

# FINANCIAL ACCOUNTABILITY PROCEDURES MANUAL

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Existing Text	Updated Text	Update Details
<b>THE OTTAWA POLICE SERVICES BOARD</b>	<b>THE OTTAWA POLICE SERVICES BOARD</b>	
<b>FINANCIAL ACCOUNTABILITY PROCEDURES MANUAL</b>	<b>FINANCIAL ACCOUNTABILITY PROCEDURES MANUAL</b>	
<i>APPROVED TBD</i> Adopted by By-law #1 of 2018	<i>APPROVED TBD</i> Adopted by By-law #1 of 2024	
OTTAWA POLICE SERVICES BOARD BY-LAW NO 1 OF 2018 A by-law of the Ottawa Police Services Board to amend By-law No. 1 of 2008 to adopt a revised Financial Accountability Procedures Manual of the Ottawa Police Services Board.  The Ottawa Police Services Board enacts as follows:  1.By-law No. 1 of 2008 entitled “A by-law of the Ottawa Police Services Board to adopt the Financial Accountability Procedures Manual of the Ottawa Police Services Board”, as amended, is amended by repealing Annex A and by substituting the new Annex A, attached hereto, in its place.  2.This by-law shall come into force and take effect on the date of passing.  ENACTED AND PASSED this XXth day of XXX, 2018.	OTTAWA POLICE SERVICES BOARD BY-LAW NO 1 OF 2024 A by-law of the Ottawa Police Services Board to amend By-law No. 1 of 2008 to adopt a revised Financial Accountability Procedures Manual of the Ottawa Police Services Board.  The Ottawa Police Services Board enacts as follows:  1.By-law No. 1 of 2008 entitled “A by-law of the Ottawa Police Services Board to adopt the Financial Accountability Procedures Manual of the Ottawa Police Services Board”, as amended, is amended by repealing Annex A and by substituting the new Annex A, attached hereto, in its place.  2.This by-law shall come into force and take effect on the date of passing.  ENACTED AND PASSED this XXth day of XXX, 2024.	
<b>1.0 LEGISLATIVE AUTHORITY</b>	<b>1.0 LEGISLATIVE AUTHORITY</b>	
<b>1.1 INTRODUCTION</b>	<b>1.1 INTRODUCTION</b>	
Section 31(6) of the Police Services Act states that, “The Board may, by by- law, make rules for the effective management of the police force”.  The respective roles and responsibilities of both the City of Ottawa Police Services Board (the “Board”) and the Chief of Police are set out in detail in the Police Services Act. In general terms, the division of responsibilities between the Board and the Chief of Police is based on the distinction between policy decisions on the one hand and operational and administrative decisions on the other. The Board has the authority to make policy decisions and the Chief of Police has the authority to render all operational and administrative decisions.	Section 38(1)(a) of the Community Safety and Policing Act, 2019 (CSPA), states that, “A Police Service Board shall establish policies respecting the administration of the police service”.  The respective roles and responsibilities of both the City of Ottawa Police Services Board (the “Board”) and the Chief of Police are set out in detail in the <b>Community Safety and Policing Act</b> . In general terms, the division of responsibilities between the Board and the Chief of Police is based on the distinction between policy decisions on the one hand and operational and administrative decisions on the other. <b>The Board has the authority to make policy decisions and the Chief of Police has the authority to render all operational and administrative financial decisions.</b>  Any successor legislation to the Community Safety and Policing Act will serve as the subsequent point of reference for this manual, as deemed required.	Reference to new CSPA, and applicable Sections. Per Legal, "The only changes that appear to be required are updating the referenced sections and wording to reflect the new CSPA sections ."  Added note regarding successor legislation to CSPA
<b>1.1.1 THE BOARD</b>	<b>1.1.1 THE BOARD</b>	

<p>The Board has the authority to establish the objectives and priorities of the Ottawa Police Service. In accordance with Subsection 41(2) of the Police Services Act, the Chief of Police is required to report to the Board and to obey its lawful orders and directions. The practical effect of these legislative authorities is that the Board determines overall policies that would include various priorities and objectives and the Chief of Police selects the methods and means of attaining these goals.</p> <p>The Board also possesses the power to determine the Ottawa Police Service budget by deciding the personnel, equipment and facilities that are required in order to provide police services to the citizens within its jurisdiction. After having made this determination, the Board is required to submit its budgetary estimates to the City of Ottawa Council for approval.</p>	<p>The Board has the authority to establish the objectives and priorities of the Ottawa Police Service. In accordance with Subsection 79(2)(c) of the CSPA, a Chief of Police is required to comply with the lawful directions of the Board. The practical effect of these legislative authorities is that the Board determines overall policies that would include various priorities and objectives and the Chief of Police selects the methods and means of attaining these goals.</p> <p>The Board also possesses the power to determine the Ottawa Police Service budget by deciding the personnel, equipment and facilities that are required in order to provide police services to the citizens within its jurisdiction, as outlined under Subsection 50(2) of the Community Safety and Policing Act. After having made this determination, the Board is required to submit its budgetary estimates to the City of Ottawa Council for approval.</p>	<p>Reference to new CSPA, and applicable Sections. Per Legal, "The only changes that appear to be required are updating the referenced sections and wording to reflect the new CSPA sections . "</p>
<p><b>1.1.2 CHIEF OF POLICE</b></p>	<p><b>1.1.2 CHIEF OF POLICE</b></p>	
<p>The Chief of Police has general authority to make the operational, and administrative decisions required to operate the Police Service. The Chief of Police's specific role and duties are set out in Section 41 of the Police Services Act.</p>	<p>The Chief of Police has general authority to make the operational, and administrative decisions required to operate the Police Service. The Chief of Police's specific role and responsibilities are set out in Section 79 of the Community Safety and Policing Act.</p>	<p>Reference to new CSPA, and applicable Sections.</p>
<p><b>1.1.3 BUDGET</b></p>	<p><b>1.1.3 BUDGET</b></p>	
<p>The Chief of Police plays a consultative role with respect to the budget of the Board. In that regard, the Chief of Police may develop and recommend budget expenses to the Board.</p>	<p>The Chief of Police plays a consultative role with respect to the budget of the Board. In that regard, the Chief of Police may develop and recommend budget expenses to the Board.</p>	
<p><b>1.1.4 OPERATIONS OF THE OTTAWA POLICE SERVICE</b></p>	<p><b>1.1.4 OPERATIONS OF THE OTTAWA POLICE SERVICE</b></p>	
<p>The day-to-day operation of the Ottawa Police Service requires delegation of certain authorities by both the Board and the Chief of Police. All such delegations as they pertain to financial administration are set out within this Manual.</p>	<p>The day-to-day operation of the Ottawa Police Service requires delegation of certain authorities by both the Board and the Chief of Police. All such delegations as they pertain to financial administration are set out within this Manual.</p>	
<p><u>1.2 DEFINITIONS</u></p>	<p><u>1.2 DEFINITIONS</u></p>	
<p>In this Manual:</p>	<p>In this Manual:</p>	<p>Order change, ABC</p>
<p>(a) "Board" means the Ottawa Police Services Board;</p>	<p>(a) "Assigned Office" means an employee's assigned OPS office location to perform their designated duties for a short duration (i.e. week or less), if this differs than their "Home Office";</p>	<p>NEW</p>
<p>(b) "Chief of Police" means the Chief of Police of the Ottawa Police Service;</p>	<p>(b) "Board" means the Ottawa Police Services Board;</p>	
<p>(c) "Director General " means Director General, Corporate Services of the Ottawa Police Service;</p>	<p>(c) "Chief Administrative Officer" means Chief Administrative Officer, Corporate Services of the Ottawa Police Service;</p>	<p>Updated for role of CAO, from Director General (throughout)</p>
<p>(d) "Deputy Chief" means Deputy Chief Operations or Operations Support of the Ottawa Police Service;</p>	<p>(d) "Chief Financial Officer" means the Chief Financial Officer of the Ottawa Police Service;</p>	
<p>(e) "Chief Financial Officer" means the Chief Financial Officer of the Ottawa Police Service;</p>	<p>(e) "Chief Official" means any of the Chief Financial Officer, Chief Information Officer, Chief Strategic Planning Officer, and Chief Human Resources Officer of the Ottawa Police Service;</p>	<p>Removed Chief Physical Environment Officer</p>
<p>(f) "General Counsel" is the General Counsel of the Ottawa Police Service</p>	<p>(f) "Chief of Police" means the Chief of Police of the Ottawa Police Service;</p>	

