| Торонто | | | | Business E | _ | | | |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|---------------------------|--------------------------|----------------------|--------------------------|-----------------------------|
| Accounting Services Division | | Attendance at Conference/ Seminars/ Training, and Business Travel | | | | | | |
| Corporate Accounts Payable | | Dusine | 33 114701 | | | | | |
| Conference | Seminar | | Training | | Business T | | | |
| I IIIS IOFM SIIG | ould be submitted with riginal approved "Req | in IV business da uest for Authori | tys of return | from the confere | nce/semir | ıar. | | |
| Foreign Currency Exchange Rate** | riginar approved reeq | dest for Authors | ZATION POLIN | and an original | | Invoice | Number** | |
| Exchange Rate applied to convert from local cur | rency to CAD = | | 1.32 | | . | | | 2007/10 |
| | | | (if applicable | e) | | | | -OC23/19 |
| Vendor Name** Michael Brown | | | | | | Vendo | Number** >3693 | |
| Division** | Work Address** | | _ | Bankal Callate | | | | |
| Economic Development & Culture | Toronto City Hall, 8th Flo | oor East Tower | | Postal Code** M511 2N2 | | Invoice | Date** (m/d/ | (3333) |
| Name and Location of Conference / Seminar / To | raining / Business Trav | /el** | | | | Payme | nt Amount** | |
| 2019 ICMA Conference, Nashville Tennessee, USA | | <u>.</u> | | | | 5/18 | 348.78 | 1,848.83 |
| Start Date** (m/d/yyyy) 20/10/20 | 10 | | End Date | 2** (m/d/yyyy) | 22 | 10:001 | | |
| 20/10/20 | 19 | 1 | | | 23/ | 10/2014 | 9 | |
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| Description | ** | internal G | ruer | Area | Amo | | HST ** | Taxes |
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| Registration Fees | 4256 | | | | | | | |
| Travel | _ | | | | | | 20 | - |
| 🖾 Air 🗆 Train 🗆 Bus | 4215 | ED014 | 9 | 1540200000 | 3902 | .32 | 4.75 | \$1,045.0 3 |
| Baggage Fees / Insurance | | | | | 1,040 | . 28 | | |
| Use of Personal Vehicle | | | | | ` | | | |
| Kms X \$\overline{\text{\$\subset}}\$ \$0.52/km or \$\overline{\text{\$\subset}}\$ \$0.54/km Accommodation | | £17014 | | 15 10200000 | \$1,33 | 2 4 5 | | |
| days @ S/day | 4210 | CM006 | | 3 <u>300</u> 0000 | 31,33 | 2.03 | | \$1,332.65 |
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| Ground Transportation (to and from Airport) ie: taxis and cur rental DESTINATION | 4220 | ED014 | 9 | 1540200000 | 96.4 | | | 96.45 |
| *Foreign Transactions—NO TAX* Ground Transportation (DESTINATION-LOCAL) | E-2 | - | | | 96.4 | .) | | |
| ie: tavis, bus, subway & car rental | 4230 | -ED014 | 9 | 1540200000 | S52. | 80 | | \$52.60 |
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| Other (Please specify) | | C/7000 | <u> </u> | 330000000 | 11.4.1-6 | 70 | - | |
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| Training | 4310 | | | | | | | |
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| | 1 | | | 10 | EAF | ENSES | | \$2,865.76 |
| Less: Advances & Prepayments: | | | | | | | | |
| *Mandatory if applicable | GL Account | Cost Centre/ WBS Element/ Internal Order | Functional Area | SAP Document Number | Ne Amo | unt | HST ** | Total Including Taxes |
| Registration Fees | 4256 | | | - | | | | F # |
| Air Travel | 4215 | ED0149 | 1540200000 | 12-49884, | 076 D | - L 22 00 | 7.25:::: :::: | 077 27 |
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| Grds Transportation (To & Fr. Airport) ON. | 49.34 | #14545 cm | . 18 404000 | | <u> </u> | - | | |
| Grds Transportation (To & Fr. Airport) Destination | 4230 | EDOLIO | -15-10200000 | | | \$43.63 | | 13.65 |
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| Grds Transportation (local-des. taxi, bus, train, etc.) | | | | | | | | |
| Other (Please specify) | 1 | | | | | - | | - |
| | | | | - | | | | |

