SUDBURY EAST OPP DETACHMENT BOARD

BY-LAW 2025-

BEING A BY-LAW TO ESTABLISH A POLICY GOVERNING THE PREPARATION, APPROVAL, AND MANAGEMENT OF THE ANNUAL BUDGET FOR THE SUDBURY EAST OPP DETACHMENT BOARD

WHEREAS Section 71 of the Community Safety and Policing Act, 2019 requires that an O.P.P. detachment board prepare annual estimates of the total amount required to pay for the operation of the board, excluding member remuneration;

AND WHEREAS O. Reg. 135/24, Section 3(2) requires that each municipality within the board's jurisdiction contribute an equal share of the approved board estimates unless otherwise agreed unanimously;

AND WHEREAS the Sudbury East OPP Detachment Board deems it necessary to adopt comprehensive financial policies governing the preparation of annual estimates, financial reporting, procurement, and other related matters;

NOW THEREFORE the Sudbury East OPP Detachment Board hereby enacts as follows:

1. That the following policies, attached hereto and forming part of this By-law, are hereby adopted and enacted as the official financial management policies of the Board:

  Schedule "A" – Budget & Financial Management Policy

  Schedule "B" – Financial Reporting & Audit Policy

  Schedule "C" – Procurement & Spending Authority Policy

  Schedule "D" – Reserve and Surplus Management Policy

2. That each schedule may be reviewed and amended independently by resolution of the Board without requiring repeal or re-enactment of this By-law.

3. That this By-law shall come into full force and effect on the date it is passed.

ENACTED BY THE BOARD ON THIS _______ DAY OF _______ 2025.

SUDBURY EAST OPP DETACHMENT BOARD

SCHEDULE "A" TO BY-LAW 2025-**

BUDGET & FINANCIAL MANAGEMENT POLICY

1. PURPOSE

This policy outlines the procedures and responsibilities for the preparation, adoption, and management of the annual operating budget for the Sudbury East OPP Detachment Board ("the Board"). It ensures compliance with Section 71 of the Community Safety and Policing Act, 2019 (CSPA) and O. Reg. 135/24.

2. SCOPE

This policy applies to the Board and its Secretary-Treasurer in managing all financial matters, excluding the remuneration of board members, which is governed under a separate policy.

3. DEFINITIONS

3.1. Board: Sudbury East OPP Detachment Board.

3.2. Member Municipality: The Municipality of French River, Municipality of Killarney, Municipality of Markstay-Warren, and Municipality of St. Charles.

3.3. Budget Estimates: The total amount required to operate the Board annually, excluding remuneration.

3.4. Equal Share Contribution: As mandated by O. Reg. 135/24, the amount each municipality contributes, unless otherwise agreed.

4. BUDGET PREPARATION

4.1. The Secretary-Treasurer shall prepare annual estimates of all expenses required for the operation of the Board for the upcoming fiscal year.

4.2. Budget categories shall include but are not limited to:

- **4.2.1.** Administrative support and secretarial services
- **4.2.2.** Insurance premiums
- **4.2.3.** Training and conference costs
- **4.2.4.** Travel and mileage reimbursement
- **4.2.5.** Professional memberships (e.g., OAPSB)
- **4.2.6.** Accounting and audit services
- **4.2.7.** Office supplies and postage
- **4.2.8.** Reserves
- **4.2.9.** Other Board-approved operational needs

4.3. Draft budget estimates must be presented to the Board no later than November 30th of each year.

5. BUDGET APPROVAL

5.1. Upon Board approval by resolution, the Secretary shall circulate the approved estimates to each Member Municipality.

5.2. Each municipality shall adopt a resolution confirming its share of the budget.

5.3. The Secretary shall maintain a record of municipal approvals.

6. MUNICIPAL CONTRIBUTIONS

6.1. Each municipality shall contribute an equal share of the approved estimates, as follows:

- **6.1.1.** French River: 25%
- **6.1.2.** Killarney: 25%
- **6.1.3.** Markstay-Warren: 25%
- **6.1.4.** St.-Charles: 25%

6.2. Contributions shall be invoiced annually and paid to the Board's financial account administered by the host municipality.

7. FINANCIAL ADMINISTRATION

7.1. The Municipality of French River shall act as the financial administrator unless otherwise directed by the Board.

7.2. The Secretary with the support of a Municipal Treasurer shall:

- **7.2.1.** Maintain financial records and ledgers
- **7.2.2.** Prepare quarterly financial reports for the Board
- **7.2.3.** Submit year-end financial statements

8. SURPLUS AND DEFICIT

8.1. Any year-end surplus shall be carried forward or held in a Board Reserve Fund.

8.2. Any year-end deficit shall be reported to the Board and municipalities for proportionate recovery.

9. AUDIT AND REVIEW

9.1. Board financials shall be included in the administering municipality's annual audit or be subject to an independent review as directed by the Board.