(g) "Senior Officer" means a Superintendent, Chief Official, Inspector, or Civilian Director of the Ottawa Police Service.	(g) "Competitive Contract Authority" is a form of procurement used to acquire goods or services when there are multiple vendors willing and able to provide the required goods or services;	NEW
(h) "Chief Official" means any of the Chief Financial Officer, Chief Information Officer, Chief Strategic Planning Officer, Chief Human Resources Officer and Chief Physical Environment Officer of the Ottawa Police Service.	(h) "Deputy Chief" means Deputy Chief Operations or Operations Support of the Ottawa Police Service;	
(i) "Executive Director" is the Executive Director of the Police Services Board	(i) "Executive Director" is the Executive Director of the Police Services Board;	
-	(j) "Home Office" means an employee's main appointed work location to perform their designated duties;	NEW
-	(k) "Non-Competitive Contract Authority" is a form of procurement used to acquire goods or services from a specific vendor, as there are no other vendors willing or able to provide the required goods or services;	NEW
-	(l) "General Counsel" is the General Counsel of the Ottawa Police Service;	
-	(m) "Senior Officer" means a Superintendent, Chief Official, Inspector, or Civilian Director of the Ottawa Police Service.	
<b>2.0 ADMINISTRATIVE PROCEDURES</b>	<b>2.0 ADMINISTRATIVE PROCEDURES</b>	
<b>2.1 FORMS AND RECORDS</b>	<b>2.1 FORMS AND RECORDS</b>	
<b>2.1.1 FORMS</b>	<b>2.1.1 FORMS</b>	
The Chief of Police shall have the authority to approve all administrative procedures and forms.	The Chief of Police shall have the authority to approve all administrative procedures and forms.	
<b>2.1.2 CUSTODY</b>	<b>2.1.2 CUSTODY</b>	
Original contracts, agreements and other documents shall remain in the custody of the Director General, or his/her designate, for safekeeping.	Original contracts, agreements and other documents shall remain in the custody of the Chief Administrative Officer, or his/her designate, for safekeeping.	
<b>2.1.3 ACCESS TO INFORMATION</b>	<b>2.1.3 ACCESS TO FINANCIAL INFORMATION</b>	Added Financial
The Chair is designated as the head of the institution for the purposes of administering the Municipal Freedom of Information and Protection of Privacy Act. With respect to requests related to files held by the Board, the powers and duties of the head may be delegated to the Executive Director. With respect to requests related to files held by the Ottawa Police Service, the powers and duties of the head may be delegated to the Chief of Police.	The Chair is designated as the head of the institution for the purposes of administering the Municipal Freedom of Information and Protection of Privacy Act. With respect to requests related to files held by the Board, the powers and duties of the head may be delegated to the Executive Director. With respect to requests related to files held by the Ottawa Police Service, the powers and duties of the head may be delegated to the Chief of Police.	
<b>2.1.4 BOARD MEMBERS ACCESS TO INFORMATION AND ADVICE</b>	<b>2.1.4 BOARD MEMBERS ACCESS TO INFORMATION AND ADVICE</b>	
<i>.1 General Principle</i>	<i>.1 General Principle</i>	
As a general principle, all Board members, acting in their capacity as members of the Board and in the performance of their official duties, shall have timely access to information under the control of the Police Service and shall direct all requests for such information and advice related thereto to the Chief of Police.	As a general principle, all Board members, acting in their capacity as members of the Board and in the performance of their official duties, shall have timely access to information under the control of the Police Service and shall direct all requests for such information and advice related thereto to the Chief of Police.	
<i>.2 Access by Chief of Police</i>	<i>.2 Access by Chief of Police</i>	
The Chief of Police shall have full, free and unrestricted access to all records, reports, property and personnel of the Police Service, subject to any restrictions established by law.	The Chief of Police shall have full, free and unrestricted access to all records, reports, property and personnel of the Police Service, subject to any restrictions established by law.	
<b>2.2 EXECUTION OF DOCUMENTS AND PRODUCTION</b>	<b>2.2 EXECUTION OF DOCUMENTS AND PRODUCTION</b>	

<p><b>2.2.1 INTRODUCTION</b></p>	<p><b>2.2.1 INTRODUCTION</b></p>	
<p>When execution of documents is required, the Board Chair and Executive Director are authorized to sign documents in the name of the Board.</p>	<p>When execution of documents is required, the Board Chair and Executive Director are authorized to sign documents in the name of the Board.</p>	
<p>In principle, all contracts, agreements and other documents intended to legally bind or commit the Board in any manner are to be executed by both the Board Chair and Executive Director. However, the Board has delegated authority to persons who may act on behalf of the Board. Provided that the requisite external and internal approvals have been obtained, funds are properly available or appropriated and all other preconditions have been satisfied, these persons may exercise complete or limited authority to execute documents on behalf of the Board.</p>	<p>In principle, all contracts, agreements and other documents intended to legally bind or commit the Board in any manner are to be executed by both the Board Chair and Executive Director. However, the Board has delegated authority to persons who may act on behalf of the Board. Provided that the requisite external and internal approvals have been obtained, funds are properly available or appropriated and all other preconditions have been satisfied, these persons may exercise complete or limited authority to execute documents on behalf of the Board.</p>	
<p><b>2.2.2 AUTHORITY TO EXECUTE DOCUMENTS</b></p>	<p><b>2.2.2 AUTHORITY TO EXECUTE DOCUMENTS</b></p>	
<p><i>.1 General Authority</i></p>	<p><i>.1 General Authority</i></p>	
<p>Subject to the exceptions set out below, all contracts, agreements or other documents having the effect of, or with the intent of, legally binding or committing the Board in any course of action shall be signed by two of the following:</p>	<p>Subject to the exceptions set out below, all contracts, agreements or other documents having the effect of, or with the intent of, legally binding or committing the Board in any course of action shall be signed by two of the following:</p>	
<p>(a) The Board Chair or in the absence of the Board Chair, the Vice Chair;</p>	<p>(a) The Board Chair or in the absence of the Board Chair, the Vice Chair;</p>	
<p>(b) The Executive Director; and</p>	<p>(b) The Executive Director; and</p>	
<p>(c) The Chief of Police or, in the absence of the Chief of Police, the Director General or the Deputy Chief.</p>	<p>(c) The Chief of Police or, in the absence of the Chief of Police, the <b>Chief Administrative Officer</b> or the Deputy Chief.</p>	
<p><i>.2 Delegations of Authority</i></p>	<p><i>.2 Delegations of Authority</i></p>	
<p>Where delegations of authority have been granted by the Board to the Chief of Police or employee of the Police Service, the delegation includes the authority to execute any related documents in the name of the Board, unless the terms of the delegation require the signature of the Board Chair and Executive Director.</p>	<p>Where delegations of authority have been granted by the Board to the Chief of Police or employee of the Police Service, the delegation includes the authority to execute any related documents in the name of the Board, unless the terms of the delegation require the signature of the Board Chair and Executive Director.</p>	
<p><i>.3 Approved Budget Items</i></p>	<p><i>.3 Approved Budget Items</i></p>	
<p>Where authority exists within an annual operating or capital budget, the Chief of Police, or designate, may execute, in the name of the Board, any documents required to give effect to such approved expenditure provided that:</p>	<p>Where authority exists within an annual operating or capital budget, the Chief of Police, or designate, may execute, in the name of the Board, any documents required to give effect to such approved expenditure provided that:</p>	
<p>(a) Funds are available as certified by the Director General ;</p>	<p>(a) Funds are available as certified by the <b>Chief Administrative Officer</b>;</p>	
<p>(b) All the administrative procedures such as those regarding purchasing, awarding of contracts and authorization of funds have been followed; and</p>	<p>(b) All the administrative procedures such as those regarding purchasing, awarding of contracts and authorization of funds have been followed; and</p>	
<p>(c) All other approvals or preconditions have been obtained or satisfied.</p>	<p>(c) All other approvals or preconditions have been obtained or satisfied.</p>	
<p><b>2.3 AMENDMENTS TO THE MANUAL</b></p>	<p><b>2.3 AMENDMENTS TO THE MANUAL</b></p>	
<p>The Board’s Policy and Governance Committee is responsible for initiating a full review of the manual once every four years, at minimum, in consultation with the Chief of Police and Director General. Individual amendments, if necessary and applicable, may be presented at any time. Board approval must be obtained for all amendments.</p>	<p>The Board’s <b>Finance and Audit Committee</b> is responsible for initiating a full review of the manual once every four years, at minimum, in consultation with the Chief of Police and <b>Chief Administrative Officer</b>. Individual amendments, if necessary and applicable, may be presented at any time. Board approval must be obtained for all amendments.</p>	<p>Changed to Finance and Audit Committee from Policy and Governance Committee</p>
<p><b>3.0 CONTRACTS AND FINANCIAL PROCEDURES</b></p>	<p><b>3.0 CONTRACTS AND FINANCIAL PROCEDURES</b></p>	
<p><b>3.1 AUTHORIZATION OF CONTRACTS AND EXPENDITURES</b></p>	<p><b>3.1 AUTHORIZATION OF CONTRACTS AND EXPENDITURES</b></p>	
<p><b>3.1.1 INTRODUCTION</b></p>	<p><b>3.1.1 INTRODUCTION</b></p>	

