

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** September 2, 2014  
**SUBJECT:** Councillor Paul Ryan – AMO Conference Travel & Per Diem Claims

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### **BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$675.00 and Schedule “B” Travel Expenses of \$262.00 to attend the Association of Municipalities of Ontario (AMO) General Meeting & Conference held in London, Ontario from August 16 – 20, 2014 as submitted by Councillor Paul Ryan.

#### Conference Expenses

1. Meals	\$262.00
2. Per Diem (4 1/2 days)	<u>675.00</u>
Total Per Diem & Travel Claims	<u>\$937.00</u>

The registration fee of \$740.15, airfare of \$593.78 and hotel accommodations of \$803.42 were paid by the Town resulting in the total cost of \$3,074.35 to attend the AMO Conference as authorized by Council.

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**

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$937.00 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in London, Ontario.

<p>Council Approval of this Report Will Agree to the Administration’s recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$937.00 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in London, Ontario.</p>
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**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1.	Attendee	<b>PAUL RYAN</b>							
2.	Conference/Seminar Attended	<b>ASSOCIATION OF MUNICIPALITIES OF ONTARIO 115<sup>TH</sup> ANNUAL GENERAL MEETING AND CONFERENCE</b>							
	Location (Facility and City)	<b>LONDON CONVENTION CENTRE, LONDON ONTARIO</b>							
	Dates	<b>AUGUST 16, 17, 18, 19, 20 / 2014</b>							
3.		Sun. 17 <sup>th</sup>	Mon. 18 <sup>th</sup>	Tues. 19 <sup>th</sup>	Wed. 20	Thurs.	Fri.	Sat. 21 <sup>st</sup>	Total
	Accommodation								
	Transportation								
	Breakfast	12.00	0	0	0			0	12.00
	Lunch	20.00	0	20.00	20.00			0	60.00
	Dinner	40.00	40.00	40.00	35.00			35.00	190.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
	By Town of Ft. Frances	Yes		Yes		Rooms			
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	<b>Passenger in R. Davis Private Vehicle</b>				Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses		262.00	
						Advance Received		0	
						Balance Claimed		262.00	
						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.

Date

**AUGUST 25<sup>th</sup> / 2014**

Employee Signature

**Paul Ryan**

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

# AMO Registration Form

AMO AGM and Annual Conference | August 17 - 20, 2014 | London, Ontario



Please send completed form to AMO Events via fax 416.971.9372 | via e-mail events@amo.on.ca  
via mail to 200 University Avenue, Suite 801, Toronto, ON., M5H 3C6 or register online at www.amo.on.ca

## REGISTRANT INFORMATION

Name:	Paul Ryan		
Title:	Councillor		
Municipality/Organization:	Town of Fort Frances		
Full Mailing address:	300 Portage Avenue Fort Frances, Ontario P9A 3P9	Phone:	807 274-5323
E-mail:	klawson@fort-frances.com	Fax:	807 274-8479
Dietary needs:	None	<input type="checkbox"/> This is my first time attending the AMO Conference	
Other needs (mobility, special requirements etc...):	None		

## REGISTRATION FEES (FEES IN BRACKETS INCLUDE HST)

Registration Type	AMO Member and Supporter Rates (Rate ends Aug 15)	Non Member Rates (Rate ends Aug 15)
<input type="checkbox"/> Full with Social Evening Ticket	\$720 (\$813.60)	\$920 (\$1039.60)
<input checked="" type="checkbox"/> Full, No Social Evening Ticket	\$655 (\$740.15)	\$820 (\$926.60)
<input type="checkbox"/> One Day: Mon Aug 18	\$365 (\$412.45)	\$490 (\$553.70)
<input type="checkbox"/> One Day: Tues Aug 19	\$365 (\$412.45)	\$490 (\$553.70)
<input type="checkbox"/> Half Day: Wed Aug 20	\$205 (\$231.65)	\$245 (\$276.85)
<input type="checkbox"/> Extra Tuesday Evening Social Tickets	\$75 (\$84.75)	\$75 (\$84.75)

## PAYMENT INFORMATION

Registration Fee including HST	\$ 740.15
extra Tuesday evening social tickets	\$
TOTAL to be remitted	\$ 740.15

## PAYMENT METHOD

- ☐ Invoice me (only available to Ontario Municipalities)
- ☐ Cheque payable to Association of Municipalities of Ontario
- ☒ Credit Card please complete details below.

## CAUCUS VOTING (AMO MEMBERS ONLY)

The AMO By-Law directs that each delegate who is an elected municipal official and an AMO member municipality is eligible to vote. It is up to each elected municipal official to indicate which caucus best represents his or her interests. Assignment of the Monday Lunch is also based on the identified caucus. You MUST declare a caucus when submitting this conference registration form.

July 18, 2014 is the last date for changing Caucus. After July 18, 2014 changes to a declared Caucus are not permitted.

Please indicate which caucus you wish to participate in:

- ☐ County ☐ Large Urban ☒ Northern ☐ Regional/Single Tier
- ☐ Rural ☐ Small Urban

## PLAN YOUR MONDAY AFTERNOON

As indicated there are three options for educational learning in the afternoon of Monday, August 18.