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

TOTAL PAYABLE TO INDIVIDUAL

Michael Brown

Sponsorship Manager

November 19, 2019

CITY

Authorized by:

Title:

Date:

Telephone:

Signature:

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

TOTAL ADVANCES & PREPAYMENT AMOUNT**

Employee Name:

Title:

Date:

Telephone:

Signature:

Updated: June 2015

Director, Program Support Services

November 20, 2019



Accounting Services Division Corporate Accounts Payable

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

| This form should be com any training, business tra The \$3,500 limit does no | vel. and/or attending | g any conference/sen | ninar. | | | |
|------------------------------------------------------------------------------------|-----------------------|-----------------------|----------------|-----------------------------------------|------------------------------------------------------|-----------------------|
| Conference | | _ | Training | | | 7 |
| Name: | Michael Brown | | | | | |
| Division: | Economic Devel | lopment & Cultur | ·e | | | |
| Work Address: | 1 | • | | 0 Queen Street We | st, Toronto, ON M5H | 2N2 |
| Name of Conference | <u> </u> | | | | | |
| Within GT/ | | Outside GTA & | within Ontario | U | Outside Onta | rrio/Canada 🔟 |
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| | and/or dinner m | eals provided by | the Sponsor | | Meals will be deducted fr | |
| stated in Business Exp | | | | | | |
| No | | | | | | |
| Purpose: Use space | * 1 1 1 | for full description | | | | |
| rights fees and service | model in order to | design a strategic | revenue plan | a for Toronto's hostir | better understand their s ag of the ICMA conferen | ce in October 2020. |
| | | | | | | (47) |
| | STIMATED CO | | ted costs sho | <i>uld include HST and</i> CAD | l all other applicable tax | es) |
| *Use Exchange rate(s): | l unit local currency | | 1.33 | US | Foreign Currency* | Canadian\$ (incl.tax) |
| | I unit local currency | | | | | |
| · Registration Fees | : (Conference/S | eminar/Training) | | | | |
| Accommodation: Number of Days: | - | | /day | incl. taxes | | |
| · Travel Method: | | | | | | |
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| | | | | Specify estimates: | | 3413.21 |
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| Sundry Expenses | : (See Business I | | | | | |
| Number of Days: | 43 X | \$65.00 | | D or USD | \$195.00 US | \$259,35 |
| Other Paris and M | | | | l Estimated Costs | | |
| - Other Business Me | eting expenses o | outside of Confer | ence costs, p | nease specify. | | |
| | | Т | OTAL EST | FIMATED COST | \$270,00 US | \$1,332.37 |
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| l ce Signature of Em | - | ated costs relating | | | s form. | Sept 17 K |
| Dignature or istil | J + + + | | - | (Ingrioture) | | (date) |
| I have confirmed to | nat approved fund | s are available for | this purpose: | | | |
| Approval for Prop | osed Expense | A | | | | 0 |
| Division Head or | 1 Jam K | oberts 1 | | | | Sept 17/19 |
| Deputy City Manager: | | пате) | | (signature) | | (date) |
| City Manager/Mayor: | 1 | (MITTLE) | ··· | | | |
| Committee & Report N | | | | (signature) | | (date) |
| Updated: March 2016 | | | | | Luce | |



Memorandum

Economic Development & Culture Mike Williams, General Manager City Hall, 100 Queen St. W. &* Floor, East Tower Toronto, Ontario M5H 2N2

Email:

September 12, 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 - September 16-20, 2019

I will be out of the office September 16-20, 2019.

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

Pamela Roberts, Director, Program Support

Phone

Email:

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

3 1 1



REPORT ON CONFERENCE

Name of Conference: ICMA Conference

Location:

Nashville, TN

Date(s) Attended:

October 20 -23, 2019

Purpose: The City Manager's Office request my participation to meet with members of the ICMA International City/County Management Association to better understand their sponsorship strategy, rights fees and service model in order to design a strategic revenue plan for Toronto's hosting of the ICMA conference in October 2020.