The Chair of the Ottawa Police Services Board and the Executive Director possess the authority to bind the Police Services Board legally in a variety of agreements, contracts and undertakings. This authority, however, extends only to the formal aspects of signing a document in the name of the Board. Of greater importance is the underlying approval process that must be followed before a document can be presented to the Chair and Executive Director for signing.	The Chair of the Ottawa Police Services Board and the Executive Director possess the authority to bind the Police Services Board legally in a variety of agreements, contracts and undertakings. This authority, however, extends only to the formal aspects of signing a document in the name of the Board. Of greater importance is the underlying approval process that must be followed before a document can be presented to the Chair and Executive Director for signing.	
As a general rule, any contract or expenditure may be carried out only with the permission of the Board. However, the Board can delegate authority to persons or bodies, either complete or restricted, to approve a contract or expenditure.	As a general rule, any contract or expenditure may be carried out only with the permission of the Board. However, the Board can delegate authority to persons or bodies, either complete or restricted, to approve a contract or expenditure.	
<b>3.1.2 SPENDING AUTHORITY</b>	<b>3.1.2 SPENDING AUTHORITY</b>	
<i>.1 Budget Approved by the Board</i>	<i>.1 Budget Approved by the Board</i>	
Except as otherwise provided, no contract shall be entered into or any expenditure incurred unless provided for in the budget which has been approved by the Board and Council of the City of Ottawa.	Except as otherwise provided, no contract shall be entered into or any expenditure incurred unless provided for in the budget which has been approved by the Board and Council of the City of Ottawa.	
<i>.2 Authority of Chief of Police</i>	<i>.2 Authority of Chief of Police</i>	
The Chief of Police shall have authority to incur expenditures to meet the day-to-day operating service needs and capital project needs of the Police Service as per the procedures and delegated authorities contained in this manual.	The Chief of Police shall have authority to incur expenditures to meet the day-to-day operating service needs and capital project needs of the Police Service as per the procedures and delegated authorities contained in this manual.	
<i>.3 Appropriation Prior to Contract</i>	<i>.3 Appropriation Prior to Contract</i>	
No contract shall be entered into until the necessary appropriation has been made for it, unless it has been approved by the Board as a pre-commitment against the following year's budget.	No contract shall be entered into until the necessary appropriation has been made for it, <b>if it exceeds the delegated authority levels of the Chief of Police</b> , unless it has been approved by the Board as a pre-commitment against the following year's budget.	
<i>.4 Estimates Required</i>	<i>.4 Estimates Required</i>	
No work or improvement shall be authorized without an estimate of the amount payable for it or, in the absence of an estimate, without a limit on the amount payable.	No work or improvement, <b>exceeding \$15,000</b> , shall be authorized without an estimate of the amount payable for it or, in the absence of an estimate, without a limit on the amount payable.	
<b>3.1.3 BUDGET TRANSFERS</b>	<b>3.1.3 BUDGET TRANSFERS</b>	
<i>.1 Board Approval</i>	<i>.1 Board Approval</i>	
No contract shall be entered into nor any expenditure incurred involving an amount larger than that provided in the budget without the prior approval of the Board, except as otherwise provided herein.	No contract shall be entered into nor any expenditure incurred involving an amount larger than that provided in the budget without the prior approval of the Board, except as otherwise provided herein.	
<i>.2 Increases in Operating Budgets</i>	<i>.2 Increases in Operating Budgets</i>	
The Chief of Police and the Director General may jointly approve increases to authorized amounts in the operating budget provided that:	The Chief of Police and the <b>Chief Administrative Officer</b> may jointly approve increases to authorized amounts in the operating budget provided that:	
(a) All such increases are offset by corresponding decreases in other Police Service activities so as to remain within the total budget provisions; and	(a) All such increases are offset by corresponding decreases in other Police Service activities so as to remain within the total budget provisions; and	
(b) In no case shall the total budget for personnel salary and benefits costs be increased or decreased under this section without the approval of the Chief of Police.	(b) In no case shall the total budget for personnel salary and benefits costs be increased or decreased under this section without the approval of the Chief of Police, <b>or delegate.</b>	
The Director-General will advise the City Treasurer of these changes.	<b>The Chief Administrative Officer will report the operating budget and any associated changes to the City Treasurer, or delegate.</b>	
<i>.3 Increases to Capital Budgets</i>	<i>.3 Increases to Capital Budgets</i>	

Where authority has been given in the budget for a particular capital project, the Chief of Police and Director General may jointly approve increases to such authorized amounts provided that the total amount of the increases:	Where authority has been given in the budget for a particular capital project, the Chief of Police and Chief Administrative Officer may jointly approve increases to such authorized amounts provided that the total amount of the increases:	
(a) Does not exceed the lesser of 10% of the applicable capital budget or \$250,000;	(a) Does not exceed the lesser of 25% of the applicable capital budget or \$250,000;	
(b) Such increases are offset by corresponding decreases in other projects with like funding sources.	(b) Such increases are offset by corresponding decreases in other projects with like funding sources.	
The Director-General will advise the City Treasurer of these changes.	The Chief Administrative Officer will report the capital budget and any associated changes to the City Treasurer, or delegate.	
<i>.4 Closure of Capital Projects</i>	<i>.4 Closure of Capital Projects</i>	
Where an approved capital project has been completed, and all financial commitments cleared, the Director General may close the project, as follows:	Where an approved capital project has been completed, and all financial commitments cleared, the Chief Administrative Officer may close the project, as follows:	
(a) By returning any remaining balance proportionately to the originating source of the funding, or;	(a) By returning any remaining balance proportionately to the originating source of the funding, or;	
(b) If the project is overspent, by identifying the additional funding source to offset the deficit.	(b) If the project is overspent, by identifying the additional funding source to offset the deficit.	
The Director-General will advise the Board and City Treasurer of these closures through the Quarterly Financial Status Report.	The Chief Administrative Officer will advise the Board and City Treasurer of these closures through the Quarterly Financial Status Report.	
-	<i>.5 Return of Operating Funds to Capital Reserves</i>	NEW
-	Where capital funding has been transferred one time to operating during the year, or budget process, it can be returned to the capital reserve if unspent by year-end, if approved by the Chief of Police	
-	(a) Any year-end surpluses relating to debt payments, may also be returned to the capital reserve if unspent by year-end	Note: Year-end legal surpluses not included in this update
<b>3.1.4 DEFERRED COST POLICY</b>	-	Removed Section
<i>.1 Application</i>	-	
This policy applies when, as a result of unforeseen circumstances, the Police Service was not able to complete specific projects or acquire fixed assets during the year for which the budget was approved.	-	
<i>.2 Procedure</i>	-	
Items and amounts may be carried forward into the next budget year as Reserve for Deferred Cost provided they meet the following criteria:	-	
(a) Value shall be a minimum of \$10,000 on an individual item basis; and	-	
(b) The amount may not represent an accumulation of individual items; and	-	
(c) Funds must be available in the account from which funds are to be deferred and the deferral must not produce or increase an overall Police Service annual deficit.	-	
<i>.3 Only One Deferral</i>	-	
All deferred items that remain unspent at the end of the deferral year will lapse unless a special request is prepared by the Director General and approved by the Chief of Police.	-	
<u>3.2 PURCHASING</u>	<u>3.2 PURCHASING</u>	
<b>3.2.1 INTRODUCTION</b>	<b>3.2.1 INTRODUCTION</b>	

