



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/96**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 9, 2013
SUBJECT: Mark McCaig, CAO – NOMA Regional Conference Travel Expenses

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the total amount of \$116.00 in regard to travel and attendance of the NOMA Regional Conference held in Thunder Bay from September 25 - 27, 2013 as submitted by Mark McCaig, CAO.

Conference Expenses

1. Meals	\$ 86.00
3. Per Diem (3 days)	<u>30.00</u>
Total Per Diem & Travel Claims	<u>\$ 116.00</u>

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11, Schedule 'A' 1. and 2.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the travel expense claim in the total amount of \$116.00 for attendance at the NOMA Regional Conference held in Thunder Bay from September 25 - 27, 2013 as submitted by Mark McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the travel expense claim as submitted by Mark McCaig, CAO in the amount of \$116.00 to attend the NOMA Regional Conference held in Thunder Bay from September 25 - 27, 2013 as outlined in this report.

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

1.	Attendee	<i>MARK MCCAIG</i>						
2.	Conference/Seminar Attended	<i>NWORC SEPT 25, 26, 27</i>						
	Location (Facility and City)	<i>THUNDER BAY, VICTORIA INN</i>						
	Dates	<i>SEPT. 25, 26, 27</i>						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				<i>15.00</i>	<i>—</i>	<i>—</i>		
	Lunch				<i>25.00</i>	<i>—</i>	<i>—</i>		<i>16.00</i>
	Dinner				<i>35.00</i>	<i>35.00</i>	<i>—</i>		<i>70.00</i>
	Per Diem				<i>10.00</i>	<i>10.00</i>	<i>10.00</i>		<i>30.00</i>
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed			KM x \$0.45 =	

6.	Approved	Total Expenses	<i>\$116.00</i>
		Advance Received	
		Balance Claimed	<i>\$116.00</i>
		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.

September 28, 2013
Date

Mark M. Caig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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Northwestern Ontario Regional Conference

The 2013 Northwestern Ontario Regional Conference is scheduled for September 25, 26 & 27 at the Victoria Inn in Thunder Bay.

Please click the following link for the registration form. Registration forms can be sent via mail P.O. Box 10308, Thunder Bay, ON P7E 6T8 or

Fax (807) 683-6662 or Scan and email to admin@noma.on.ca

Agenda At A Glance

AGENDA

Wednesday, September 25, 2013

5:00 pm to 7:00 pm	Registration & After Business Networking	Valhalla Inn, Thunder Bay
NOTE - 6:30 pm SNC Lavalin will hold their Grand Opening at its office in Thunder Bay located at Suite 804, 34 Cumberland St. N. Thunder Bay.		

Thursday, September 26, 2013 – All meetings held at the Victoria Inn

8:00 am to 9:00 am	Buffet Breakfast and Welcome Address	Victoria Inn, Thunder Bay
9:00 am to 10:00 am	Connecting the Dots: Empowering an Entrepreneurial Ecosystem in Your Community <i>Maria Meyers, Network Builder, US Sourelink</i>	
10:20 am to 11:15 am	College & University: Economic Impacts on our Communities, President Jim Madder, Confederation College Dr. Rodney Hanley, Provost & Vice President, Lakehead University	
11:15 am to 12:00 pm	Hon. Michael Gravelle, Minister of Northern Development and Mines	

12:00 pm to 1:00 pm	Lunch followed by a presentation from David Sword, Union Gas – Update on the Pipelines	
1:00 pm to 2:00 pm	<p>NOMA Concurrent Session – Making Choices: Using Service Delivery Reviews to Improve Municipal Services and Better Manage Spending</p> <p><i>Municipalities are faced with making hard decisions now more than ever in maintaining service demands while making choices that ensure their financial integrity. This session will take a look at an overview of a six stage approach to Service Delivery Reviews as well as examine some examples of SDRs done by municipalities across the Region and Northern Ontario with an intent to reduce costs and find efficiencies.</i></p> <p>NOACC Business Meeting</p> <p>NODN Business Meeting</p>	
2:00 pm to 3:00 pm	<p>NOMA Concurrent Session – Overview of Shared Services for Municipalities</p> <p>Oscar Poloni, KPMG to present</p> <p><i>An overview of shared services and what that means for municipalities in an effort to maintain performance while identifying ways of saving costs in order to operate more cost efficiently.</i></p> <p>NOACC Business Meeting</p> <p>NODN Business Meeting</p>	
3:20 pm to 4:00 pm	Charles Cirtwell, CEO, Northern Policy Institute	
4:00 pm to 4:30 pm	<p>District Labour Market Update</p> <p>Sonja Wainio, Executive Director, Northwest Training & Adjustment Board</p> <p>Madge Richardson, Executive Director, North Superior Workforce Planning Board</p>	
4:30 pm to 4:45 pm	Aime Dimatteo, Director General, FedNor	
4:45 p.m.	<p>Adjournment</p> <p>Note: Confederation College is hosting the Partners Reception at the Valhalla Inn. For ticket information contact –</p> <p>Cheryl-Lyn.Lamers@confederationc.on.ca</p>	
8:30 pm to 11:00 pm	Hospitality Suite – Hosted by Unison Benefits	Victoria Inn, Thunder Bay

Friday, September 27, 2013

7:45 am to 8:40 am	Buffet Breakfast and Presentation from Ontario Power Generation to recognize their 50 th Anniversary of the Thunder Bay Generating Station	Victoria Inn, Thunder Bay
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8:45 am to 9:45 am	Competitive Ready Communities George Borovilos, Director of Business Development Branch with the Ministry of Agriculture and Food and Ministry of Rural Affairs	
9:45 am to 10:30 am	Immigration Portal – Connecting to Newcomers	
10:45 am to 11:30 am	Plenary Discussion Examination & Prioritization of Key Projects Related to Economic Development of Northwestern Ontario	
11:30 am to 12:00 pm		
	Bruce Strapp, Executive Director, Northern Ontario Heritage Fund Corporation	
12:00 pm to 1:30 pm	Buffet Lunch – Hon. Greg Rickford, Minister of State for Science & Technology and FedNor	
Adjournment 1:45 p.m.		

The event is co-hosted by:

- Northwestern Ontario Municipal Association
- Ministry of Municipal Affairs & Housing
- Northwestern Ontario Associated Chambers of Commerce
- Northwestern Ontario Development Network

The NWO Regional Conference is held in conjunction with the Thunder Bay Chamber of Commerce Prosperity Northwest Trade Show. Interested exhibitors and attendees are encouraged to visit www.tbchamber.ca/prosperitynorthwest for more information.

Hotel accommodations are available at the Victoria Inn at a rate of \$115.99 + HST per night. Please quote number 381244 when booking your room.

Rooms must be booked by September 4, 2013.

