

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 5, 2014
SUBJECT: Councillor Andrew Hallikas – NWHU Do One Thing Conference

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expense Statement in the amount of \$437.35 and Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 for attendance at the Northwestern Health Unit Do One Thing Conference held May 27 - 28, 2014 in Kenora as submitted by Councillor Andrew Hallikas.

Conference Expenses

1.	Hotel Accommodations	\$249.74
2.	Meals	126.00
3.	Own Vehicle Gas	61.61
4.	Per Diem (2 ½ Days)	<u>375.00</u>
	Total Travel & Per Diem	\$812.35

The registration fee of \$195.00 was paid by the Town resulting in the total cost of \$1,007.35 to attend the NWHU Do One Thing Conference as authorized by Council. The travel expenses and per diem claims are in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

Administration recommends approval of Schedule “B” Travel Expense Statement and Travel Statement – Mayor/Council Honorarium per diem in the total amount of \$812.35 for attendance at the Northwestern Health Unit Do One Thing Conference held May 27 - 28, 2014 in Kenora as submitted by Councillor Andrew Hallikas.

<p>Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor Andrew Hallikas in the amount of \$812.35 to attend the NWHU Do One Thing Conference held in Kenora on May 27 & 28, 2014 as outlined in this report.</p>
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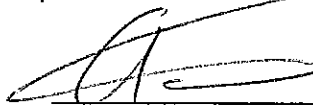
TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1.	Attendee	Andrew Hallikas							
2.	Conference/Seminar Attended	Northwestern Health Unit (No just one thing)							
	Location (Facility and City)	Kenora							
	Dates	May 27, 28, 29 - 2014							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation			124.87	124.87			249.74	274.74
	Transportation								
	Breakfast				12.00	12.00			24.00
	Lunch			16.00		16.00			32.00
	Dinner			35.00	35.00				70.00
	Per Diem								
	Other Gas					61.61		61.61	123.22
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								437.35	462.42
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	Not efficient to tie up for 3 days for one person				Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses	437.35	462.42	
						Advance Received			
						Balance Claimed		437.35	
						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.

May 30 / 14
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

BEST WESTERN LAKESIDE INN

May 29, 2014
7:51 am



470 1ST AVE. SOUTH
KENORA, ON P9N1W5
Telephone: (807)468-5521 Fax: (807)468-4734

Each Best Western® branded hotel is independently owned and operated

Andrew Hallikas
210 1st St. N
Kenora, ON P9N 2K4

Folio #: 193285
Room Number: 701
Rate: \$109.00
Pay Method: AX4005

Arrival Date: Tuesday, May 27, 2014
Departure Date: Thursday, May 29, 2014

Member #:

Information:

Date	Department	Reference	Voucher	Room	Debit	Credit
5/27/2014	RESTAURANT CHAI		38819009	701	\$75.88	
5/27/2014	Room postings	Auto Posted		701	\$109.00	
5/27/2014	Destination Mkt Fee	Auto Posted		701	\$1.50	
5/27/2014	HST MARKETING F	Auto Posted		701	\$0.20	
5/27/2014	harmonized sales tax	Auto Posted		701	\$14.17	
5/28/2014	RESTAURANT CHAI		39209064	701	\$75.88	
5/28/2014	Room postings	Auto Posted		701	\$109.00	
5/28/2014	Destination Mkt Fee	Auto Posted		701	\$1.50	
5/28/2014	HST MARKETING F	Auto Posted		701	\$0.20	
5/28/2014	harmonized sales tax	Auto Posted		701	\$14.17	
5/29/2014	AMEX	CHECKED-OUTAX4005		701		\$336.86

"Each Best Western® hotel is independently owned and operated" I agree that my liability for all charges is not waived GST#135281855 Thank you for staying with us. Please "Like" us on Facebook.

Signature _____

Balance: \$0.00

\$ 249.74



Fort Frances Husky
800 Kings Highway
Fort Frances ON
(807) 274-7680
GST# 804707339
Retailer ID 4976296
Rct:28287 7220-3
Batch:950-26

CRA - OTTAWA
620290#####0003

Pump# 3
Eth Regular \$61.61
44.042 L x \$1.399/L

AMOUNT \$61.61
HST(Inc Pump) \$7.09

Pre Auth Completion
AMERICAN EXPRESS
AID: A000000025010801
*****4005 C
EXP: **/**
Date: 05/29/2014
Time: 16:27:54
AUTHCODE:864551 722003EC
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TUR: 0000008000 TSI: F800

Approved

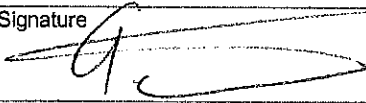
Earn FREE fuel fast!
Register today at
myHuskyRewards.ca

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.