The role and authority of the Supply Branch of the Finance Department at the City of Ottawa in purchasing on behalf of the Board shall be as determined by the Chief of Police and the Director General. In instances where the Supply Branch acts on behalf of the Board, the Supply Branch shall be subject to the procedures set out in the City of Ottawa Purchasing By-Law, except as varied by this manual.	The role and authority of the Supply Branch of the Finance Department at the City of Ottawa in purchasing on behalf of the Board shall be as determined by the Chief of Police and the Chief Administrative Officer. In instances where the Supply Branch acts on behalf of the Board, the Supply Branch shall be subject to the procedures set out in the City of Ottawa Purchasing By-Law, except as varied by this manual.	
As a general rule, materials, goods, or services estimated to cost more than \$50,000 shall be procured on behalf of the Board by the Supply Division with Police Service management as per delegated authorities in this manual.	As a general rule, materials, goods, or services estimated to cost more than \$75,000, after tax, shall be procured on behalf of the Board by the Supply Division with Police Service management as per delegated authorities in this manual.	Increased limit and specified after tax
All purchases of less than \$50,000 by way of Request for Quotation shall be in accordance with the delegated authorities contained in this manual, and the instructions, procedures and forms established by the Director General.	All purchases of less than \$75,000, after tax, by way of Request for Quotation shall be in accordance with the delegated authorities contained in this manual, and the instructions, procedures and forms established by the Chief Administrative Officer. For purchases between \$15,000 and \$75,000, after tax, the Ottawa Police Services Finance Team is available to consult to ensure the below procurement procedures are being adhered to correctly.	
<b>3.2.2 DIVISION OF EXPENDITURES</b>	<b>3.2.2 DIVISION OF EXPENDITURES</b>	
No contract or purchase shall be divided or awarded in series at constant or varied time intervals to avoid the requirements of this Manual.	No contract or purchase shall be divided or awarded in series at constant or varied time intervals to avoid the requirements of this Manual, within a single budget year.	Added within single budget year
<b>3.2.3 PROCUREMENT PROCEDURES - MATERIAL, GOODS OR SERVICES</b>	<b>3.2.3 PROCUREMENT PROCEDURES - MATERIAL, GOODS OR SERVICES</b>	
-	All dollar thresholds and ranges per Section 3.2.3 are after tax amounts	
.1 Amount not exceeding \$1,000	.1 Amount not exceeding \$1,000	
Purchases not exceeding \$1,000 may be paid from a petty cash fund (see Annex 1), procurement card or corporate card, or payment request document.	Purchases not exceeding \$1,000 may be paid from a petty cash fund (see Annex 1), corporate card, or payment request document. In some circumstances, exceptions to the rule for petty cash may be made if proper sign-off is obtained by a Senior Officer.	Removed procurement card
.2 Amount not exceeding \$15,000	.2 Amount not exceeding \$15,000	
Purchases not exceeding \$15,000.00 may be made through the use of procurement card or corporate card, or payment request document.	Purchases not exceeding \$15,000 may be made through the use of corporate card, or payment request document.	Removed procurement card
Wherever applicable, employees of the Ottawa Police Service will make use of the Standing Offer Schedule maintained by the City of Ottawa Supply Branch.	Wherever applicable, employees of the Ottawa Police Service will make use of the Standing Offer Schedule maintained by the City of Ottawa Supply Branch.	
.3 Amount exceeding \$15,000 - less than \$50,000	.3 Amount exceeding \$15,000 - less than \$75,000	Increased limit consistent with above
Where a requirement is estimated to cost more than \$15,000 and less than \$50,000, employees of the Ottawa Police Service shall:	Where a requirement is estimated to cost more than \$15,000 and less than \$75,000, employees of the Ottawa Police Service shall:	
(a) Review with Supply Branch the approved Standing Offer listing;	(a) Review with Supply Branch the approved Standing Offer listing;	
(b) If necessary subject to part (a), attempt to issue a minimum of three (3) Requests for Quotations on such terms and conditions as are deemed fit;	(b) If necessary subject to part (a), attempt to issue a minimum of three (3) Requests for Quotations on such terms and conditions as are deemed fit;	
(c) Issue a Purchase Order or make a payment without reference, which means that no purchase order is issued but the invoice must be approved for payment by the requester prior to processing.	(c) Issue a Purchase Order, Departmental Purchase Order or make a payment without reference, which means that no purchase order is issued but the invoice must be approved for payment by the requester prior to processing.	Added Departmental Purchase Order for ARIBA capabilities



.4 <i>Amount in excess of \$50,000</i>	.4 <i>Amount in excess of \$ 75,000</i>	Increased limit consistent with above
Requirements estimated to exceed \$50,000 shall be procured under the guidelines for Tenders and Requests for Proposal as set out in the City of Ottawa Purchasing By-Law, with the exception of those noted in Sections 3.2.3.5 and 3.2.3.6.	Requirements estimated to exceed \$75,000 shall be procured under the guidelines for Tenders and Requests for Proposal as set out in the City of Ottawa Purchasing By-Law, with the exception of those noted in Sections 3.2.3.5 and 3.2.3.6. Monthly payments based on usage, per defined contractual agreements, are a distinct exception to this limit e.g. Fleet fuel purchasing and monthly mobility costs.	Added note re: other small exceptions
Corporate Supply shall award a Purchase Order to the selected vendor.	Corporate Supply shall award a Purchase Order to the selected vendor.	
.5 <i>Cooperative Purchasing Groups and other collective purchasing arrangements</i>	.5 <i>Cooperative Purchasing Groups and other collective purchasing arrangements</i>	
Procurement may be completed and contract awarded in accordance with the specifications of a cooperative purchasing group of which the Ottawa Police Service is a member. Such award can occur without further procurement effort from OPS Finance staff or City Supply Branch staff.	Procurement may be completed and contract awarded in accordance with the specifications of a cooperative purchasing group of which the Ottawa Police Service is a member. Such award can occur without further procurement effort from OPS Finance staff or City Supply Branch staff. These purchasing arrangements are treated as Competitive procurement as defined in Section 1.2 and must adhere to the applicable delegated spending authority.	Linked to Competitive Procurement, as now define distinction
Where another level of government, municipality, agency or public authority has completed a competitive procurement arrangement and offers to extend to the Ottawa Police Service the same terms and pricing offered by the successful bidder, the Service may enter into a contract with the successful bidder without further procurement effort from OPS Finance staff or City Supply Branch staff.	Where another level of government, municipality, agency or public authority has completed a competitive procurement arrangement and offers to extend to the Ottawa Police Service the same terms and pricing offered by the successful bidder, the Service may enter into a contract with the successful bidder without further procurement effort from OPS Finance staff or City Supply Branch staff.	
.6 <i>Consultants and Legal Services</i>	.6 <i>Consultants and Legal Services</i>	
Notwithstanding the guidelines noted in Sections 3.2.3.1 to 3.2.3.4, the OPS is authorized to retain outside consulting and legal services, and to exercise discretion in the choice and the selection of their duties.	Notwithstanding the guidelines noted in Sections 3.2.3.1 to 3.2.3.4, the OPS is authorized to retain outside consulting and legal services, and to exercise discretion in the choice and the selection of their duties. The City Supply Branch staff will not provide a Purchase Order for the procurement of these services under this OPS exception, as it does not abide by the above outlined procurement procedures, as supported by the City. Therefore, if this clause is leveraged by OPS, a payment without reference must be made, or a Departmental Purchase Order may be issued.	Added that PO cannot be issued and required to obtain PWOR
The OPS shall select the most qualified candidate based upon such terms and conditions as are deemed fit under the circumstances. In selecting the candidate, the following factors shall be considered:	The OPS shall select the most qualified candidate based upon such terms and conditions as are deemed fit under the circumstances. In selecting the candidate, the following factors shall be considered:	
(a) Completeness of the proposal;	(a) Completeness of the proposal;	
(b) Degree of similar work experience;	(b) Degree of similar work experience;	
(c) Knowledge of the Ottawa area;	(c) Knowledge of the Ottawa area;	
(d) Knowledge of policing;	(d) Knowledge of policing;	
(e) Successful completion of the appropriate security clearance;	(e) Successful completion of the appropriate security clearance;	
(f) Any factors peculiar to the project being considered.	(f) Any factors peculiar to the project being considered.	
<b>3.2.4 DELEGATED SPENDING AND CONTRACT AUTHORITY</b>	<b>3.2.4 DELEGATED SPENDING AND CONTRACT AUTHORITY</b>	



