



## North Bay Police Service Board

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| By-Law # 15 Expense Remuneration and Reporting           |
| Legislative Reference / Authority                        |
| <i>Community Safety and Policing Act</i> and Regulations |

### 1. Preamble

- a. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the North Bay Police Service Board shall establish policy(ies) consistent with the *Act*, Regulation(s) and any other applicable legislation.
- b. It is the policy of the North Bay Police Service Board with respect expense remuneration and reporting that Board members and Chief and Deputy Chief of Police shall submit expenditures that are consistent with this By-Law.

### 2. Expenses

- a. It is the policy of the North Bay Police Service Board, when Board members attend conferences, meetings or training in their capacity as Board members that:
  - i. The Board shall pay all enrollment, registration and course fees;
  - ii. Expenses incurred by Board members, related to mileage, shall be remunerated in an amount described in the Collective Agreement between the Board, the North Bay Police Association and the North Bay Police Service Senior Officers Association;
  - iii. Board members shall receive a *per diem*, for meals, in an amount described in the Collective Agreement between the Board, the North Bay Police Association ; and the North Bay Police Service Senior Officers Association;
  - iv. In the event that the established *per diem* is insufficient due to unforeseen circumstances or costs (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
  - v. When circumstances permit, Board members shall be paid the remuneration set out in section 2. ii & iii in advance of the member attending the conference, meeting or training.
- b. Remuneration for airfare shall only be made when approved in advance by the Board on a case-by-case basis.
- c. Board members shall submit a completed Expense Report to the Board Executive Assistant upon their return from conference, meeting or training along with receipts for accommodation, parking, and unforeseen expenditures for which the member is requesting remuneration. The form is located on the



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North Bay Police Service intranet>Forms>Administration>General>Expense Report.

- d. The Board Executive Assistant shall report to the Board, on a quarterly basis, all the expenses for which Board members have received requesting remuneration pursuant to 2. a. & b.
3. The criteria for expenses as outlined in section 2 are applicable to the Chief and Deputy Chief of Police.
4. The Chief and Deputy Chief of police shall report personal expenses to the Board on a quarterly basis. Expenses reported on shall include but not limited to credit card invoices and *per diem* expenses.

Read the first time this 16th day of April, 2024

Read the second time this 16th day of April, 2024

Read the third time this 16th day of April, 2024

R. Stivrins  
Board Chair