SUDBURY EAST OPP DETACHMENT BOARD

BY-LAW 2025-

BEING A BY-LAW TO ESTABLISH A POLICY GOVERNING
REMUNERATION AND EXPENSE REIMBURSEMENT FOR MEMBERS
OF THE SUDBURY EAST OPP DETACHMENT BOARD

WHEREAS Sections 46(1) and 67(6) of the *Community Safety and Policing Act, 2019* authorize a detachment board to establish procedures governing the performance of its duties and the conduct of its members;

AND WHEREAS the Sudbury East OPP Detachment Board deems it necessary to adopt a policy to provide for fair, transparent, and accountable remuneration and reimbursement of expenses for Board Members engaged in authorized Board business;

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

1. That the Remuneration and Travel & Expense Policy, attached hereto as Schedule “A”, is hereby adopted and enacted as the official policy governing compensation and reimbursement for Members of the Board.

2. That the rates, procedures, and conditions set out in Schedule “A” shall apply to all Board Members when carrying out duties authorized by the Board, including attendance at Board meetings, conferences, training, and other approved events.

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.

Schedule "A"

SUDBURY EAST OPP DETACHMENT BOARD

Remuneration Travel & Expense Policy

1. DEFINITIONS

For the purpose of this Policy, the following terms shall have the meanings ascribed below:

1.1. **"Board"** means the Sudbury East OPP Detachment Board established under the Community Safety and Policing Act, 2019, serving the municipalities of French River, Killarney, Markstay-Warren, and St. Charles.

1.2. **"Board Member" or "Member"** means any duly appointed member of the Board, including Council appointees, Community Representatives, and Provincial Appointees, and for the purpose of expense reimbursement, includes the Board's Secretary when carrying out authorized duties.

1.3. **"Per Diem"** means a fixed daily rate of remuneration paid to a Member for attendance at meetings or Board-authorized events.

1.4. **"Eligible Expenses"** means reasonable and necessary costs incurred by a Member for travel, meals, accommodations, parking, and registration, when attending Board-approved meetings, training, or conferences.

1.5. **"Pre-Approved Event"** means any conference, seminar, training session, or other event for which a Member has received prior approval through Board resolution.

1.6. **"Mileage"** means reimbursement for use of a personal vehicle for authorized travel, calculated at the rate set annually by the Board in accordance with provincial standards.

1.7. **"Home Municipality"** means the municipality from which the Member has been appointed to the Board.

2. GENERAL PROVISIONS

2.1. This Policy shall apply to all Board Members when carrying out duties on behalf of the Sudbury East OPP Detachment Board, including but not limited to attendance at:

2.1.1. Regular, special, or emergency Board meetings;

2.1.2. Board committee meetings;

2.1.3. Conferences, seminars, or training events that have been pre-approved by resolution of the Board.

2.2. The remuneration and reimbursement framework set out in this Policy is intended to:

2.2.1. Recognize the time, commitment, and responsibilities of Board Members;

2.2.2. Ensure transparency and consistency in compensation and claims;

2.2.3. Align with the Board's approved annual budget and financial practices.

2.3. Board Members shall not receive duplicate remuneration or reimbursement for the same meeting or event from another organization or municipality.

2.4. Reimbursement of expenses shall be made only where such expenses were:

- **2.4.1.** Reasonably and necessarily incurred;
- **2.4.2.** Submitted with appropriate documentation, and
- **2.4.3.** Compliant with the terms of this Policy.

2.5. Travel for Board meetings shall be eligible for reimbursement, recognizing that meetings will rotate among the four member municipalities. Mileage shall be calculated from the Member's residence or home municipality, whichever is closer to the meeting location.

3. REMUNERATION

3.1. Board Members shall be compensated for attending duly convened Board meetings and authorized events at the following rates:

Meeting Type	Rate
Half-Day Meeting (3.5 hours or less)	\$150.00
Full-Day Meeting (more than 3.5 hours)	\$250.00
Secretary Honorarium (per meeting)	\$300.00

3.2. Remuneration shall be paid quarterly and administered by the municipality designated to manage the Board's financial affairs.

3.3. Remuneration shall not be paid for attendance at social functions, ceremonies, or community events unless specifically authorized by Board resolution.

3.4. In the event a meeting is cancelled with less than 24 hours' notice and the Member has already traveled, mileage may still be claimed.

4. CONFERENCES, TRAINING, AND AUTHORIZED EVENTS

4.1. Attendance by a Board Member at any conference, training session, seminar, or other external event shall require prior approval by resolution of the Board. Approval must be specific to both the event and the Member attending.

4.2. Registration for any pre-approved event shall be coordinated and processed by the Secretary, and registration fees shall be paid directly by the Board.

- **4.2.1.** Where municipal staff (including the Secretary to the Board) attend Board-related training or conferences during regular working hours, they shall be compensated through their regular municipal payroll. The Municipality may invoice the Board to recover this cost.

4.3. All other associated expenses — including travel, accommodation, and meals — are subject to reimbursement in accordance with Section 5. of this Policy.

4.4. Per diem remuneration for approved training or conference participation shall be provided at the following rates:

Event Duration	**Rate**
Half-Day (5 hours or less)	$150.00
Full-Day (more than 5 hours)	$300.00

4.5. In the event a Member attends a virtual training session or meeting from their residence or workplace, per diem shall be payable at the event duration meeting rate only.

4.6. Add a sentence to outline process for payment of per diem.

5. TRAVEL AND EXPENSE REIMBURSEMENT

5.1. Board Members shall be reimbursed for reasonable and necessary expenses incurred while attending authorized meetings, conferences, or events, subject to the limits and conditions outlined in this Policy.

