



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/50

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 7, 2013
SUBJECT: Mayor Roy Avis – Deputy Minister of Finance and Deputy Minister of Municipal Affairs & Housing Meeting re: MPAC Assessment

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$216.50 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$225.00 in regard to meeting with the Deputy Minister of Finance and Deputy Minister of Municipal Affairs & Housing on April 29, 2013 as submitted by Mayor Roy Avis.

Conference Expenses

1.	Meals	\$115.00
2.	Accommodations	83.00
3.	Ground Transportation	18.50
4.	Per Diem (1 1/2days)	<u>225.00</u>
Total Per Diem & Travel Claims		<u>\$ 441.50</u>

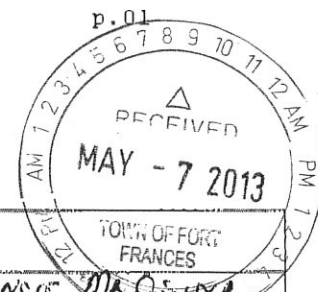
The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$441.50 for attendance of the meeting with the Deputy Minister of Finance and Deputy Minister of Municipal Affairs & Housing on April 29, 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 \$441.50 to attend the meeting with the Deputy Minister of Finance and Deputy Minister of Municipal Affairs & Housing re: MPAC Assessment on April 29, 2013 as submitted by Mayor Roy Avis.

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



1. Attendee	Roy A. [Signature]							
2. Conference/Seminar Attended	MEETING WITH DEPUTY MINISTER OF FINANCE DEPUTY MINISTER MUNICIPAL AFFAIRS, HOUSING AND HERVEY LAW FIRM RE MPAC ASSIGNMENT.							
Location (Facility and City)	DROUVE							
Dates	APRIL 28 & 29							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation	83.00							83.00
Transportation	8.50	10.00						18.50
Breakfast		15.00						15.00
Lunch		20.00						20.00
Dinner	40.00	40.00						80.00
Per Diem								
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							216.50
	Advance Received							
	Balance Claimed							216.50
	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.

Date APRIL 30 2013

[Signature]
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A/P	Cashier
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Thank you for booking your hotel with us

Print, Library Email, Itinerary

An email confirmation has been sent to: rbavis@jam23.net

Booking Number: **1290-5858**
Customer Information Mr. ROY AVIS 807-274-9651
Hotel Confirmation Number: PBCAN2929910774



Destination: Toronto

Delta Chelsea Hotel Toronto, ON, CA

Check-in: **Sun, 28-Apr, 2013** 4 Nights
Check-out: **Thu, 02-May, 2013**

1 Room: **Delta - Double
Double - 2 double
beds with
Complimentary
Internet Access**
2 Adults 0 Children



Room 1:
**Delta - Double Double - 2 double beds
with Complimentary Internet Access**
Check-in for this room must be completed by ROY AVIS

Special Requests Requests are not guaranteed and will be granted based on availability at check-in.
• Late check-in: After 4 p.m. local time



Billing Summary

Room 1 (Nights: 4, Guests: 2) \$459.60
Taxes and fees \$59.30
Grand Total (CAD) \$518.90

Actual Nightly Rates per Room:

	Sun	Mon	Tue	Wed
Week 1	\$125	\$83	\$113	\$179

Credit Card: XXXXXXXXXXXX0848 (VISA)
Mr. ROY AVIS 523 COLONIZATION ROAD EAST, FORT FRANCES, ON, Canada,
P9A 2S1

Aeroplan No.: 113582613
919 Aeroplan Miles will be awarded upon check-in. Allow 2-3 weeks for processing



Hotel Policies

Pre-pay policy:
Prepayment by credit card required

Cancellation Policy:
Cancellations or changes made within 1 day prior to 12:01 AM local hotel time on the day of arrival are subject to a \$100.91 charge. Cancellations or changes made after 12:01 AM local hotel time on the day of arrival are subject to a 100% charge. We are sorry but refunds are not available for early check-out.

**NEED TO
RENT A CAR?**

Budget
AVIS or Budget
car rentals on
aircanada.com
AND EARN
1 Aeroplan® Mile
for each \$1 spent

Budget **AVIS**



INDEPENDENT CAB OWNERS'
CO-OPERATIVE INCORPORATED
TORONTO, ONTARIO

Date: 04 28 013 FARE:

8	50

From: _____ TIP: _____
To: _____ TOTAL: _____
Cab# 122 Driver: [Signature]

HST INCLUDED

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

RECEIPT



www.diamondtaxi.ca

416-366-6868

DATE 4/29/13 AMT. \$ 10
FROM _____
TO _____
DRIVER'S NAME _____ HST# _____
CAB# 2120 FARE INCLUDES HST

The Driver is an Independent Contractor, any HST input credit may be claimed
as "input" or applied to the driver's HST registered number, not Diamond Taxi Ltd.

Thank You

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

Attendee	<i>Kay Avis</i>
Conference / Seminar Attended	MEETING WITH DEPUTY MINISTER OF FINANCE MUNICIPAL AFFAIRS LEVER HAW FIRM RE MPAC REASSESSMENT
Location	
Dates	

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	APRIL 30						APRIL 28	
Amount	150.00						75.00	225.00

Name (Please Print)	Signature
<i>Kay Avis</i>	<i>[Signature]</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

Administration & Finance Division
Civic Centre

Operations & Facilities Division
Fifth Street & Wright Avenue
Phone: 807-274-9893
Fax: 807-274-7360

Civic Centre
320 Portage Avenue
Phone: 807-274-5323
Fax: 807-274-8479
email: town@fort-frances.com

THE TOWN OF FORT FRANCES



FORT FRANCES, ONTARIO
CANADA

Planning & Development Division
Civic Centre

Community Services Division
740 Scott Street P9A 1H8
Phone: 807-274-4561

Mailing Address:
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

www.fort-frances.com

April 24, 2013

Mayor Roy Avis
Town of Fort Frances

Dear Sir:

At the recent meeting of Council held on Monday, April 22, 2013, the following resolution was approved:

"THAT Mayor Avis be authorized to attend a meeting with the Deputy Minister of Finance in Toronto on April 29, 2013. "

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

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c.c. L. Witherspoon, Treasurer