



Accounting Services Division
Corporate Accounts Payable

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

Conference Seminar Training Business Travel

This form should be submitted within 10 business days of return from the conference/seminar.

Attach original approved "Request for Authorization Form" and all original receipts.

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------|--------------------------------------------|
| Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = _____ (If applicable) | | | Invoice Number** EXP/JN09-JN11/19 |
| Vendor Name** CONDON, REBECCA | | | Vendor Number** 1011501 |
| Division** EDC | Work Address** 77 ELIZABETH ST. 2ND FL | Postal Code** M5G 1P4 | Invoice Date** (m/d/yyyy) June 19, 2019 |
| Name and Location of Conference / Seminar / Training / Business Travel** Intermunicipal Brownfield Brownfield group-Annual Meeting 2019 | | | Payment Amount** \$112.50 |
| Start Date** (m/d/yyyy) Sunday, June 09, 2019 | | End Date** (m/d/yyyy) Tuesday, June 11, 2019 | |

| Description | GL Account** | Cost Centre/ WBS Element/ Internal Order** | Functional Area** | Net Amount** | HST** | Total Including Taxes** |
|-----------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------|--------------------------|--------------|---------|-------------------------|
| Registration Fees | | | | | | n/a |
| Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus | 4254 4215 | EDO167 | 4530100000 1540100000 | 114.00 | \$14.82 | 128.82 |
| Baggage Fees / Insurance | | | | | | |
| Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.55/km | | | | | | n/a |
| Accommodation 2 days @ \$ 149.93 /day | 4252 4210 | EDO167 | 1530100000 1540100000 | 265.36 | \$34.50 | 299.86 |
| Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO | | | | | | n/a |
| Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX* | | | | | | n/a |
| Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX* | | | | | | n/a |
| Per Diem (See Bus. Expense Policy) 3 days @ \$ 37.50 / day | 4255 | EDO167 | 1530100000 1540100000 | 112.50 | | 112.50 |
| Other (Please specify) | | | | | | n/a |
| Training | | | | | | n/a |
| TOTAL EXPENSES | | | | | | \$541.18 |

| Less: Advances & Prepayments: *Mandatory if applicable | | | | | | | |
|-----------------------------------------------------------|--------------|--------------------------------------------------|--------------------------|---------------------|--------------|---------|-------------------------|
| Description | GL Account** | Cost Centre/ WBS Element/ Internal Order** | Functional Area** | SAP Document Number | Net Amount** | HST** | Total Including Taxes** |
| Registration Fees | | | | | | | |
| Air Travel | | | | | | | |
| Accommodation | 4252 4215 | ED0167 | 1530100000 | 1200032035 | 265.36 | \$34.50 | 299.86 |
| Grds Transportation (To & Fr. Airport) ON. | | | 1540100000 | | | | |
| Grds Transportation (To & Fr. Airport) Destination | | | | | | | |
| Grds Transportation (local-des. taxi, bus, train, etc.) | | | | | | | |
| Other (Please specify) train travel | 4254 | ED0167 | 1530100000 1540100000 | 1200030996 | 114.00 | \$14.82 | 128.82 |
| TOTAL ADVANCES & PREPAYMENT AMOUNT** | | | | | | | \$428.68 |
| TOTAL PAYABLE TO INDIVIDUAL / CITY | | | | | | | \$112.50 |

Employee Name: Rebecca Condon
 Title: Senior Business Development Officer
 Date: June 19, 2019
 Telephone: [Redacted]
 Signature: [Redacted]

Authorized by: John Alderdice
 Title: AI Director
 Date: June 24/2019
 Telephone: [Redacted]
 Signature: [Redacted]

****This form may not be altered in any manner. All mandatory fields must be completed and filled in electronically. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.**

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.
 ASF.0030.02

R.

REPORT ON CONFERENCE

Rebecca Condon

Employee Name: _____
Division: EDC
Date Submitted: June 19, 2019

Name of Conference: Inter-Municipal Brownfield Group-Annual Meeting 2018

Location: Windsor, Ontario
Date(s) Attended: June 9-12, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):

Personal Development:

This conference provided an opportunity to interact and network with other Ontario brownfield practitioners sharing both program successes and challenges.

Networking:

I was able to meet with a number of brownfield remediation professionals to discuss common issues and best practices. There was a walking tour of City of Detroit brownfield remediation sites along with a meeting with representatives of the City of Detroit and the Michigan Economic Development Corporation. There was an additional tour of the City of Windsor Brownfield remediation area (Ford City).