<p>.1 The delegated authority to purchase requirements of the Ottawa Police Service shall include the delegation of spending authority, to execute contracts and any other related documents on behalf of the Board.</p>	<p>.1 The delegated authority to purchase requirements of the Ottawa Police Service shall include the delegation of spending authority, to execute contracts and any other related documents on behalf of the Board.</p>																																	
<p>OPS Management will identify which employees are to be awarded delegated authority, within the maximum limits established in section</p>	<p>OPS Management will identify which employees are to be awarded delegated authority, within the maximum limits established in section</p>																																	
<p>A written instrument setting down such delegation shall be filed with the Director General, who shall have discretion to revoke such delegation.</p>	<p>A written instrument setting down such delegation shall be filed with the Chief Administrative Officer, who shall have discretion to revoke such delegation.</p>																																	
<p>.2 Delegated Spending and Competitive Contract Authority</p>	<p>.2 Delegated Spending and Competitive Contract Authority</p>																																	
<p>-</p>	<p>All dollar thresholds per Section 3.2.4.2 are after tax amounts</p>																																	
<p>Delegated authority for competitive procurement as defined in Section 3.2.3 shall be in accordance with the maximum limits set out below:</p>	<p>Delegated authority for competitive procurement as defined in Section 3.2.3 shall be in accordance with the maximum limits set out below:</p>																																	
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<p>Delegated authority for non-competitive sole source or direct negotiation procurement of greater than \$15,000 shall be in accordance with the maximum limits set out below:</p>	<p>Delegated authority for non-competitive sole source or direct negotiation procurement of greater than \$15,000 shall be in accordance with the maximum limits set out below:</p>																																	
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<p>.4 Temporary exceptions to Maximum Limits</p>	<p>.4 Temporary exceptions to Maximum Limits</p>																																	
<p>The Chief of Police must approve any variances from the maximum OPS staff authority limits listed in Section 3.2.4.2 and 3.2.4.3.</p>	<p>The Chief Financial Officer must approve any variances from the maximum OPS staff authority limits listed in Section 3.2.4.2 and 3.2.4.3. This is to be reviewed and approved on a quarterly basis.</p>	<p>Changed from COP to CFO, and included quarterly review</p>																																
<p>.5 Reporting to the Board</p>	<p>.5 Reporting to the Board</p>																																	
<p>All contracts awarded under delegated authority that exceed \$25,000 shall be presented for the information of the Board in the Quarterly Financial Status report.</p>	<p>All contracts awarded under delegated authority that exceed \$25,000 shall be presented for the information of the Board in the Quarterly Financial Status report. Any contracts approved and awarded separately through a Board report, are not required to be included in this Quarterly report.</p>																																	
<p>.6 Procurement Card / Corporate Card</p>	<p>.6 Corporate Card</p>	<p>Removed Procurement Card</p>																																

The Chief of Police may designate the Police Services staff authorized to use a procurement card or corporate card. The Financial Services Section will issue guidelines for the use of the procurement card and corporate card. Authorized users shall adhere to these guidelines.	The Chief of Police, or delegate, may designate the Police Services staff authorized to use a corporate card. The Financial Services Section will issue guidelines for the use of the corporate card. Authorized users shall adhere to these guidelines. A copy of the Ottawa Police Service Corporate Card Policy and Procedures document is available on the OPS Intranet and accessible to all members.	Added delegate and removed use of procurement card (2 instances) Added link to Corporate Card document
<i>.7 Service Level Agreements with the City of Ottawa</i>	<i>.7 Service Level Agreements with the City of Ottawa</i>	
Where projects are administered by City of Ottawa partners through a Service Level Agreement with the Ottawa Police Service, delegated authorities shall be in accordance with those of the City of Ottawa service provider under the City of Ottawa Purchasing By-Law.	Where projects are administered by City of Ottawa partners through a Service Level Agreement with the Ottawa Police Service, the appropriate delegated authorities and purchasing by-laws shall be determined between the City of Ottawa service provider and the Ottawa Police Service, as applicable to the project.	To be negotiated with City rather than under City of Ottawa Purchasing By-Law
<i>.8 Special Circumstances</i>	<i>.8 Special Circumstances</i>	
Where, in the opinion of the Chief of Police, special circumstances exist requiring action beyond that prescribed by the delegated authorities and procedures of this manual, and time is not sufficient to proceed in accordance with such procedures, the Chief of Police shall take such action as is necessary to obtain the required supplies or service, and shall report such action to the Board in the next Quarterly Financial Status report.	Where, in the opinion of the Chief of Police, special circumstances exist requiring action beyond that prescribed by the delegated authorities and procedures of this manual, and time is not sufficient to proceed in accordance with such procedures, the Chief of Police shall take such action as is necessary to obtain the required supplies or service, and shall report such action to the Board in the next Quarterly Financial Status report.	
<u>3.3 OTHER DELEGATED FINANCIAL AUTHORITY</u>	<u>3.3 OTHER DELEGATED FINANCIAL AUTHORITY</u>	
<b>3.3.1 VARIATIONS TO APPROVED CAPITAL PROJECT CONTRACTS</b>	<b>3.3.1 VARIATIONS TO APPROVED CAPITAL PROJECT CONTRACTS</b>	
Where a capital project contract has been approved, the Chief of Police may approve cumulative increases for volume, new or substitution changes up to a maximum of the lesser of 10% of the contract amount or \$250,000.	Where a capital project contract has been approved, the Chief of Police may approve cumulative increases for volume, new or substitution changes up to a maximum of the lesser of 25% of the contract amount or \$250,000.	Increased %
Such increases may apply to the original capital project contract amount or to a subsequent revised amount approved by the Board.	Such increases may apply to the original capital project contract amount or to a subsequent revised amount approved by the Board.	
<b>3.3.2 TRAVEL</b>	<b>3.3.2 TRAVEL</b>	
<i>.1 OPS Employee Travel outside Canada</i>	<i>.1 OPS Employee Travel</i>	
Prior authorization of funds for travel outside Canada by OPS employees and advance payments or a corporate card for such travel must be approved by the Chief of Police.	Prior authorization of funds for travel must be approved by the Chief of Police, or delegate, if; (a) the travel is outside of Canada or the US, or (b) if the estimated training (e.g. registration fees) and travel costs exceed \$8,000 CAD, converted from the local currency. In addition, advance payments or a corporate card for such travel must be approved by the Chief of Police, or delegate.	Included US and \$ requirement
<i>.2 OPS Member Travel within Canada</i>	Senior Officers may authorize funds for travel within Canada and the US by Police Service members and advance payments or a corporate card for such travel, within the limits of the approved Operating Budget, if the requested travel funds are within the aforementioned \$8,000 CAD maximum.	Merged with .1 / added US and \$ limit
Senior Officers may authorize funds for travel within Canada by Police Service members and advance payments or a corporate card for such travel, within the limits of the approved Operating Budget.	-	
<i>.3 Travel by Board Members</i>	<i>.2 Travel by Board Members</i>	Sequencing