Outcomes:

1. Attended the Host City Committee Meetings (City of Nashville) to understand their fundraising efforts, challenges and recommendations. A total of two meetings were provided on Sunday, October 21 and on Wednesday October 23.

Nashville raised a total of \$300,000 over an eight-year period in order to cover for the expenses which included: Reception/Dinner during the conference planning meeting, Host Committee Lounge at the ICMA Annual Conference (the year prior to hosting and the year of being Host City), Host Committee administrative and meeting expenses, Host Committee Attire, Social and Program activities. Attended two social events and one field demonstration to understand if these events could be sellable assets for potential sponsors.

- 2. Attended the ICMA Planning Committee Meeting on October 22 to understand how conference the committee creates its content for the conference. Based on the committee meeting it was determined that the 2020 conference will focus on key pillars which will include: Sustainability, Leadership, Equity and Inclusion, Civic Health/Community Cohension, and Futurism/Innovation. Understanding the future direction of content allows ICMA and Host City to brainstorm and research corporate business that may align to the program.
- 3. Met directly with ICMA organization staff and toured the existing event design, including registration, creative on-site interactive activities (lounges, yoga, photo-both, ICMA TV, breakfast hosting areas), key note speakers, speaking panels and exhibition hall and pavilion, promotional and on-site marketing assets. Touring event design components provided insight on how elements could be improved and enhanced for Toronto's conference in 2020.

4. ICMA organization advised Toronto that it was considering a sponsorship revamp for the 2020 conference which allowed me to evaluate the current sponsorship service model and look for new methods to secure revenues (cash/inkind) as part of our Host City commitment for 2020. I took the initiative to engage more than a dozen global organization who participated solely within the pavilion/exhibition hall. The goal was to determine if any of the existing organizations were interested in greater exposure and interaction beyond the exhibition hall.

Lead Prospect Organizations:

Buxton Co.

Cigna Health Insurance

Cityworks

CivicPlus

ConsultExpo

Diligent

Dude Solutions

Esri

General Motors Global Fleet

Hunden Strategic Partners

ICMA Building Public Sector Retirement Security (Title Sponsor)

IPS Group

Mars Petcare, Better Cities for Pets

OpenGov

Questica

Swagit

Zylab

5. Next Steps:

Since attending 2019 ICMA conference in Nashville I have engaged (via email) with Cigna Health Insurance, Buxton, Mars Petcare, OpenGov who are interested in learning more on the upcoming opportunities with ICMA 2020. A meeting with scheduled between ICMA and Toronto early December 2019 to discuss sponsorship structure and opportunities in order to schedule prospect meeting in January 2020.

| Employee's signature: | _ Date:_ | Now MH |
|-----------------------------------------------------------------------|----------|--------|
| Approved by (please print): Mike Williams Division Head or Designate | | |
| Signature: Date: | Nn | 22/19 |





Receipt #163081102

FlightHub Booking Number: 163-866-122

TRAVEL SUMMARY

Departure: Toronto, ON (YYZ) to Nashville, TN (BNA)

幽 Sun Oct 20, 2019

Return: Nashville, TN (BNA) to Toronto, ON (YYZ)

Med Oct 23, 2019

INVOICE

Traveler Item Amount

Air Transportation Charges \$832.00

Michael Brown
Taxes & Fees \$141.27

Taxes & Fees \$141.27

Payment type: MASTERCARD

Total: \$973.27 CAD

Please note: Your credit card may be billed in multiple charges totalling the above

amount.