City Benefits (including financial benefits):

- Better administration of IMIT BRTA Program
- Increased knowledge of "best practices" for brownfield remediation projects including phytoremediation project.
- Discussion with Ryerson Professor on City of Toronto/student brownfield project.
- Best practice for brownfield grant administration including pro forma "but for" analysis and TIF's.
- Networking with industry professionals from throughout Ontario, Canada and the US.

Employee's signature: _____ **Date:** June 19 2019

Approved by (please print): Michael H. Williams, General Manager, EDC

Division Head or Designate

Signature: _____ **Date:** July 2/19

Note: Please complete this form within 10 days after attending the conference.

Rebecca Condon

From: VIA Rail Canada <service@viarail.ca>
Sent: June 5, 2019 7:04 PM
To: Rebecca Condon
Subject: VIA Rail Itinerary & Receipt | Jun 09, 2019 - Booking Ref: UQS513

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada .



BOOKING CONFIRMATION: UQS513

REBECCA CONDON

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests
VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

ITINERARY # 1

TRAIN 75 | [info](#)

From: TORONTO UNION STATION Sun. Jun 9, 2019 **Departure:** 17:30
To: WINDSOR Sun. Jun 9, 2019 **Arrival:** 21:56
Class: Economy - Escape fare
Remarks: Operated by: VIA Rail Canada.

ITINERARY # 2

TRAIN 78 | [info](#)

From: WINDSOR Tue. Jun 11, 2019 **Departure:** 17:45
To: TORONTO UNION STATION Tue. Jun 11, 2019 **Arrival:** 21:51
Class: Economy - Escape fare
Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Rebecca Condon (Senior) \$128.82
FARE: \$114.00 G.S.T./H.S.T.: \$14.82 P.S.T.: \$0.00 **TOTAL: \$128.82**

TAX INFORMATION

Taxable fare: \$114.00
G.S.T/H.S.T. number: 105521785RT001

PAYMENT [REDACTED] AUTHORIZATION # 190340

TRANSACTION DATE: 06/05/2019

| ITINERARY | FARE PLAN | REFUND/EXCHANGE CONDITIONS |
|---------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rebecca Condon (Senior) | | |
| TORONTO UNION STATION / WINDSOR | ESCAPE | <u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$32.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable. |
| WINDSOR / TORONTO UNION STATION | ESCAPE | <u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$24.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable. |

BAGGAGE ALLOWANCE*

Carry-on baggage

1 PERSONAL ITEM
Max. 11.5 kg (25lb.)
Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

1 LARGE ITEM
Max. 23 kg (50lb.)
Max. 158 linear cm (62 li. in.)

OR

2 SMALL ITEMS
Max. 11.5 kg (25 lb.) each
Max. 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each

OVERWEIGHT ITEM(S): Items over 23kg (50lb.) are NOT permitted on board.

ADDITIONAL CARRY-ON ITEM: 1 item allowed Max 23 kg (50lb.) \$40 (tax included) per direction.

YOUTHS (12-25): 1 PERSONAL ITEM Max. 11.5 kg (25lb.) / Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)
AND 2 LARGE ITEMS Max. 23 kg (50 lb.) each / Max. 158 linear cm (62 li. in.) each.

Checked baggage

No checked baggage service is available on this train. Please comply with the carry-on baggage policy.

*VIA reserves the right to weigh any and all baggage which may result in applicable allowance fees, as you may be subject to excess charges.

CONDITIONS OF CONTRACT

1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
2. For any modification or cancellation, please change or cancel your reservation online as soon as possible prior to the scheduled departure of your train (subject to the conditions of your fare plan.)
3. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.

Stay Details

STAY DATES

Sun Jun 9, 2019 – Tue Jun 11, 2019**TownePlace Suites Windsor**

250 Dougall Avenue Windsor Ontario N9A 7C6 Canada

Phone: +1 519-977-9707

Room 1 - #85826830 Room 2 - #85826831

Rebecca Condon, thank you for your reservation. *American Express* card. An email with this information has been sent to [REDACTED] We look forward to greeting you soon.

Your receipt for hotel stays may be automatically sent to you at the email address above. If you prefer, a paper copy may be requested at the front desk when you check in. [Learn how to change your email address.](#)

No room preferences were selected.