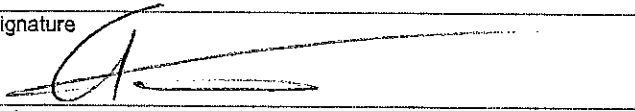
Name (Please Print) <i>Andrew Hallikur</i>	Signature 
Approved	Date

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

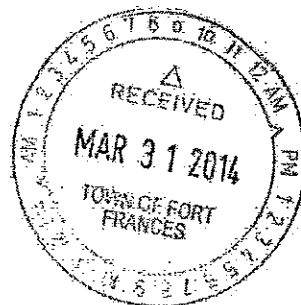
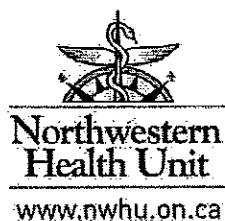
Attendee <i>Andrew Hallikas</i> → <i>Andrew Hallikas</i>	
Conference / Seminar Attended	<i>Northwestern Health Unit "Do just one thing" Conference</i>
Location	<i>Kenora</i>
Dates	<i>May 27, 28, 29, 2014</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>05/27</i>	<i>05/28</i>	<i>05/29</i>				
Amount		<i>\$150.⁰⁰</i>	<i>\$150.⁰⁰</i>	<i>\$75.⁰⁰</i>				<i>\$375.⁰⁰</i>

Name (Please Print) <i>Andrew Hallikas</i>	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council



210 First Street North
Kenora, ON P9N 2K4

March 26, 2014

Mayor Roy Avis & Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Mayor Avis & Council:

I am pleased to inform you that registration is now open for the Northwestern Health Unit Do One Thing Conference, to be held May 27-28, 2014 at the Whitecap Pavilion in Kenora.

The event is your opportunity to join other professionals from diverse sectors to network with each other and learn more about what influences the health of people in our region. The Do One Thing conference will explore the relationship between the health of individuals, organizations and communities. I look forward to you joining us and contributing your knowledge to our collective discussions.

The time to register is now. You can do this online at: www.DoOneThingConference.ca. Please share this unique learning opportunity with your staff and support participation where possible. I have enclosed an insert that highlights the keynote speakers, conference price, and registration details. This information is also available electronically. Please email talkpublichealth@nwhu.on.ca to request that the online version be sent to you.

In addition to the keynotes, the conference will be our chance to introduce you to our new Medical Officer of Health, Dr. Kit Young-Hoon. Dr. Young-Hoon will be presenting you with the first glimpse of the Northwestern Health Unit 'Do One Thing' campaign. The campaign will encourage people to change their physical activity levels and healthy eating habits and help them become advocates for healthy choices.

You will have the opportunity to tailor your participation in the conference with our various breakout sessions on what makes a healthy community, a healthy workplace, and a successful partnership. Through these small group discussions, facilitated by health unit staff, you will be able to share your experiences as well as gain value from hearing that of others.

Please call or email me with any questions or to talk more about what you can expect at the conference.

Sincerely,

Mark Perrault
Chief Executive Officer



For Immediate Release
March 28, 2014

Registration is now open for the Northwestern Health Unit Do One Thing Conference, to be held May 27-28, 2014 at the Whitecap Pavilion in Kenora, ON. The event will bring together health, education and social service providers; municipal representatives; businesses; and other partners to network and learn more about what influences the health of people in our region.

Mark Perrault, CEO of the health unit states "This event is the first of its kind in the region. We are giving partners the opportunity to talk about health, to learn from each other, and to take steps towards improving health in our region". The conference will help the Northwestern Health Unit achieve objectives in their strategic plan: increase awareness of services, strengthen partnerships, and influence healthy eating and physical activity behaviours.

The conference will include the launch of the Northwestern Health Unit's 'Do One Thing' campaign. The campaign will encourage people to change their physical activity levels and eating habits and become advocates for healthy choices.

For \$195 per ticket, conference delegates can expect to hear inspiring keynotes from Mark Brand, Waneek Horn-Miller, Dave Meslin, and local partners who have made an impact on health through the work that they do in the community. The conference fee also includes a ticket to an evening of live entertainment with Canada's own Rick Mercer of CBC's The Rick Mercer Report.

You can find more information and register for the conference online at www.DoOneThingConference.ca.

Additional tickets for Rick Mercer will be available to the public April 15, 2014 on the conference website. The cost is \$40 per ticket.

For more information contact your local Northwestern Health Unit office.

-30-

Mark Perrault
Chief Executive Officer
Northwestern Health Unit
(807) 468-3147 ext. 3260
mperrault@nwhu.on.ca

Do One Thing

One thing, many rewards



DO ONE THING

May 27-28, 2014 Kenora, ON

REGISTER NOW
DoOneThingConference.ca

Registration is now open for the Northwestern Health Unit Do One Thing Conference, to be held at the Whitecap Pavilion in Kenora.

Participants will learn, network, and engage in discussions about improving the health of our residents through the themes of community, workplace, and partnerships.

Mark Brand
Social entrepreneur



Waneek Horn-Miller
Olympian and expert
on motivational drive



Dave Meslin
Artist and community
catalyst



Rick Mercer
Tuesday evening will
include entertainment
by the Canadian comedian,
host of award-winning CBC
show The Rick Mercer Report



Mark Bowden
Considered one of the
world's foremost authorities
on nonverbal communication



\$195 per ticket

Ticket price includes full conference pass, Rick Mercer LIVE and optional post-conference leadership/communication workshop with Mark Bowden on May 29.

Visit www.DoOneThingConference.ca for full program details and to register.