Name Date of Birth

Michael Brown

12

© 2019 FlightHub.com
Privacy Policy Terms & Conditions

∠ Search ici Outlook -├ New message 勺 Reply ∨ 圓 Delete 冒 Archive ⊘ Junk ∨ ダ Sweep 皀 Move to ∨ ⊘ Categorize ∨ … Your E-Ticket Invoice

FlightHub Booking Number: 163-866-122

RECEIPTS RECEIPT NUMBER #163081102 Paid September 17, 2019 Passenger(s) Amount Michael Brown Air Transportation Charges \$832 00 Michael Brown \$141.27 Payment method: MASTERCARD **** Total: \$973.27 CAD RECEIPT NUMBER #163081212 Paid Seplember 17, 2019 Passenger(s) item Seat Assignment Fee \$14.95 Payment method: MASTERCARD *** Total: \$14.95 CAD RECEIPT NUMBER #163083872 Paid: September 17, 2019 Passenger(s) Seat Assignment Fee - REFUND -\$14.95 Payment method: MASTERCARD **** Total: \$-14.95 CAD TRAVEL SUMMARY Departure Toronto ON (YYZ) to Nashville, TN (BNA) October 20, 2019 Return Nashville, TN (BNA) to Toronto, ON (YYZ) October 23, 2019 **TRAVELERS**

Name

Michael Brown

Westjet, 838-5500405045 Air Canada 014-5500405046

About Us . Privacy Policy . Terms & Conditions

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Ø Your E-Ticket Invoice

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| | | \$30.00 | 1.50 | 31.50 | | |

CARDHOLDER NAME/NOM DU DETENTEUR DE LA CARTE

MICHAEL BROWN VI XXXXXXXXXXX AUTH 097147

GST/TPS No. 866112535 QST/TVQ No. 1202807956 TQ0001

Michael (Special Events) Brown

From: Air Canada < confirmation@aircanada.ca> Sent: October 22, 2019 6:23 PM To: Michael (Special Events) Brown Subject: Air Canada - Receipt - Baggage Fee Your fees have been successfully collected. Departure Date: 2019-10-23 Passenger: MICHAEL BROWN Departure city: NASHVILLE BNA **Destination city: TORONTO YYZ** Fee Breakdown: Excess baggage fee (1 piece): 30.00 USD Total USD: 30.00 USD Form of payment used: Visa XXXXXXXXXXXXXX Please Note: This fee is non refundable. Fly through paying on your mobile device with Air Canada Mobile+! Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, https://services.aircanada.com/portal-web/mobile/static/mobileplus.html You can view all your available Air Canada mobile+ messages here: https://mymessages.aircanada.com/en/pO1WFy98HUfkdMOFNH9J3w This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy (https://www.aircanada.com/en/about/legal/privacy/policy.html).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit aircanada.com (https://www.aircanada.com/en/customercare/index.html).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

Questions about your transactions?



NASHVILLE DOWNTOWN CONVENTION CENTER

Michael Brown Folio No. Room No. : 1226

United States A/R Number Arrival : 10-20-19

Group Code : ICM Departure : 10-23-19 Company

: Experient Strategic Sourcing Conf. No. : 23998829 Membership No. : Rate Code:

18

10-23-19

Invoice No. Page No. : 1 of 2

| Date | | Description | Charges | Credits |
|----------|----------------------|---------------------------|---------|---------|
| 10-20-19 | *Accommodation | | 285.00 | |
| 10-20-19 | State Tax 9.25% | | 26.36 | |
| 10-20-19 | Occupancy Tax 6% | | 17.10 | |
| 10-20-19 | City Flat Tax \$2.50 | | 2.50 | |
| 10-21-19 | *Accommodation | Review us on Trip Advisor | 285.00 | |
| 10-21-19 | State Tax 9.25% | TripAdvisor | 26.36 | |
| 10-21-19 | Occupancy Tax 6% | Illip | 17.10 | |
| 10-21-19 | City Flat Tax \$2.50 | oo tripadvisor' | 2.50 | |
| 10-22-19 | *Accommodation | | 285.00 | |
| 10-22-19 | State Tax 9.25% | | 26.36 | |
| 10-22-19 | Occupancy Tax 6% | | 17.10 | |
| 10-22-19 | City Flat Tax \$2.50 | | 2.50 | |
| 10-23-19 | Visa | | | 992.88 |

Holiday Inn & Suites Nashville Downtown Convention Center 415 4th Ave S Nashville, TN 37210 t: 615.265.0355 f: 615.265.0354

This hotel is independently owned and operated by Pinnacle Hospitality, LLC.



