



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/94**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 9, 2013
SUBJECT: Mayor Roy Avis – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$234.23 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Mayor Roy Avis.

Travel Expenses

| | |
|--------------------------------|------------------|
| 1. Meals | \$ 70.00 |
| 2. Own Vehicle Gas | 164.23 |
| 3. Per Diem (3 days) | <u>450.00</u> |
| Total Per Diem & Travel Claims | <u>\$ 684.23</u> |

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$1,121.37 to attend the NOMA Regional Conference as authorized by Council.

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 \$684.23 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 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 total amount of \$684.23 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

| | | | | | | | | |
|--------------------------------|------------------------|-------------------------------------|------------|------------------|---------------|--------------|--------------|---------------|
| 1. Attendee | <i>ROY AULIS</i> | | | | | | | |
| 2. Conference/Seminar Attended | <i>NOMMA</i> | | | | | | | |
| Location (Facility and City) | <i>TIMBER DAY</i> | | | | | | | |
| Dates | <i>SEPT 25 - 26 27</i> | | | | | | | |
| 3. | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
| Accommodation | | <i>PAID BY K LAWSON</i> | | | | | | |
| Transportation | | | | | | <i>95.02</i> | <i>69.21</i> | <i>164.23</i> |
| Breakfast | | | | - | - | - | | |
| Lunch | | | | | - | - | | |
| Dinner | | | | <i>35.00</i> | <i>35.00</i> | | | <i>70.00</i> |
| Per Diem | | | | | | | | |
| Other | | | | | | | | |
| 4. Prepaid Expenses | Registration | | Air Travel | | Other | | Total | |
| | | | | | | | | |
| 5. Town Used Vehicle | Yes | <input checked="" type="radio"/> No | Reason | | <i>Booked</i> | | | Total |
| Mileage Claimed | KM x \$0.47 = | | | | | | | |
| 6. Approved | | | | Total Expenses | | | | <i>234.23</i> |
| | | | | Advance Received | | | | |
| | | | | Balance Claimed | | | | <i>234.23</i> |
| | | | | 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.

SEPT 30 2013
Date

[Signature]
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

| | | | |
|------|-----------|-------|---------|
| | | | |
| Date | Treasurer | A / P | Cashier |

REPRINTED ON 9/28/2013 5:46:13 PM

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

XXXXXXXXXX6746
Visa **/**
Appr # 003087
Seq # 960001001021
Terminal # V0674CRN
Trans : Purchase
Res Code: 001 - 00
APPROVED
Inv # 90050037
09/28/2013 18:43:42

Pump # 8-REG
Vol : 53.278 L
Price/L : \$1.299
Total: \$69.21

Fuel Includes:
GST/HST(13.0%): \$7.96
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 !

ESSO EXPRESS PAY

West Arthur ESSO
645WEST ARTHUR ST
Thunder Bay ON

Site #: 00303214
2013/09/27 13:39
VISA

Auth# 057901-F
Inv # PAD45000
Credit
Pump#01 EXTRA
Litres 67.922
@ \$1.399/LTR
Fuel \$95.02

TL/NoTax \$95.02
Total \$95.02
HST IN FUEL \$10.93

AERO. MILES THIS
SALE: 31
BONUS MILES: 31

AEROPLAN #:
6274211135826138
IMPORTANT - retain
this copy for your
records

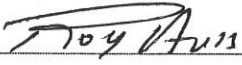

THANK YOU
Station# 88001930

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)  | Signature  |
| Approved | Date SEPT 25 2013 |

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm-7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am-5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am-2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM

Contact Name: Kathryn Lawson

Municipality/Ministry/Company:
Town of Fort Frances

Address:
320 Portage Avenue

City/Province/Postal Code:
Fort Frances, Ontario F9A 3P9

Phone: 274-5323 Member of (circle one): NOACC NODN NOMA

Email: klawson@fort-frances.com

ATTENDEE NAME(S) & ELECTED TITLE(S)

- ① Mayor Roy Avis
- ② Councillor John Albanese
- ③ Councillor Andrew Hallikas
- ④ Councillor Paul Ryan
- ⑤ CAO - Mark McCaig

FEE SCHEDULE

Full Conference

Member/Ministry: \$175 ☒

Non-member: \$275 ☐

Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch

One Day Only

Member/Ministry: \$100 ☐

Non-Member: \$125 ☐

Includes one day breakfast & lunch

Total Fee \$875.00

Cheque attached OR Visa/Mastercard #:

Expiry date:

Return with payment to: NOMA P.O. Box 10308,
Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662
Email: admin@noma.on.ca A \$50 administration fee
will be charged on cancellations prior to September 1,
cancellations after that date will not be refunded.



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

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

Roy. Avis

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page # 1
Res. # 381276
Checked in Wed Sep 25/13 - 3:38 am
Checked out Fri Sep 27/13 - 10:34 am
Nights 2
Room Rate 115.99
Room 206

| Date | Description | Reference | Charges | Credits |
|-------|--------------------------------|-----------|---------|---------|
| Sep25 | PAID BY VISA - Th auth #046278 | *****8250 | | 262.14 |
| Sep25 | Room - Government Rate | | 115.99 | |
| Sep25 | HST | | 15.08 | |
| Sep26 | Room - Government Rate | | 115.99 | |
| Sep26 | HST | | 15.08 | |
| | | | 0.00 | 262.14 |

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc auth form

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

30.16

~~ROY~~
Email: Klawson@fort-frances.com

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

| | |
|-------------------------------|------------------------|
| Attendee | <i>Roy Aulis</i> |
| Conference / Seminar Attended | <i>NOMA</i> |
| Location | <i>THUNDER Bay ONT</i> |
| Dates | <i>SEPT 25 26 27</i> |

Details of Per Diem

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|---------|-------------|-------------|-------------|----------|--------|-------------|
| Date | | | <i>9/25</i> | <i>9/26</i> | <i>9/27</i> | | | |
| Amount | | | <i>150</i> | <i>150</i> | <i>150</i> | | | <i>450-</i> |

| | |
|---|---------------------------------|
| Name (Please Print) <i>Roy Aulis</i> | Signature <i>[Signature]</i> |
| Approved | Date <i>SEPT 30 / 2013</i> |

To be submitted to Payroll for processing when approved by Council