The Board Chair has authority to approve travel by Members of the Board, and the Executive Director to advance payments for such travel, within the limits of the approved Operating Budget.	The Board Chair has authority to approve travel by Members of the Board, and the Executive Director to advance payments for such travel, within the limits of the approved Operating Budget.	
.4 <i>General Travel Expenses</i>	.3 <i>General Travel Expenses</i>	Sequencing
In addition to the specific provisions of individual collective agreements, persons authorized to travel are entitled to reimbursement for travel expenses as follows, subject to the restrictions or special provisions set out in Annex 2:	In addition to the specific provisions of individual collective agreements, persons authorized to travel are entitled to reimbursement for travel expenses as follows, subject to the restrictions or special provisions set out in Annex 2:	
(a) Transportation including ground travel;	(a) Transportation including ground travel;	
(b) Living expenses;	(b) Living expenses;	
(c) Accommodation; and	(c) Accommodation; and	
(d) Registration for conferences and seminars.	(d) Registration for conferences and seminars.	
<b>3.3.3 VEHICLE EXPENSE</b>	<b>3.3.3 VEHICLE EXPENSE</b>	
The Chief of Police has authority to permit Police Service staff to use their own vehicles on Police Service business. Unless the collective agreement specifies a different rate, reimbursement for the use of personally owned vehicles will be made in accordance with the rates outlined in Annex 2.	The Chief of Police has authority to permit Police Service staff to use their own vehicles on Police Service business. Unless the collective agreement specifies a different rate, reimbursement for the use of personally owned vehicles will be made in accordance with the rates outlined in Annex 2. Please refer to the applicable collective agreement for supplemental information.	Added further reference to Collective Agreement
.1 <i>Mileage Reimbursement Guidelines</i>	.1 <i>Mileage Reimbursement Guidelines</i>	
Mileage reimbursement is based on the principle that a member, while on duty, should be reimbursed for all official business mileage accumulated in a privately owned vehicle that is beyond the normal round trip mileage incurred from the employee's home to the assigned location for that day (the "Assigned Office").	Mileage reimbursement is based on the principle that a member, while on duty, should be reimbursed for all official business mileage accumulated in a privately owned vehicle that is beyond the normal round-trip mileage incurred from the employee's home to the employee's assigned OPS work location (the "Home Office"). This may include: (a) Additional mileage to/from any other work location(s) that day e.g. travel between OPS station, client sites, etc. or (b) Additional mileage to/from the assigned work location for that day (the "Assigned Office"). This would be calculated as the mileage from an employee's home to the Assigned Office, less the mileage from an employee's home to the employee's Home Office. If the Assigned Office is closer to the employee's home than the Home Office, no mileage will be reimbursed.	Changed wording and provided eligible mileage examples that may be claimed, and how to calculate
.2 <i>Request for Reimbursement</i>	.2 <i>Request for Reimbursement</i>	
Members are expected to submit their request for reimbursement on the form provided by the OPS, within a reasonable time from the occurrence such as by the end of the following month after the occurrence. In order to be considered for reimbursement, all requests must be submitted to Finance on or before the 15th of January of the following year or by the date specified in year-end correspondence from Finance, whichever is earlier .	Members are expected to submit their request for reimbursement on the mileage/parking form provided by the OPS, by the later of: a) a 90-day period from the final travel date, or b) the end of the quarter in which the occurrence took place. In order to be considered for reimbursement, all requests must be submitted to Finance on or before the 15th of January of the following year or by the date specified in year-end correspondence from Finance, whichever is earlier .	Changed from monthly to quarterly/90-day period
<b>3.3.4 SUBSIDY AND GRANT APPLICATIONS</b>	<b>3.3.4 SUBSIDY AND GRANT APPLICATIONS</b>	
The Director General, or designate, has authority to apply to the Provincial and Federal governments for subsidies and grants for all Police Service programs and projects.	The authority to apply to the Provincial and Federal governments for subsidies and grants for all Police Service programs and projects is based on the authority limits as per Section 3.2.4, based on the subsidy and grant dollar values.	Updated from DG to based on \$ threshold per Delegated Spending and Contract Authority

<b>3.3.5 INSURANCE</b>	<b>3.3.5 INSURANCE</b>	
<i>.1 Role of the City Treasurer</i>	<i>.1 Role of the City Treasurer</i>	
The Treasurer of the City of Ottawa has general authority to supervise the Board's Risk Management Program. The City Treasurer will assume responsibility for purchasing all appropriate insurance coverage, adjusting services and other related professional services to provide for the risk management needs of the Board within the guidelines and policies established by the Board.	The Treasurer of the City of Ottawa has general authority to supervise the Board's <b>insurance requirements</b> . The City Treasurer will assume responsibility for purchasing all appropriate insurance coverage, adjusting services and other related professional services to provide for the <b>insurance</b> needs of the Board within the guidelines and policies established by the Board.	Changed Risk Management Program to insurance requirements
<i>.2 Report to the Board</i>	<i>.2 Report to the Board</i>	
The Board Solicitor shall report to the Board, not less frequently than on an annual basis, all expenses related to insurance claims paid in the current year and any known outstanding insurance claims.	The Board Solicitor shall report to the Board, not less frequently than on an annual basis, all expenses related to insurance claims paid in the current year and any known outstanding insurance claims.	
<b>3.3.6 PAYMENT OF GRANTS BY BOARD</b>	<b>3.3.6 PAYMENT OF GRANTS BY BOARD</b>	
<i>.1 Role of the Director General</i>	<i>.1 Role of the <b>Chief Administrative Officer</b></i>	
The Director General has authority to pay grants to any person or body without passing a by-law, where provided for in the Operating Budget.	The <b>Chief Administrative Officer</b> has authority to pay grants to any person or body without passing a by-law, where provided for in the Operating Budget.	
<i>.2 Delegation</i>	<i>.2 Delegation</i>	
(a) Once the Board approves the payment of a grant to any person, institution or association in the Operating Budget, or in an individual or supplementary estimate in any year, the Director General shall immediately pay the authorized grant to the person, institution or association in accordance with normal financial management and subject to whatever conditions have been imposed by the Board in the approval of the estimate.	(a) Once the Board approves the payment of a grant to any person, institution or association in the Operating Budget, or in an individual or supplementary estimate in any year, the <b>Chief Administrative Officer</b> shall immediately pay the authorized grant to the person, institution or association in accordance with normal financial management and subject to whatever conditions have been imposed by the Board in the approval of the estimate.	
(b) Where the payment of a grant includes the purchase of service or otherwise requires an agreement between the person, institution or association and the Board, the Executive Director and Chair are authorized to execute such agreements in the name of the Board and to affix the seal of the Board to them.	(b) Where the payment of a grant includes the purchase of service or otherwise requires an agreement between the person, institution or association and the Board, the Executive Director and Chair are authorized to execute such agreements in the name of the Board and to affix the seal of the Board to them.	
<b>3.3.7 LENDING AND BORROWING EQUIPMENT</b>	<b>3.3.7 LENDING AND BORROWING EQUIPMENT</b>	
The Chief of Police, Deputy Chiefs or Director General have the authority to lend to and borrow equipment from other agencies as required to meet operational needs.	The Chief of Police, Deputy Chiefs or <b>Chief Administrative Officer</b> have the authority to lend to and borrow equipment from other agencies as required to meet operational needs.	
<b>3.3.8 OFFERING OF PUBLIC REWARDS</b>	<b>3.3.8 OFFERING OF PUBLIC REWARDS</b>	
The Chief of Police has the authority to approve the offering of a public reward up to a limit of \$100,000 provided that funds are available within the existing approved budget, in accordance with the Board's policy CR-10 on Public Rewards. Rewards over \$100,000 shall require the approval of the Board.	The Chief of Police has the authority to approve the offering of a public reward up to a limit of \$100,000 provided that funds are available within the existing approved budget, in accordance with the Board's policy CR-10 on Public Rewards. Rewards over \$100,000 shall require the approval of the Board.	Confirmed CR-10 Board Policy
<b>3.3.9 SECONDMENT AGREEMENTS</b>	-	Removed Section
The Chief of Police has the authority to approve secondment agreements involving Ottawa Police Service members, and shall report all such approvals to the Board in the quarterly Workforce Management Report.	-	Removed Section
-	<b>3.3.9 COVERT ASSETS</b>	NEW