NASHVILLE DOWNTOWN CONVENTION CENTER

18 10-23-19 Michael Brown Folio No. Room No. : 1226 **United States** A/R Number Arrival : 10-20-19 Group Code : ICM Departure : 10-23-19 Company : Experient Strategic Sourcing Conf. No. : 23998829 Membership No. : Rate Code: Invoice No. Page No. : 2 of 2

| Date | Description | | Charges | Credits |
|------|-------------|---------|---------|---------|
| | | Total | 992.88 | 992.88 |
| | | Balance | 0.00 | |

Guest Signature:

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn & Suites Nashville Downtown Convention Center 415 4th Ave S Nashville, TN 37210 t: 615.265.0355 f: 615.265.0354

This hotel is independently owned and operated by Pinnacle Hospitality, LLC.

| Receipt 01/25 Price\$ |
|-------------------------------------------|
| Date: 01/23 Price\$ |
| Pick Up: Holder Inn Drop Off: Drop Off: |

Car No. 81 Date Oct 23, 20/9

From Person Angel

To _______ Fare Amount \$ ______

HST No. ______ Tip ______

Received with Thanks Total 6° 0

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Toronto ON, C
www.becktaxi.com
(416)751-5555

DEBIT SALE

MID: 5990969
TID: A5990969
Batch #: 608
10/20/19
APPR CODE: 072536
DEBIT/CHEQUING

AMOUNT TIP SURCHARGE TOTAL \$11.16 \$1.00 \$74.16

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Thank You for choosing
Beck Taxi
3 Ways to Order
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2



CIBC Account Statement

MR MIKE BROWN

The names shown are based on our current records, as of December 12, 2019. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

For Oct 1 to Oct 31, 2019

Account number

Branch transit number

Account summary

| Opening balance on Oct 1, 2019 | | |
|---------------------------------|----------|----------|
| Withdrawals | 44 | 8 |
| Deposits | + | |
| Closing balance on Oct 31, 2019 | = | STEERING |

Contact information

1 800 465 CIBC (2422)
Contact us by phone for questions on this update, change of personal information, and general inquiries, 24 hours a day, 7 days a week.

TTY hearing impaired 1 800 465 7401

Outside Canada and the U.S. 1 902 420 CIBC (2422)

• www.cibc.com

Transaction details

| Date | Description | Withdrawals (\$) | Deposits (\$) | Balance (\$) |
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CIBC Account Statement

Oct 1 to Oct 31, 2019

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Branch transit number:

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| _ | GII | | | |

Michael (Special Events) Brown

From:

Elias K. Lemma via Square <receipts@messaging.squareup.com>

Sent: To: October 20, 2019 3:50 PM Michael (Special Events) Brown

Subject:

Receipt from Elias K. Lemma

Receipt for \$32.40 at Elias K. Lemma on Oct 20 2019 at 2:48 PM.

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

receipt%2FrS24YB9KZBKRVB4/1/0101016deab7de16-b0aca292-0527-4425-bca9-239a39fbe976-

000000/u706KrKPvOORdhiepR6y88YXoUE9mNw-XzymcQhHOvQ=111>

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in/750x6/filters:fill(43505e):watermark(https://d3g64w74of3jgu.cloudfront.net/receipts/assets/receipt-top-edge-mask-e4b3ac1f0660315cfe627b6f6655ecb62d6c8cded4c43526d139b7959ccda317.png,0,0,0):quality(100)/https://d3g64w74of3jgu.cloudfront.net/receipts/assets/spacer-

17af9e65317bbbfbbd0bcdc729f14faadf37cd08cf30cc0fe0b72443e78cbffb.png>

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Elias K. Lemma

How was your experience?

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Custom Amount \$27.00

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Purchase Subtotal \$27.00 Tip \$5.40

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Total \$32.40

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MasterCard

MICHAEL. BROWN
Oct 20 2019 at 2:48 PM #D24b

Auth code: 058173

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