$0.00

00 APPROVED - THANK YOU 001

INTERAC XXXXXXXXXXXX9250  
CHEQUING PINPAC No. 28122975  
PURCHASE CHIP  
INV No. 4512723406  
APPROVAL I.O. 131837  
Interac  
AID A0000002771010  
TVR B000008000

## VERIFIED BY PIN

IMPORTANT  
retain this copy for your records

AM 81705XXXXX SCANNED Promo 0  
Fuel Includes HST 13.0% \$8.74  
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - ON No. 137400032 RT

Help us change the world,  
one click at a time.  
[www.fuellingchange.com](http://www.fuellingchange.com)

## THANK YOU

Questions? 1-800-661-1600

REG: 2 CSH:Barry TRAN:4964  
2013/09/10 10:10:00 07:04:12

Safeway  
417 Scott Street  
Fort Frances, ON,  
P9A1H3  
STORE NO: 674

XXXXXXXXXX6746  
Visa \*\*\*  
Appr # 021136  
Seq # 658021021028  
Terminal # U0674CRN  
Trans : Purchase  
Res Code: 001 - 00  
APPROVED  
Inv # 90247018  
06/14/2013 14:34:22

Pump # 4-REG  
Vol : 59.219 L  
Price/L : \$1.379  
Total: \$81.65

Fuel Includes:  
GST/HST (13.0%): \$9.33  
GST/HST #: 119347672

You Saved  
5 Cents Per Litre

LET US HEAR FROM YOU!  
1-800-723-3929 OR VISIT

SAFeway.CA

THANK YOU  
ASK FOR OUR SPECIALS !



INDEPENDENT CAB OWNERS'  
CO-OPERATIVE INCORPORATED  
TORONTO, ONTARIO

Date: 12-6-13 FARE: 

20	00

  
From: ISLAND AIRPORT TIP: 


  
To: CHERRY BEACH TOTAL: 20.00  
Cab# \_\_\_\_\_ Driver: \_\_\_\_\_

HST INCLUDED

Flat rates available for Airport, Out of Town,  
Business Trips, Sightseeing, Etc: Ask Driver for details.

RECEIPT

BECK TAXI



RECEIPT



Cab No. \_\_\_\_\_ G.S.T. \_\_\_\_\_

From CHERRY BEACH

To TORONTO ISLAND AIRPORT

Date JUNE 13 13 Amount 20.00

Signature \_\_\_\_\_

416.751.5555

BECK TAXI streetsto

Toronto's most reliable taxi service



see reverse for your entry code to win.



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

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	MOP. F. Re: Assessment Working Group
Location	TORONTO
Dates	JUNE 12, 13

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			JUNE 12	JUNE 13				
Amount			150	150				\$300.00

Name (Please Print) <i>Roy Avis</i>	Signature <i>[Signature]</i>
Approved	Date JUNE 14 2013

To be submitted to Payroll for processing when approved by Council