Summary of Charges (CAD)

Room Type: Studio, 1 King, Sofa bed**ANNUAL BROWNSFIELD C****1 room(s) for 2 night(s)**

Prices in CAD

| | |
|--------------------------------------------|-------------------|
| Sunday, June 9, 2019 | 124.00 |
| Monday, June 10, 2019 | 124.00 |
| Total cash rate | 248.00 |
| Local Fee | 9.70 |
| Estimated government taxes and fees | 42.16 |
| Total for stay in hotel's currency | 299.86 CAD |

Rebecca Condon

Subject: FW: LiBRe Face-to-face meeting / Windsor, ON
Location: windsor, ON

Start: Mon 06/10/2019 8:30 AM
End: Tue 06/11/2019 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Pauline Pingusson

Importance: High

APRIL 26th – NEW INFORMATION:

Please join us for the Annual Municipal Brownfield Workshop, presented by the City of Windsor, FCM's [Leadership in Brownfield Renewal](#) network (LiBRe) and the Ontario Intermunicipal Brownfields Coordinators Network (IMBC).

Please don't hesitate to contact my colleague Juliana Fanous (jfanous@fcm.ca) or me if you have any questions.

Looking forward to seeing you all in Windsor,

Pauline

Annual Municipal Brownfield Workshop
Windsor City Hall (Day 1) and Water's Edge Event Centre (Day 2)
Date: Monday June 10th, 2019, 9:00 am – 4:30 pm and Tuesday June 11th, 2019, 8:15 am – 3:30 pm

AGENDA

Day 1

| TIME | ACTIVITY |
|-------|-----------------------------------------------------------------------------------------------|
| 8:30 | Registration and complimentary breakfast |
| 9:30 | Workshop kick-off |
| 10:45 | Coffee break |
| 11:00 | Municipal brownfield knowledge exchange: World café |
| | <i>Round 1 – 30min:</i> |
| - | Rence Recoskie (Orillia, ON): how to hire the right consultant for your brownfield initiative |
| - | Miguel Gaudet (Saskatoon, SK): "Impacted Sites" database |
| - | Kevin Alexander (Windsor, ON): neighbourhood planning |
| | <i>Round 2 – 30 min:</i> |
| - | Larry Wright (Town of Olds, AB): Encouraging revitalization in the Town of Olds, AB |

- Karina Richters & Kyle Bassett (Windsor, ON): community energy planning
- FCM: LIBRe Framework

| | |
|-------|------------------------------|
| 12:00 | Complimentary lunch |
| 1:00 | Detroit, MI (USA) study tour |
| 4:30 | Social in Detroit, MI (USA) |

Day 2

| TIME | ACTIVITY |
|-------|----------------------------------------------------------------------------------------------|
| 8:15 | Complimentary breakfast |
| 8:30 | An exploration of long-term projects: Remediation |
| 10:00 | Coffee break |
| 10:15 | Municipal tools for catalyzing net-zero energy development - TBC |
| 11:15 | Interactive session with Spanish visitors from the International Urban Cooperation Programme |
| 12:00 | Complimentary lunch |
| 12:45 | Windsor walking tour |
| 3:30 | END OF WORKSHOP |

APRIL 4th - NEW INFORMATION:

ACCOMODATION:

A block of rooms has been put aside at the **TownePlace Suites by Marriott – Downtown Windsor** at a rate of \$124.00 for our Studio Suites featuring two queens or one king (excludes 13% HST and 4% Municipal Accommodation Tax).

The hotel has limited parking onsite at a rate of \$ 15.00 per car/day. If space is not available in their lot, there is metered parking on the street which is complimentary from 6:00 p.m. – 9:00 a.m. each day. Additionally, there is a parking lot directly across the street that charges \$5.00 for 10 hours however there are no in/out privileges.

Individual reservations can be made by calling the hotel directly and referencing the *Annual Municipal Brownfields Workshop*. The direct number is 519 977 9707 or toll free at 1 888 236 2427. A valid credit card is required to guarantee the reservation(s). You can also book your group rate using this link: https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Annual%20Municipal%20Brownfields%20Workshop%5EYQGTS%60BROBROA%7CBROBROB%60124.00%60CAD%60false%602%606/9/19%606/11/19%605/9/19&app=resvlink&stop_mobi=yes%3E

TRANSPORTATION:

There are a few options for travel between Windsor and Toronto. Our day will wrap up at 3:30 on June 11th and our venue is approximately 500 metres from the Via Rail station in Windsor. The airport is accessible by taxi (approximately 10 kms from the venue). Driving to Toronto will take approximately four hours but isn't recommended as traffic can be quite busy at any time of the day or night in and around Toronto.

