



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

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1. PREAMBLE

- Preamble*
- 1.1 To provide a framework to cover the payment of reasonable expenses incurred with respect to attendance at conferences, conventions, seminars, workshops, and training course/event approved through the budget under travel and training for expenses incurred outside the City of Woodstock.
- 1.2 To provide direction regarding attendance at the events outlined in section 1.1, all members of the Board are eligible to attend provided the events take place in Ontario. The Chair or Vice-Chair of the Board, or if neither is available, another designated Board member, may attend events organized by the Canadian Association of Police Governance (CAPG). If the CAPG Annual Conference is in Ontario, the Board will determine the number of attendees based on budgetary considerations at the time.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions*
- 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Board*” means the Woodstock Police Service Board;
- 2.3 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.4 “*City*” means the City of Woodstock;

- 2.5 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.6 “*Service*” means the Woodstock Police Service;
- 2.7 “*Vice-Chair*” means the Member elected as Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

3. APPLICATION

General Application

- 3.1 It is the responsibility of the delegate to keep transportation and accommodation at a reasonable cost. This by-law applies to Board Members and persons appointed to committees attending as a representative of the Board.

Expenses

- 3.2 Expenses include:
- (a) Registration fees of delegate;
 - (b) Actual cost of single room accommodation at the site of the event or within a reasonable distance;
 - (c) Members may choose their own method of transportation provided it does not exceed the most economical method, when possible. If delegate uses a personal automobile, the delegate will be reimbursed for mileage/kilometers as provided in section 3.3 of this by-law;
 - (d) If travelling by train, bus or air fare to and from the site of the conference and/or hotel.

Mileage Allowance

- 3.3 Mileage allowance will be paid in accordance with the rate used by the Woodstock Police Service per kilometre while travelling outside the City of Woodstock.

Per Diem

- 3.4 A per diem rate per day based on the Consumer Price Index is set each year to cover meals, gratuities, and any other expense not covered that is incurred under section 3.2 of this by-law.
- (a) This rate will be paid for the number of days the delegate attends, plus two days for travelling when distance requires arriving the night prior to the start of the conference and staying until the day after.
 - (b) No receipts will be required to claim per diem rate.
 - (c) When travelling out of the country the per diem will be factored at the currency rate of the country of travel.
 - (d) The per diem rate will be adjusted annually on January 1 to reflect the increase/decrease in the All-Item

Consumer Price Index and set by the City.

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| <i>Board Credit Card</i> | 3.5 | Where applicable, the Board credit card may be used for the payment of eligible expenses as outlined in this by-law. All purchases made with the Board credit card must comply with the City of Woodstock's Employee Purchasing Card Program Visa Commercial Card Handbook. Each purchase must be approved by the Chair of the Board prior to payment. Once payment is made, a Woodstock Police Service Visa Submission Form shall be completed, signed by the Chair, and submitted to the City of Woodstock. |
| <i>Advance Funds</i> | 3.6 | The delegate may request advancement of funds, by means of an Expense Report, covering the registration fee, accommodation, and travel costs, except mileage. |
| <i>No Reimbursement of Alcohol</i> | 3.7 | No reimbursement will be made for the purchase of alcoholic beverages. |
| <i>Reimbursement of Expenses</i> | 3.8 | On return the delegate must complete an "Expense Report" form. Actual expenses incurred shall be supported by receipts, with the exception of mileage. |
| <i>Expense Review Officer</i> | 3.9 | The Chair is appointed "Expense Review Officer" (ERO) responsible for administering this by-law with respect to Members of the Board, the Chief of Police, and Board Executive Assistant. |
| | 3.10 | The Vice-Chair is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Chair of the Board. |
| | 3.11 | The Chief of Police is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Deputy Chief of Police. |
| | 3.12 | To enable the Chair and Vice-Chair to carry out their responsibilities, all Expense Report forms generated by members of the Board will be submitted to the Executive Assistant of the Board for appropriate distribution. |

4. ENACTMENT

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| <i>Repeal</i> | 4.1 | All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed. |
| <i>Effective Date</i> | 4.2 | This by-law shall come into force on the date of its enactment. |

ENACTED AND PASSED THIS 9th day of September 2024.

WOODSTOCK POLICE SERVICE BOARD

Chair

“Original Signed By”

Ken Whiteford

Vice-Chair

“Original Signed By”

Leslie Farrell