



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/92

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 3, 2013

SUBJECT: Councillor Paul Ryan – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$174.89 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 Councillor Paul Ryan.

Travel Expenses

1. Meals	\$ 70.00
2. Town Vehicle Gas	104.89
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 624.89</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 \$1,062.03 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 \$624.89 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Paul Ryan, in the total amount of \$624.89 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

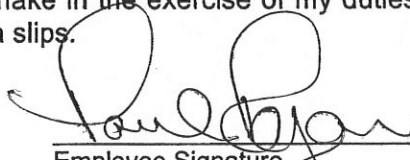
**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1. Attendee	Paul Ryan								
2. Conference/Seminar Attended	Northwestern Ontario Municipal Association, 31st Annual Regional Conference								
Location (Facility and City)	Victoria Inn - Thunder Bay ON.								
Dates	September 25, 26, 27, 2013								
3.	September	Sun.	Mon.	Tues.	Wed. 25	Thurs. 26	Fri. 27	Sat.	Total
Accommodation									
Transportation									
Breakfast					Ø	Ø	Ø		
Lunch					Ø	Ø	Ø		
Dinner					35.00	35.00	Ø		70.00
Per Diem									
Other									
4. Prepaid Expenses	Registration		Air Travel		Other			Total	
Town of F. Frances	Yes				Hotel, Victoria Inn			Ø	
5. Town Used Vehicle	(Yes)	No	Reason						Total
Mileage Claimed	Ø	KM x \$0.47 = Ø	Gas Re: Admin Vehicle						104.89
6. Approved					Total Expenses				174.89
					Advance Received				Ø
					Balance Claimed				174.89
					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.

September 30 / 2013
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS

ON BEHALF OF
1110 WEST ARTHUR STREET
THUNDER BAY ON
P7E 6P9
(807) 473-4325

Tax Description	Qty	Amount
H Bronze No2		
22.425 L @ \$1.339/ L		\$30.03
AIR MILES Discount	1	\$0.00
Sub Total		\$30.03
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$30.03
Cash		\$40.03
Change		\$10.00

AM 80003XXXXXX SCANNED Promo 0
Fuel Includes HST 13.0% \$3.45
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 137400032RT

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THANK YOU
Questions? 1-800-661-1600

REG: 2 CSH:Dan, TRAN:1870
2013/09/27 13:41:28 ST:C20344

Noma Conference
Thunder Bay
Sept 25, 26, 27/13

Gas:
Re: Town Admin. Vehicle

30.03
74.86
104.89

SHELL CANADA PRODUCTS

ON BEHALF OF
HWY 11 EAST
FORT FRANCES ON
P9A 3M3
(807) 274-2221

Tax Description	Qty	Amount
H Bronze FS No1		
54.682 L @ \$1.369/ L		\$74.86
AIR MILES Discount	1	\$0.00
Sub Total		\$74.86
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$74.86
MASTERCARD:		\$74.86
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1937
TERMINAL No. 89102381
PURCHASE CHIP
INV No. 1023818265
APPROVAL No. 04212Z
CAPITAL ONE
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

AM 81704XXXXXX SCANNED Promo 0
Fuel Includes HST 13.0% \$8.61
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. R106555360

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THANK YOU
Questions? 1-800-661-1600

REG: 1 CSH:Gusta TRAN:8476
2013/09/27 15:58:07 ST:C10238

Councillor P. Ryan

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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 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 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 – 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	<p>Buffet Breakfast and Presentation from Ontario Power Generation to recognize their 50th Anniversary of the Thunder Bay Generating Station</p>	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.



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		FEE SCHEDULE	
Contact Name: Kathryn Lawson		Full Conference	
Municipality/Ministry/Company: Town of Fort Frances		Member/Ministry: \$175	<input checked="" type="checkbox"/>
Address: 320 Portage Avenue		Non-member: \$275	<input type="checkbox"/>
City/Province/Postal Code: Fort Frances, Ontario P9A 3P9		Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch	
Phone: 274-5323	Member of (circle one): NOACC NODN <u>NOMA</u>	One Day Only	
Email: klawson@fort-frances.com		Member/Ministry: \$100	<input type="checkbox"/>
ATTENDEE NAME(S) & ELECTED TITLE(S)		Non-Member: \$125	<input type="checkbox"/>
① Mayor Roy Avis		Includes one day breakfast & lunch	
② Councillor John Albanese		Total Fee \$875.00	
③ Councillor Andrew Hallikas		Cheque attached OR Visa/Mastercard #: XXXXXXXXXXXX	
④ Councillor Paul Ryan		Expiry date: XXXX/XX/XX	
⑤ CAO - Mark McCaig		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

Paul Ryan

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page # 1
Res. # 383697
Checked in Wed Sep 25/13 - 4:59 am
Checked out Fri Sep 27/13 - 10:37 am
Nights 2
Room Rate 115.99
Room 230

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #079413	*****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

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Our H.S.T. # is 835058603

Charge Summary:
HST

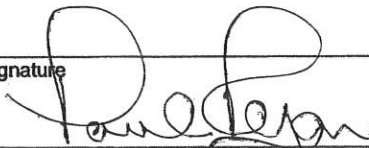
30.16

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 31 ST ANNUAL REGIONAL CONFERENCE
Location	VICTORIA INN - THUNDER BAY ON.
Dates	September 25, 26, 27 / 2013

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 25 / 13	Sept 26 / 13	Sept 27 / 13			
Amount			150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			450. ⁰⁰

Name (Please Print) PAUL RYAN	Signature 
Approved	Date September 30 / 2013

To be submitted to Payroll for processing when approved by Council