Via Rail (Windsor à Toronto Union Station)

June 11, 5:45pm – 9:51pm (\$40)
 June 12, 5:30am – 10:04am (\$40)

Porter Air (Windsor à Toronto Island Airport)

June 11, 6:10pm – 7:06pm (\$112)
 June 12, 7:00am – 8:00am (\$112)

Air Canada (Windsor à Toronto Pearson Airport)

June 11, 6:15am – 7:21am (\$112)
June 12, 6:00am – 7:06am (\$205)
June 12, 7:00am – 8:06am (\$112)



Accounting Services Division
Corporate Accounts Payable

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar.
The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Conference Seminar Training Business Travel

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------|
| Name: | Rebecca Condon | | |
| Division: | Economic Development & Culture - Business Growth Services | | |
| Work Address: | 77 Elizabeth Street-2nd Floor | | |
| Name of Conference/Seminar/Training: | Intermunicipal Brownfield Group-Annual Meeting 2019 | | |
| | Within GTA <input type="checkbox"/> | Outside GTA & within Ontario <input checked="" type="checkbox"/> | Outside Ontario/Canada <input checked="" type="checkbox"/> |
| Destination: | Windsor, ON and Detroit, MI, USA | | |
| Start Date: | 9-Jun-19 | End Date: | 11-Jun-19 |
| Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy) | | | |
| Breakfast and lunch are provided per day by the Sponsor. | | | |
| Purpose: Use space provided below for full description | | | |
| The Ontario Intermunicipal Brownfield Coordinators network is hosting the Annual Municipal Brownfield Workshop in Windsor, Ontario on June 10-11, 2019. This is an opportunity for municipal staff working on brownfield redevelopment across Ontario to connect, share best practices and innovative approaches, as well as participate in study tours of redeveloped sites. Topics to be covered include impacted site databases, neighbourhood planning and long-term remediation projects. This year's workshop will include a tour of a site in Detroit, Michigan. | | | |
| ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes) | | | |
| *Use Exchange rate(s): | 1 unit local currency = \$ _____ CAD | Foreign Currency* | Canadian\$ (incl. tax) |
| | 1 unit local currency = \$ _____ | | |
| | 1 unit local currency = \$ _____ | | |
| Registration Fees: (Conference/Seminar/Training) | | | n/a |
| Accommodation: (Standard Single Room) | | | |
| Number of Days: 2 | X 149.93 /day incl. taxes | | \$299.86 |
| Travel Method: | | | |
| Air <input type="checkbox"/> | Train <input checked="" type="checkbox"/> | Bus <input type="checkbox"/> | |
| Personal Vehicle: km | X \$0.55 CAD/km | | \$90.40 |
| Ground transportation: (including car rental, to/from airports) Specify estimates: | | | n/a |
| Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) | | | |
| Number of Days: 3 | X \$37.50 CAD or USD | | \$112.50 |
| Sub-Total Estimated Costs: | | | \$0.00 |
| - Other Business Meeting expenses outside of Conference costs, please specify: | | | \$0.00 |
| TOTAL ESTIMATED COST: | | | \$502.76 |

| | |
|------------------------------------------------|------------|
| Cost Centre/ WBS Element to be charged: | EDO165 |
| Functional Area to be charged: | 1530100000 |

I certify that all estimated costs relating to this travel have been included in this form.

Signature of Employee: _____

May 17 2019
(date)

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense

Division Head or Michael H. Williams _____ 06/05/2019
(print name) (signature) (date)

Deputy City Manager: Giuliana Carbone _____
(print name) (signature) (date)

City Manager/Mayor: _____
(signature) (date)

Committee & Report No. (if applicable) _____ (date)

June 2, 2019

TO: Mayor, Deputy Mayor & Members of Council
Giuliana Carbone, Deputy City Manager, Community and Social Services

FROM: Mike Williams, General Manager

RE: Out of Office Coverage – June 4 -17, 2019

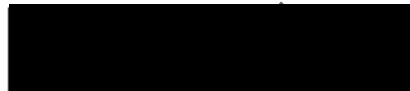
I will be out of the office June 4-17, 2019.

During my absence Cheryl Blackman will be Acting General Manager and will have full signing authority. Listed below are Cheryl's coordinates.

Cheryl Blackman, Director, Museums & Heritage Services
Phone No.: (416) 392-9135
Email: Cheryl.Blackman@toronto.ca

Any requests or concerns which may arise during my absence should continue to be processed through my office and will be directed to the Acting General Manager, as required.

Thank you,



Mike Williams
General Manager

Copy to: EDC SMT and AAs
Chris Murray, City Manager
Tracey Cook, Deputy City Manager, Infrastructure & Development Services
Josie Scioli, Deputy City Manager, Corporate Services
Heather Taylor, CFO & Treasurer, Finance & Treasury Services