	Some materials, goods, or services are required to be purchased covertly to prevent the covert asset from being traced back to the Ottawa Police Service. Exceptions to the procurement process may be required to maintain confidentiality, e.g. PO issuance through the City might not be feasible as per subsection 3.2.3.3. However, these purchases will still adhere to the delegated spending and contract authority of this manual. When Board approval is required, this will be presented as in camera item at the applicable Board meeting. Where the issuance of a payment without reference form is required, a member of the covert teams will approve such issuance pursuant to the delegated spending authority as described in subsection 3.2.4.3.	NEW
<b>3.4 CONFLICT OF INTEREST</b>	<b>3.4 CONFLICT OF INTEREST</b>	
<b>3.4.1 GIFTS, ENTERTAINMENT AND HOSPITALITY</b>	<b>3.4.1 GIFTS, ENTERTAINMENT AND HOSPITALITY</b>	
No Board Member or employee of the Ottawa Police Service shall accept any gift, hospitality or other benefits that could be construed as being received in anticipation of a future vendor relationship, or in recognition of a past vendor relationship.	No Board Member or employee of the Ottawa Police Service shall accept any gift, hospitality or other benefits that could be construed as being received in anticipation of a future vendor relationship, or in recognition of a past vendor relationship.	
<b>3.4.2 PROPERTY OF THE BOARD</b>	<b>3.4.2 PROPERTY OF THE BOARD</b>	
No property or material belonging to the Board shall be delivered to or used by any Board Member or employee of the Ottawa Police Service for personal or private use.	No property or material belonging to the Board shall be delivered to or used by any Board Member or employee of the Ottawa Police Service for personal or private use.	
<b>3.4.3 BOARD CONTRACTS</b>	<b>3.4.3 BOARD CONTRACTS</b>	
No Board Member or employee of the Ottawa Police Service shall receive any sum of money, gift, hospitality or other benefit as agent for or on behalf of any person in relation to a contract with the Board.	No Board Member or employee of the Ottawa Police Service shall receive any sum of money, gift, hospitality or other benefit as agent for or on behalf of any person in relation to a contract with the Board.	
<b>3.4.4 PROVISIONS OF THIS MANUAL GOVERN ALL OTTAWA POLICE SERVICE PURCHASES</b>	<b>3.4.4 PROVISIONS OF THIS MANUAL GOVERN ALL OTTAWA POLICE SERVICE PURCHASES</b>	
No Board Member or employee of the Ottawa Police Service shall purchase or offer to purchase, on behalf of the Board, any goods or services except in accordance with this Manual.	No Board Member or employee of the Ottawa Police Service shall purchase or offer to purchase, on behalf of the Board, any goods or services except in accordance with this Manual.	
<b>3.4.5 PERSONAL PURCHASES</b>	<b>3.4.5 PERSONAL PURCHASES</b>	
The Board or employees of the Ottawa Police Service, at public expense, shall make no personal purchases.	The Board or employees of the Ottawa Police Service, at public expense, shall make no personal purchases. Likewise, the Ottawa Police Service shall not use budgeted funding to purchase goods or services for sale from Board members or Ottawa Police Service employees.	
<b>3.4.6 UNDISCLOSED INTERESTS</b>	<b>3.4.6 UNDISCLOSED INTERESTS</b>	
No Board Member or employee of the Ottawa Police Service shall have any undisclosed financial or personal interest, either direct or indirect, in any contract with the Board.	No Board Member or employee of the Ottawa Police Service shall have any undisclosed financial or personal interest, either direct or indirect, in any contract with the Board. Any potential conflict of interest should be disclosed by the Board Member or employee of the Ottawa Police Service and brought forth to their respective chain of command, either to the Deputy Chief, Board Executive Director or Chief Administrative Officer.	Added disclosure requirements
<b>3.4.7 NO BIDDING ON BOARD REQUIREMENTS</b>	<b>3.4.7 NO BIDDING ON BOARD REQUIREMENTS</b>	
No Board Member or employee of the Ottawa Police Service may bid on purchases of goods and services authorized by the Board.	No Board Member or employee of the Ottawa Police Service may bid on purchases of goods and services authorized by the Board.	
<b>3.4.8 NO BIDDING ON SALE OF BOARD PROPERTY</b>	<b>3.4.8 NO BIDDING ON SALE OF BOARD PROPERTY</b>	

No Board Member or employee of the Ottawa Police Service may bid on the sale of Board property or goods disposed of by public auction.	No Board Member or employee of the Ottawa Police Service may bid on the sale of Board property or goods disposed of by public auction.	
<b>3.4.9 SELLING ON BOARD PREMISES</b>	<b>3.4.9 SELLING ON BOARD PREMISES</b>	
The Chief of Police must approve the sale of goods and services on Board premises or through any Board sponsored medium.	The Chief of Police must approve the sale of goods and services on Board premises or through any Board sponsored medium.	
-	<b>3.4.10 DISPOSAL OF ASSETS</b>	NEW
-	The Chief of Police, or delegate, must approve the method of disposal of assets upon retirement from the Ottawa Police Service. Options may include: donation or disposal of goods, auction of items or return to vendor when buying replacement assets, in return for a potential discount.	NEW
<b>3.5 CERTIFICATION AND PAYMENT OF ACCOUNTS</b>	<b>3.5 CERTIFICATION AND PAYMENT OF ACCOUNTS</b>	
<b>3.5.1 MATERIALS, GOODS AND SERVICES</b>	<b>3.5.1 MATERIALS, GOODS AND SERVICES</b>	
<i>.1 Approval of Accounts / Payment Document</i>	<i>.1 Approval of Accounts / Payment Document</i>	
Every account and payment document for material, goods or services shall be certified as having been received to the satisfaction of the person who personally received such material, goods or services.	Every account and payment document for material, goods or services shall be certified as having been received to the satisfaction of the person who personally received such material, goods or services.	
Every account and payment document for material, goods or services supplied to the Ottawa Police Service shall be examined and certified for payment by direction of the Chief of Police or other officer under whose supervision the material, goods or services were purchased.	Every account and payment document for material, goods or services supplied to the Ottawa Police Service shall be examined and certified for payment by direction of the Chief of Police, or delegate, under whose supervision the material, goods or services were purchased.	
<i>.2 Payment Document Authorization</i>	<i>.2 Payment Document Authorization</i>	
The appropriate employee of the Board or the Ottawa Police Service shall authorize the payment document required.	The appropriate employee of the Board or the Ottawa Police Service shall authorize the payment document required.	
<i>.3 Authority of Chief Financial Officer</i>	<i>.3 Authority of Chief Financial Officer</i>	
All payment documents shall be forwarded to the Chief Financial Officer. The Chief Financial Officer or delegate shall examine the payment document, certify it for availability of funds and submit the account for payment by the City of Ottawa Finance Department.	All payment documents shall be forwarded to the Chief Financial Officer. The Chief Financial Officer or delegate shall examine the payment document, certify it for availability of funds and submit the account for payment by the City of Ottawa Finance Department.	
<i>.4 Payment by Chief Financial Officer</i>	-	Removed Section
(a) Subject to the provisions governing financial accountability procedures in this manual, the Chief Financial Officer or delegate, shall submit for payment by the City of Ottawa Finance Department any account for goods or services supplied to the Police Service except those accounts that should, in the opinion of the Chief Financial Officer, be referred to the Board for determination of the appropriateness of the expenditure.	-	Removed Section
<b>3.5.2 ISSUANCE OF CHEQUES</b>	<b>3.5.2 ISSUANCE OF CHEQUES</b>	
<i>.1 Issuance</i>	<i>.1 Issuance</i>	
The Chief Financial Officer shall arrange with the City of Ottawa Finance Department for the issuance of all cheques in payment of salaries or wages and of accounts for work done or material supplied, that the Ottawa Police Service is authorized to pay.	The Chief Financial Officer shall arrange with the City of Ottawa Finance Department for the issuance of all cheques in payment of salaries or wages and of accounts for work done or material supplied, that the Ottawa Police Service is authorized to pay.	
<i>.2 Payment by Cheque or Electronic Funds Transfer</i>	<i>.2 Payment by Cheque or Electronic Funds Transfer</i>	
Subject to the provisions concerning petty cash or imprest funds, all sums of money due to any person for goods supplied or services rendered shall be paid by cheque or electronic funds transfer through the City of Ottawa Finance Department.	Subject to the provisions concerning petty cash or imprest funds, all sums of money due to any person for goods supplied or services rendered shall be paid by cheque or electronic funds transfer through the City of Ottawa Finance Department.	

ANNEX 1: PETTY CASH, IMPREST AND CHANGE FUNDS	ANNEX 1: PETTY CASH, IMPREST AND CHANGE FUNDS	
<b>1. DEFINITIONS</b>	<b>1. DEFINITIONS</b>	
"Change Fund" means a fund of money to be maintained and used for the acceptance of cash payments for the sale of goods or services; can also be referred to as a "Float".	"Change Fund" means a fund of money to be maintained and used for the acceptance of cash payments for the sale of goods or services; can also be referred to as a "Float".	
"Imprest Bank Account" means an account established with a chartered bank or trust company to be maintained and used for the payment of money for the purchase of goods or services, including information from informants, drug buys and other operational policing requirements, with amounts being typically greater than transactions from either a Change Fund or a Petty Cash Fund.	"Imprest Bank Account" means an account established with a chartered bank or trust company to be maintained and used for the payment of money for the purchase of goods or services, including information from informants, drug buys and other operational policing requirements, with amounts being typically greater than transactions from either a Change Fund or a Petty Cash Fund.	
"Petty Cash Fund" means a fund of money to be maintained and used for the payment of money for purchases of limited goods or travel.	"Petty Cash Fund" means a fund of money to be maintained and used for the payment of money for purchases of limited goods or travel.	
<b>2. ESTABLISHMENT OF FUNDS</b>	<b>2. ESTABLISHMENT OF FUNDS</b>	
With the approval of the Chief of Police, the Chief Financial Officer may establish an Imprest Bank Account in any Division.	With the approval of the Chief of Police, the Chief Financial Officer may establish an Imprest Bank Account in any Division.	
With the approval of the Chief Financial Officer, a change fund or petty cash fund may be established in any Division.	With the approval of the Chief Financial Officer, a change fund or petty cash fund may be established in any Division.	
<b>3. AMOUNTS AND PROCEDURES</b>	<b>3. AMOUNTS AND PROCEDURES</b>	
Such funds and accounts shall be in such amounts and shall be managed, maintained and operated in accordance with the instructions, procedures and forms established by the Chief Financial Officer.	Such funds and accounts shall be in such amounts and shall be managed, maintained and operated in accordance with the instructions, procedures and forms established by the Chief Financial Officer.	
<b>4. IMPREST FUNDS</b>	<b>4. IMPREST FUNDS</b>	
The Chief Financial Officer may :	The Chief Financial Officer or Superintendent of the Intelligence Directorate may :	Add Superintendent authority
(a) Authorize and direct the opening or closing of an imprest bank account;	(a) Authorize and direct the opening or closing of an imprest bank account;	
(b) Specify which person or persons shall have the authority to draw cheques on the account;	(b) Specify which person or persons shall have the authority to draw cheques on the account;	
(c) Revoke the authority of any person to draw and to sign cheques on the account; and,	(c) Revoke the authority of any person to draw and to sign cheques on the account; and,	
(d) Determine the types and amounts of disbursements to be made from the account.	(d) Determine the types and amounts of disbursements to be made from the account.	
-	A quarterly report of the above activity is to be provided to the Chief Financial Officer.	Added reporting mechanism to CFO
<b>5. DISBURSEMENTS</b>	<b>5. DISBURSEMENTS</b>	
The Chief of Police shall approve every disbursement from a fund. The Chief of Police may delegate responsibility to another employee of the Board to give such approvals in accordance with Subsection 3.2.4.	The Chief of Police shall approve every disbursement from a fund. The Chief of Police may delegate responsibility to another employee of the Board to give such approvals in accordance with Subsection 3.2.4.	
<b>6. INSPECTION</b>	<b>6. INSPECTION</b>	
The Chief Financial Officer and the appointed Auditor may order the production of and may inspect all funds and records at all reasonable times.	The Chief Financial Officer and the appointed Auditor may order the production of and may inspect all funds and records at all reasonable times.	
<b>7. BONDS</b>	-	Removed Section



