



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/101**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 23, 2013
SUBJECT: Councillor Rick Wiedenhoeft – Zone 1 OAPSB Meeting Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$640.64 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the Zone 1 Ontario Association of Police Services Board (OAPSB) meeting attended in Thunder Bay from October 9 - 11, 2013 as submitted by Councillor Rick Wiedenhoeft.

Travel Expenses

1. Meals	\$ 59.00
2. Hotel Accommodations	257.64
3. Mileage (Own vehicle)	324.00
4. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$1,090.64</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 as submitted by Councillor Rick Wiedenhoeft in the total amount of \$1,090.64 for the Zone 1 OAPSB meeting attended in Thunder Bay from October 9 – 11, 2013 as approved by the Town of Fort Frances Police Services Board.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Rick Wiedenhoeft in the total amount of \$1,090.64 for attendance at the Zone 1 Ontario Police Services Board Meeting held in Thunder Bay from October 9 – 11, 2013 as approved by the Town of Fort Frances Police Services Board.

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

1. Attendee	Rick WIEDENHOEFF.							
2. Conference/Seminar Attended	OAPSB & OACP Conference							
Location (Facility and City)	Thunder Bay Police Station & Valhalla Inn Thunder Bay							
Dates	Wednesday Oct 9, 10 & 11, 2013							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				128.82	128.82			257.64
Transportation								
Breakfast					12.00	12.00		24.00
Lunch								
Dinner				35.00				35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	(No)	Reason Unavailable (in use)					Total
Mileage Claimed	720	KM x \$0.45 =	324.00					324.00
6. Approved					Total Expenses		\$ 640.64	
					Advance Received			
					Balance Claimed		640.64	
					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.

Tuesday Oct. 15, 2013
Date

R. Wiedenhoeff
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A/P

Cashier



www.valhallainn.com

MR. Rick Wiedenhoeft
320 Portage Ave
Fort Frances, On P9A 3P9
Canada

Company Name: Thunder Bay Police Svcs Brd

Group Name: Thunder Bay Police Svcs Brd

INFORMATION INVOICE

HST No.: RT 895695716

Room No. 211
Arrival : 10/09/13
Departure : 10/11/13
Invoice No. :
Conf. No. : 27064
Cashier No. : 2
Purchase :
Order :
A/R No. :

Date	Description	Charges	Credits
10/09/13	Room Charge	114.00	
10/09/13	Harmonized Sales Tax	14.82	
10/10/13	Room Charge	114.00	
10/10/13	Harmonized Sales Tax	14.82	
10/11/13	Mastercard - Front Desk		257.64
Total Charges		257.64	
Total Credits			257.64
Balance			0.00

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Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com



ZONE 1

ONTARIO ASSOCIATION OF POLICE SERVICES BOARD

ONTARIO ASSOCIATION OF CHIEFS OF POLICE MEETING

October 9, 10, 11, 2013
Thunder Bay, Ontario

AGENDA

Wednesday, October 9, 2013

7:00 p.m.

Meet and Greet – Valhalla Inn – Fireside Room
Appetizers and cash bar
Registration

Thursday, October 10, 2013

Balmoral Police Station – 1200 Balmoral Street

8:00 am – 8:30 am

Registration

8:40 am – 9:00 am

Welcoming Remarks from Mayor Keith Hobbs,
Chief J. P. Levesque, Thunder Bay Police Service,
Councillor Joe Virdiramo, Chair – Thunder Bay
Police Services Board, and Mr. Don Smith, Chair
– Shuniah Police Services Board

9:00 am – 9:45 am

Presentation – Crimes against Seniors with D/Cst.
D. MacLaurin – Thunder Bay Police Service