5.2. Eligible travel includes mileage for attendance at all regular and special meetings, recognizing that meetings rotate among the municipalities of French River, Killarney, Markstay-Warren, and St. Charles.

5.3. Mileage shall be reimbursed at the current provincial rate per kilometre and calculated using the shortest reasonable route from the Member's residence or home municipality to the meeting or event location.

5.4. Reimbursable expenses shall include the following, with itemized receipts required (except for mileage):

Expense Type	**Maximum Reimbursement**
Breakfast	$25.00
Lunch	$35.00
Dinner	$75.00
Mileage	Current provincial rate (per km)
Accommodation	Actual cost (reasonable, with receipt)
Parking, Tolls, Transit	Actual cost (receipt required)

5.5. Alcoholic beverages and entertainment expenses are **not reimbursable** under any circumstances.

5.6. All claims must be submitted on the official Board Expense Claim Form (Appendix B), signed by the Member, and submitted to the Secretary.

5.7. Claims may be submitted either:

- In advance (for estimated costs or advances), or
- After the event (for reimbursement of actual expenses).

5.8. Expense claims must be submitted within 365 calendar days of the date the expense was incurred. Claims submitted after this period shall not be eligible for reimbursement.

5.9. Payments will be processed quarterly through the Board's administering municipality.

6. ADMINISTRATION AND REVIEW

6.1. The Secretary shall be responsible for the administration of this Policy, including the processing of remuneration and reimbursement claims, and the maintenance of related records.

6.2. It is the responsibility of the Board Member to submit a completed claim form for all eligible per diem or expense reimbursements other than regularly scheduled Board meetings.

6.3. The Secretary will maintain attendance records for Board meetings. The Municipal Payroll Staff shall process quarterly payments for meeting attendance based on those records.

6.4. This Policy shall be reviewed annually during the Board's budget deliberations to ensure:

6.4.1. Remuneration and mileage rates remain fair and reflective of current standards;
6.4.2. Alignment with any applicable changes to provincial legislation or municipal financial practices;
6.4.3. The policy continues to serve the operational and financial needs of the Board.

6.5. Any amendments to this Policy shall require approval by resolution of the Board and shall come into effect on the date specified in the resolution, unless otherwise stated.

6.6. Any interpretation questions or disputes regarding the application of this Policy shall be resolved by majority vote of the Board.

Appendix A

Sudbury East OPP Detachment Board

Quarterly Remuneration & Expense Processing Procedure

Purpose

To outline the responsibilities and steps for issuing quarterly honorarium payments and processing reimbursement claims for the Sudbury East OPP Detachment Board members.

1. Meeting Attendance-Based Honorarium

Applies To: Remuneration for attending regularly scheduled Board meetings.

Responsible Person: Secretary to the Board

Procedure:

- **Step 1:** At the end of each quarter (March, June, September, December), the **Secretary** will provide a summary of Board member attendance at meetings.
- **Step 2:** Using the attendance list, the responsible person will calculate payments according to the current per diem rate:
  - **$150** per half-day meeting (under 4 hours)
  - **$300** per full-day meeting (4+ hours)
- **Step 3:** Process payment through municipal payroll or accounts payable, as appropriate, and issue payment within 30 days.

2. Per Diem / Expense Reimbursements (Outside Regular Meetings)

Applies To: Eligible costs related to **training, conferences, or events** pre-approved by the Board.

Responsible Person: Board Member

Procedure:

- **Step 1:** Board members must complete and submit the approved **Claim Form (Appendix A)** within **30 days** of the event.
- **Step 2:** Verify the following:
  - Board approval (Secretary can confirm if unsure)
  - Supporting documentation (e.g., receipts, agendas)
- **Step 3:** Process reimbursement in the same quarter, ensuring it is separate from regular meeting honorarium.

4. Disputes or Clarifications

- Any unclear or disputed claims should be referred to the **Board Chair and Secretary** for resolution prior to processing.

Appendix B

Training / Conference / Travel Expense Form

Name: ______________________

Conference: ______________________

Location of conference: ______________________

Date of Departure ______________________

Date of Return ______________________

A. Registration (attach registration form)

Registration fee: __________ Tax included ☐ Yes ☐ No

Confirmed by Receipt	
A. Reimbursement	

B. Lodging

# of Nights ______ Cost per Night ______ = ______ Tax included ☐ Yes ☐ No

Hotel Name ______________________

Address ______________________ Conf# ______________________

Confirmed by Receipt	
B. Reimbursement	

C. Meal Expenses

Breakfast	______	max. of $25	=	______
Lunch	______	max. of $35	=	______
Dinner	______	max. of $75	=	______
Full Day	______	max. $135	=	______

☐ I would like Pre-payment 2 weeks prior to start of conference

Confirmed by Receipt	
C. Reimbursement	

D. Transportation

☐ I will be using my own vehicle

# of KM ______ x $0.65 = $0.00

☐ I would like Pre-payment 2 weeks prior to start of conference

Tax included ☐ Yes ☐ No

D. Reimbursement	

E. Other (reimbursed only with receipts)

Other:

Parking ______ ______

407 Toll Route ______

Taxi ______

Total other: $0.00

Confirmed by Receipt	
E. Reimbursement	

Total Expenses A+B+C+D+E ______

Total Reimbursement	

Applicant's Signature ______________________ Date: ______________

Chair Signature ______________________ Date: ______________