

**NORTH BAY POLICE SERVICES BOARD  
EXPENSE REMUNERATION AND REPORTING  
BOARD MEMBERS AND CHIEF OF POLICE  
BY-LAW # 05/01**

**Whereas**, pursuant to the provisions of the Police Services Act of Ontario R.S.O. 1990,c.P.15, the North Bay Police Services Board is responsible for the provision of adequate and effective police services in the municipality and budgeting for expenses of the Board's operation.

And the Board believes in a policy of fiscal moderation, transparency, and financial accountability.

And whereas the Board recognizes that Board members are required to incur travel, accommodation and related personal expenses in the furtherance of their duties.

And whereas the Board has entered into an agreement with the Chief of Police agreeing to compensate the Chief for reasonable and actual expenses incurred during the performance of his/her duties.

Therefore, this Board enacts as follows:

**A. Chief's Expenses**

1. Pursuant to the agreement between the Board and Chief, the Chief shall report personal expenses to the Board on a quarterly basis. Expenses, reported on, shall include, but not be limited to, credit card invoices and per diem expenses.

**B. Board's Expenses**

1. It is the policy of the Board, when Board members attend conferences, meetings or training in their capacity as Board members, that:
  - a) the Board shall pay all enrolment, registration and course material fees,
  - b) expenses incurred by Board members, relating to mileage, shall be remunerated in an amount described in the Collective Agreement between the Board and the North Bay Police Association,
  - c) Board members shall receive a *per diem*, for meals, in an amount described in the Collective Agreement between the Board and the North Bay Police Association.

- d) in the event that the established *per diem* is insufficient due to parking or other unforeseen circumstances and/or elevated costs, a Board member may incur additional reasonable expenses as needed, and shall be reimbursed by the Board upon provision of the appropriate receipts; and
  - e) when circumstances permit, Board members shall be paid the remuneration set out in Articles B.1.b and B.1.c. in advance of the member attending the conference, meeting or training.
2. Remuneration for airfare shall only be made when approved in advance by the Board on a case-by-case basis.
  3. Board members shall submit a completed "Travel Expense Report" (Appendix A) to the Board Secretary upon their return from a conference, meeting or training, along with receipts for accommodation, parking, and any unforeseen expenditures for which the member is requesting remuneration.
  4. The Board Secretary shall report to the Board, on a quarterly basis, all expenses for which Board members have received remuneration under Articles B.1 and B.2.

Read a first time this 10th day of July, 2001.

Read a second time this 10th day of July, 2001.

Read a third time and passed this 10th day of July, 2001.

  
\_\_\_\_\_  
Colin P. Vezina  
Chairman

  
\_\_\_\_\_  
Susan Vester  
Secretary



## NORTH BAY POLICE SERVICES BOARD TRAVEL EXPENSE REPORT

Name: \_\_\_\_\_

Conference/ Meeting/ Training Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Date Of Departure: \_\_\_\_\_

Date(s) Of Conference/ Meeting/ Training: \_\_\_\_\_

Date Of Return: \_\_\_\_\_

DESCRIPTION		AMOUNT
<b>Mileage</b>		
<b>Meals</b>		
<b>Accommodation</b>		
<b>Parking</b>		
<b>Miscellaneous Expenditures</b>	<b>Itemize</b>	
<b>Subtotal</b>		
<b>Subtract Advance</b>		
<b>TOTAL</b>		

**For Office Use Only**