9:45 am – 10:00 am	Break
10:00 am – 11:45 am	Keynote address from Commissioner Lewis (OPP), Chief Paul Cook (President – OACP), and Mr. Ron Bain (Executive Director – OACP)
12:00 pm – 1:00 pm	Lunch buffet
1:00 pm – 2:00 pm	Presentation – Thunder Bay Drug Strategy with Ms. Cynthia Olsen – Thunder Bay Drug Strategy Coordinator
2:00 pm – 2:45 pm	Presentation – Thunder Bay Police Services – Aboriginal Liaison Unit with Constable John Walmark and Constable Larry Baxter – Brief overview of Aboriginal Liaison Unit and information relative to the Seven Sacred Teachings
2:45 pm – 3:30 pm	Presentation – Distracted Driving/Highway Closures with OPP Traffic Staff Sgt. Ken Mantey
3:30 pm to 3:45 pm	Break
3:45 pm – 4:30 pm	Presentation – Zone Watch – Mr. Chris Adams, Executive Officer, Constable Julie Tilbury – Thunder Bay Police Service
5:30 pm	<p>Bus pick up at Valhalla Inn to Mariner's Hall – Marina Park – 2201 Sleeping Giant Parkway</p> <p>Welcome from Chief J. P. Levesque – Thunder Bay Police Service, Councillor Joe Virdiramo, Chair – Thunder Bay Police Services Board, and Mr. Don Smith, Chair – Shuniah Police Services Board</p> <p>Evening walk (weather permitting) to the Spirit Garden to listen to traditional song. Followed by dinner at Mariner's Hall. Bus to pick up at 9:30 pm to travel back to Valhalla Inn. Dinner served at 7:00 pm.</p>

Friday, October 11, 2013

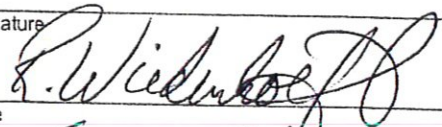
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|-----------------------------|--|
| 8:00 am to 8:30 am | Registration |
| 8:30 am to 9:15 am | Ministry Update with Mr. Duane Sprague, Police Services Advisor, Ministry of Community Safety and Correctional Services |
| 9:15 am to 10:00 am | Presentation – Restorative Practices with Sgt. Shelley Garr (OPP) and Ms. Sheena Albanese (Thunder Bay District Health Unit) |
| 10:00 am to 10:15 am | Break |
| 10:15 am to 11:15 am | Presentation – Afghanistan Deployment with Nato with Insp. Darryl Smiley (OPP) |
| 11:15 am to 12:15 pm | Lunch Buffet |
| 12:15 pm | Closing Remarks – Mr. Don Smith – Chair – Shuniah Police Services Board |
| 12:30 pm | Zone meetings (Closed Sessions) |

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) rick WIEDENHOEFT	Signature 
Approved	Date Tuesday Oct. 8, 2013.

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Rick Wiedenbach
 Conference/Seminar Attended OAPSB Conference (Zone 1)
 Location Thunder Bay.
 Dates Wednesday Oct 9 - Friday Oct 11, 2013.

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Oct 9	Oct 10	Oct 11			3 days
Amount			150.00	150.00	150.00			450.00

Submitted by: R. Wiedenbach

Date: Tues. Oct 15, 2013.

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____

**TOWN OF FORT FRANCES
POLICE SERVICES BOARD**

Minutes

Session 8
October 4, 2013

The regular meeting of the Police Services Board was held at 7:00 a.m. in the Committee Room.

The following members were present: John McTaggart, Rick Wiedenhoeft, Ron Scofield and Roy Avis.

Also present: Inspector S. Shouldice, L. Holt, Secretary, Randy Thoms B-93 and D. Hicks – Fort Frances Times. Platoon – Const. D. McLean, Const. E. Barr and Const. G. Johnson.