Will you be attending:

- ☐ A concurrent session
- ☐ One of the Study Tours
- ☐ One of the Out Trips (dinner included, \$45 + HST)

If you and your companion wish to attend a study tour or out trip please complete the Tours and Trips Registration form.

**Cancellation Policy:** Cancellations must be made in writing before July 11, 2014. An administration charge of \$70.00 plus HST (\$79.10) will apply. Any cancellations made after July 11, 2014, will not be refunded.

By completing this registration form you are providing the Association of Municipalities of Ontario (AMO) with consent to send information on all activities related to current and future AMO AGM's and Annual Conferences. If you wish to no longer receive information from AMO on this program please contact events@amo.on.ca to unsubscribe.

## CREDIT CARD PAYMENT

Please note a 5% (plus HST) administration fee will be applied to all credit card transactions.

- ☐ MasterCard ☒ Visa

Credit Card # 4715 1680 0029 8250 Expiry 06/18

Name on Card: Kathryn Lawson

Signature: Kathryn Lawson



PLUS

BEST WESTERN PLUS Winnipeg Airport Hotel  
by FORTIS PROPERTIES

Paul Ryan  
1226 fifth st e  
Fort Frances ON P9A 1V9  
Canada

Arrival : 08-16-14  
Departure : 08-17-14  
Room No. : 518  
Invoice No. :  
Conf. No. : 35788  
Page : 1 of 1

GST 896932449 R0001  
PST 896932449 MT0001

Date	Description	Charges	Payments
08-16-14	Room Individual	129.00	
08-16-14	Accommodation Tax	6.45	
08-16-14	GST	6.77	
08-16-14	PST	10.32	
08-17-14	Visa		152.54
	XXXXXXXXXXXX8250 XX/XX		
Total		152.54	152.54
Balance			0.00

Note: PAID IN ADVANCE BY THE TOWN OF FORT FRANCES ADMINISTRATION

1715 Wellington Avenue, Winnipeg, Manitoba, R3H 0G1, Canada  
Telephone: (204) 775-9889 Fax: (204) 775-4576

Each Best Western® branded hotel is independently owned and operated.



## LONDON ARMOURIES

325 Dundas Street, London, Ontario, N6B 1T9  
Tel: 519-679-6111 Fax: 519-679-3957

ASSOCIATION OF MUNICIPALITIES  
Paul Ryan  
Canada

Room: 1804  
Folio: 211858  
Cashier: 408  
Arrival: 08-17-14  
Departure: 08-20-14

Group: TAPMO

Date	Description	Additional Information	Charges	Credits
08-17-14	Deposit Transferred at C/I			650.88
08-17-14	Room Charge		192.00	
08-17-14	Room - HST		24.96	
08-18-14	Room Charge		192.00	
08-18-14	Room - HST		24.96	
08-19-14	Room Charge		192.00	
08-19-14	Room - HST		24.96	
HST Summary			Total	650.88
Registration No: 860549062			Balance Due	0.00 CDN
Room 74.88				
F&B 0.00				
Other 0.00				
Total 74.88				

Note: Paid in Advance By The Town of Fort Frances  
Administration

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

INTERNATIONAL TRAVEL 539647 ONTARIO LTD  
265 SCOTT ST  
FORT FRANCES ONT P9A 1G8  
807 274 9895 OR 1800 465 7795  
EMAIL ADDRESS IS PHERR SHAW CA

SALES PERSON: PH

ITINERARY/INVOICE NO. 0043609  
DCAJCW

DATE: 29 JUL 14  
PAGE: 03

TO: TOWN OF FORT FRANCES 320 PORTAGE AVE FORT FRANCES  
CONFIRMED WITH KATHRYN LAWSON

FOR: MCCAIG/MARK MR  
AVIS/ROY MR  
RYAN/PAUL MR

AIR TICKET	WS5249945383	MCCAIG MARK MR	529.25
ELEC TKT			
		27.66 G.S.T./H.S.T.	27.66
AIR TICKET	WS5249945384	AVIS ROY MR	529.25
ELEC TKT			
		27.66 G.S.T./H.S.T.	27.66
AIR TICKET	WS5249945385	RYAN PAUL MR	529.25
ELEC TKT			
		27.66 G.S.T./H.S.T.	27.66
		SUB TOTAL	1,687.75
		TOTAL G.S.T./H.S.T.	93.58
		TOTAL AMOUNT DUE	1,781.33

*1,781.33/3 = \$ 593.78*

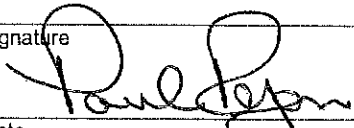
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**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	PAUL RYAN
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 115 <sup>TH</sup> ANNUAL GENERAL MEETING AND CONFERENCE
Location	LONDON CONVENTION CENTRE, LONDON ONT.
Dates	AUGUST 16, 17, 18, 19, 20 / 2014

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug <sup>18</sup>	Aug <sup>19</sup>	Aug <sup>20</sup>			Aug <sup>16</sup>	Aug <sup>17</sup>	
Amount	150. <sup>00</sup>	150. <sup>00</sup>	150. <sup>00</sup>			75. <sup>00</sup>	150. <sup>00</sup>	675. <sup>00</sup>

Name (Please Print)	PAUL RYAN	Signature	
Approved		Date	AUGUST 25 / 2014

To be submitted to Payroll for processing when approved by Council