9.2. The Budget Policy shall be reviewed at minimum every three (3) years or earlier if legislative or procedural changes occur.

10. POLICY AMENDMENTS

10.1. This policy may be amended by a resolution of the Board.

SCHEDULE "B" TO BY-LAW 2025-**

FINANCIAL REPORTING & AUDIT POLICY

1. **PURPOSE**
   To ensure sound financial oversight through regular reporting, auditing, and transparency measures that enable the Sudbury East OPP Detachment Board ("the Board") to meet its obligations under the Community Safety and Policing Act, 2019 and associated regulations.

2. **QUARTERLY FINANCIAL REPORTING**
   2.1. The Treasurer shall prepare financial reports to the Board on a quarterly basis.

   2.2. Each report shall include:
   - Actual vs. budgeted expenses to date
   - Notes explaining variances greater than 10%
   - Outstanding accounts receivable or payable
   - Projected year-end financial position

   2.3. Reports shall be included in each quarterly meeting agenda.

3. **ANNUAL YEAR-END REPORTING**
   3.1. The Treasurer shall prepare a year-end financial report no later than March 31st following the fiscal year. The report shall include:
   - Total revenue and expenses by category, and a breakdown of each municipality's contributions
   - Any surplus or deficit and proposed treatment

4. **AUDIT AND VERIFICATION**
   4.1. The Board's financial records shall be subject to audit annually as part of the administering municipality's municipal audit.

   4.2. Alternatively, the Board may elect to retain an independent auditor by Board resolution.

   4.3. The auditor's findings shall be presented to the Board and shared with all Member Municipalities.

5. **ACCESS TO INFORMATION**
   5.1. All financial reports and audit findings shall be retained for a minimum of 7 years.

   5.2. Board members and municipal finance departments shall have access to all reports upon request.

6. **POLICY REVIEW**
   This policy shall be reviewed every three years or sooner if directed by the Board or necessitated by legislative change.

SCHEDULE "C" TO BY-LAW 2025-**

PROCUREMENT & SPENDING AUTHORITY POLICY

1. PURPOSE

To establish clear and transparent guidelines for the acquisition of goods and services by the Sudbury East OPP Detachment Board ("the Board") in a fair, accountable, and cost-effective manner.

2. APPLICATION

This policy applies to all purchases made using Board funds and outlines the roles, limits, and methods of procurement.

3. AUTHORITY TO PURCHASE

3.1. The Secretary is authorized to make purchases on behalf of the Board in accordance with:

- The approved budget;
- This policy and any related board resolutions.

3.2. The following spending limits shall apply unless otherwise authorized by Board resolution:

- Up to $1,000: Secretary-Treasurer
- $1,000 to $5,000: Chair and Secretary-Treasurer (dual approval)
- Over $5,000: Board approval by resolution

4. PROCUREMENT METHODS

4.1. All purchases must demonstrate value for money and comply with applicable legislation:

- **Under $1,000:** Direct purchase with receipt
- **$1,000 to $5,000:** At least two (2) informal quotes
- **Over $5,000:** Minimum of three written quotes or formal RFP/RFQ process unless sole/single source justified

4.2. Sole source or single source procurement must be justified in writing and approved by the Chair and Treasurer.

5. CONTRACTS AND AGREEMENTS

5.1. All contracts must be:

- In writing
- Approved and signed by both the Chair and Treasurer if over $2,500
- Retained in the Board's records

6. REPORTING

A report on all expenditures above $5,000 shall be presented to the Board at the next scheduled meeting.

SCHEDULE "D" TO BY-LAW 2025-**

RESERVE AND SURPLUS MANAGEMENT POLICY

1. **PURPOSE**
   To establish principles for managing operating surpluses and reserve funds to ensure financial sustainability and transparency.

2. **SURPLUS ALLOCATION**
   2.1. Year-end surpluses may be:
   - Allocated to a Board Reserve Fund; or
   - Carried forward to assist with future cost stabilization and to help mitigate the impact of inflationary pressures on annual budgets.

   2.2. A summary of surplus funds shall be included in the annual financial report.

3. **USE OF RESERVES**
   3.1. Board Reserve Funds may be used for:
   - One-time costs (e.g., legal fees, special projects)
   - Unanticipated operational expenses
   - Training or equipment not budgeted

   3.2. Use of reserve funds must be approved by Board resolution.

4. **MINIMUM BALANCE**
   The Board shall aim to maintain a minimum reserve fund equivalent to 10% of its annual operating budget.

5. **POLICY REVIEW**
   This policy shall be reviewed every three years, or sooner as directed by the Board.