NOVEMBER 1, 2013 7:00 A.M. COMMITTEE ROOM
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AGENDA:

1. **37/13 R. Wiedenhoeft – R. Scofield:** That the Police Services Board approved the Agenda as prepared with the addition of the Non-Agenda Items. **CARRIED.**
 - i) Officers Volunteering
 - ii) Drug paraphernalia
 - iii) Procedures Protocol/Communications
2. **38/13 R. Scofield – R. Wiedenhoeft:** That the Minutes of the Board Meeting being Session No. 7 Dated June 28, 2013 having been typed and distributed to the members be approved. **CARRIED.**
3. **Business Arising from Previous Meeting:**
 - i) Kiss-N-Ride – Covered in OPP monthly report
 - ii) Enforced By-Law review – Town and OPP – covered in OPP monthly report
4. **New Business:**

39/13 R. Scofield – R. Avis: That the Police Services Board authorize Rick Wiedenhoeft to attend the OAPSB Zone 1 Meeting in Thunder Bay October 10 & 11, 2013. **CARRIED.**
5. **Inspector S. Shouldice June, July and August 2013 OPP Activity Report.**
 - OPP Business Plan – 2014 – 2016 – open for community input

6. Non-Agenda Items:

- i) Officers Volunteering – when an officer volunteers for an event are they covered to use OPP equipment? Inspector Shouldice commented that the individuals must advise him and they are covered for the use of the equipment in the event.
- ii) Drug Paraphernalia – Displayed in an establishment window
- iii) Procedures/Communications – The incident at the Credit Union – the Town was not made aware of. The information released to the Press was sufficient.

7. Information/Correspondence Received:

- Letter from G. Treftlin, Clerk re: Financial Request re: 2013 OPP Annual Auction Proceeds.

8. Next Meeting Date:

November 1, 2013 and November 29, 2013

9. In-Camera:

- i) Personnel Issue – Provincial Appointment to the Board

40/13 R. Scofield – R. Wiedenhoef: That this Police Services Board now meet in-camera in order to address a matter pertaining to security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees. **CARRIED.**

41/13 R. Wiedenhoef – R. Scofield: That the Police Services Board receive Insp. S. Shouldice June, July and August OPP Activity Reports. **CARRIED.**

10. Matters Previously Decided

42/13 R. Avis – R. Scofield: That the Police Services Board nominate Rick Wiedenhoef as the Vice-Chair for a term ending November 30, 2013. **CARRIED**

43/13 R. Wiedenhoef – R. Scofield: That the matter of the attendance at the OAPSB Zone 1 Meeting in Fort Frances having been previously decided September 21, 2012 by resolution now be reconsidered. **CARRIED.**

44/13 R. Avis – R. Wiedenhoef: That the Members of the Police Services Board be authorized to attend the Zone 1 Meeting in Fort Frances, October 1 – 3, 2012. **CARRIED.**

45/13 R. Scofield – R. Wiedenhoef: That the matter of Payment of Travel Expense Statement for L. Holt having been previously decided October 26, 2012 by resolution now be reconsidered. **CARRIED.**

46/13 R. Avis – R. Wiedenhoeft: That the Police Services Board approve the Travel Expense Statement for Loreen Holt, Secretary in the amount of \$150.00 for the Zone 1 OAPSB Conference. CARRIED.

47/13 R. Scofield – R. Wiedenhoeft: That the Rules and Procedures Protocol having been previously decided by resolution December 21, 2012 now be reconsidered. CARRIED.

48/13 R. Wiedenhoeft – R. Avis: That the Police Services Board approved the Rules and Procedures Protocol between the Town of Fort Frances Police Services Board and the Ontario Provincial Police. CARRIED.

49/13 R. Scofield – R. Wiedenhoeft: That the matter of the Police Services Board Members attendance at the Joint Police Service Meeting with Atikokan, having been previously decided December 21, 2012 by resolution be reconsidered. CARRIED.

50/13 R. Avis – R. Scofield: That the Police Services Board be authorized to attend the Joint Meeting with the Atikokan Police Services Board in Atikokan April 29, 2013. CARRIED.

51/13 R. Scofield – R. Wiedenhoeft: That this meeting of the Board be now closed. CARRIED.

Loreen Holt, Secretary

John McTaggart, Chair

/elh

06/10/2013