

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

1.	Attendee	MICHAEL BEHAN							
2.	Conference/Seminar Attended	New Councilor & land use planning							
	Location (Facility and City)	Thunder Bay							
	Dates	March 5-7/2019							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				13.00	13.00			26.00
	Lunch					17.00			17.00
	Dinner			35.00	35.00	<del>35.00</del>			70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							113.00
		Advance Received							
		Balance Claimed							
		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.

March 11/2019  
Date

Michael Behan  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	NEW COUNCILLOR & LAND USE PLANNING
Location	THUNDER BAY
Dates	MARCH 5-7, 2019

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		March 5	March 6	March 7				
Amount		\$80	\$160	\$160				\$400

Name (Please Print) MICHAEL BEHAN	Signature Michael Behan
Approved	Date March 12/2019

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

DATE	LOCATION
February 7: Toronto	<b>SOLD OUT</b>
March 6: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 8: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 20: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 21: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 22: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 27: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 28: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

## REGISTRATION OPTIONS

Register for this session and As a Member of Council What You Need to Know and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one print and submit form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
- **Registration Open to:** Newly-elected and returning elected officials and municipal staff.
- **Dates and Locations:** Registration opens at 8:30 am and the session runs from 9:00 am to 12:00 pm

DATE	LOCATION
February 8: Toronto	<b>SOLD OUT</b>
March 7: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 9: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 21: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 22: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 23: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 28: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 29: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3