<p>The Chief Financial Officer may require employees having control, direction or authority over change or cash funds or imprest bank accounts to execute bonds in such sums as the Director General may determine, or to furnish bonds or other security for such sums, for the faithful performance by the employees of their duties in administering the funds under their control.</p>	-	Removed Section
<p><b>8. REPORTS</b></p>	<p><b>7. REPORTS</b></p>	Updated sequencing
<p>The Chief of Police shall receive annual reports from the Director General on the operations of all funds and accounts established under this section. If at any time the Director General or the appointed Auditor observes or discovers any discrepancy of \$500 or more in a change or cash fund or imprest bank account, or any impropriety or slackness in the handling of a fund or in accounting for it, the discrepancy shall be reported immediately to the Board Chair and a complete report shall be made at the next meeting of the Board.</p>	<p>The Chief Administrative Officer shall receive annual reports from the Chief Financial Officer on the operations of all funds and accounts established under this section. A reconciliation of the Imprest Fund that is managed by Finance will be prepared and included in this annual reporting package for the Chief Administrative Officer. The reconciliation is to include the opening balance, dollar summary of transactions, and closing balance, agreeing to a bank statement.</p> <p>If at any time the Chief Financial Officer or the appointed Auditor observes or discovers any discrepancy of \$500 or more in a change or cash fund or imprest bank account, or any impropriety or slackness in the handling of a fund or in accounting for it, the discrepancy shall be reported immediately to the Board Chair and a complete report shall be made at the next meeting of the Board.</p>	<p>Change from COP/CAO to CAO/CFO Added reconciliation/reporting requirement for Finance account</p>
<p><b>9. LIMITS</b></p>	<p><b>8. LIMITS</b></p>	
<p>No individual expenditure from a petty cash fund shall exceed \$1,000.00 unless the Chief Financial Officer has authorized a greater limit.</p>	<p>No individual expenditure from a petty cash fund shall exceed \$1,000 unless the Chief Financial Officer has authorized a greater limit, or per exceptions approved as per Section 3.2.3.1.</p>	
<p>No individual expenditure from the Imprest Account shall exceed \$10,000.00 unless the Chief Financial Officer has authorized a greater limit.</p>	<p>No individual expenditure from the Imprest Account shall exceed \$10,000 unless the Chief Financial Officer has authorized a greater limit.</p>	
<p>-</p>	<p>Immaterial amounts owed to the member for reimbursement, i.e. under \$5, will not be reimbursed unless requested by the member.</p>	NEW
<p>No disbursement shall be made out of any fund for any purpose unless the purpose is one for which funds have been appropriated in the current operating budget.</p>	<p>No disbursement shall be made out of any fund for any purpose unless the purpose is one for which funds have been appropriated in the current operating budget.</p>	
<p><u>ANNEX 2: GENERAL TRAVEL EXPENSES</u></p>	<p><u>ANNEX 2: GENERAL TRAVEL EXPENSES</u></p>	
<p>The provisions of these regulations do not apply to persons employed by the Ottawa Police Service who are required in the normal course of carrying out their duties to travel throughout or to destinations within the limits of City of Ottawa.</p>	<p>The provisions of these regulations do not apply to persons employed by the Ottawa Police Service who are required in the normal course of carrying out their duties to travel throughout or to destinations within the limits of City of Ottawa.</p>	
<p><b>1 TRANSPORTATION</b></p>	<p><b>1 TRANSPORTATION</b></p>	
<p>.1 <i>Mode of Transportation</i></p>	<p>.1 <i>Mode of Transportation</i></p>	
<p>The mode of transportation will be at the discretion of the Senior Officer of the Section and this method of travel should be the most economical and practical and in the best interest of the Service. The use of personal vehicles is to be allowed only when it is the most economical means of transportation .</p>	<p>The mode of transportation will be at the discretion of the Senior Officer of the Section and this method of travel should be the most economical and practical and in the best interest of the Service. The use of personal vehicles is to be allowed only when it is the most economical means of transportation .</p>	
<p>.2 <i>Alternatives</i></p>	<p>.2 <i>Alternatives</i></p>	

Subject to scheduling and time or operational constraints, alternative modes of transportation for travel between Ottawa and Montreal or Toronto will be considered. When reviewing the alternatives, the following factors should be considered: mode of travel cost, travel time (i.e. travel days) and cost of accommodation.	Subject to scheduling and time or operational constraints, alternative modes of transportation for travel between Ottawa and Montreal or Toronto will be considered. When reviewing the alternatives, the following factors should be considered: mode of travel cost, travel time (i.e. travel days) and cost of accommodation.	
<i>.3 Reimbursement</i>	<i>.3 Reimbursement</i>	
Reimbursement for transportation will only be made on the basis of actual expenditures. Receipts must support all expenditures. If it is deemed a member did not travel in the most economical means possible per Annex 2.1.1, then the lesser amount will be reimbursed.	Reimbursement for transportation will only be made on the basis of actual expenditures. Receipts must support all expenditures. If it is deemed a member did not travel in the most economical means possible per Annex 2.1.1, then the lesser amount will be reimbursed.	
<i>.4 Reimbursement for Vehicle Usage</i>	<i>.4 Reimbursement for Vehicle Usage</i>	
Unless the relevant collective agreement specifies a different rate, reimbursement for the use of personal vehicles will be in accordance with Treasury Board of Canada rates effective January 1 of the calendar year in which the vehicle is used.	Unless the relevant collective agreement specifies a different rate, reimbursement for the use of personal vehicles will be in accordance with Treasury Board of Canada rates effective January 1 of the calendar year in which the vehicle is used.	
<i>.5 Ground Transportation</i>	<i>.5 Ground Transportation</i>	
Actual expenditures for ground transportation to and from the airport; train or bus stations may be claimed.	Actual expenditures for ground transportation in relation to the execution of employment duties, including travel to and from the airport, train or bus stations, for work-related travel may be claimed.	
<i>.6 Rented Vehicles</i>	<i>.6 Rented Vehicles</i>	
The use of rented vehicles for transportation from location to location may be authorized where, in the opinion of the Senior Officer of the Section, this method of travel is economical and practical and in the best interest of the Service.	The use of rented vehicles for transportation from location to location may be authorized where, in the opinion of the Senior Officer of the Section, this method of travel is economical and practical and in the best interest of the Service.	
<b>2 LIVING EXPENSES</b>	<b>2 LIVING EXPENSES</b>	
<i>.1 Daily Rates</i>	<i>.1 Daily Rates</i>	
Unless the relevant collective agreement specifies a different rate, the per diem allowance (daily rate) that may be claimed for personal living expenses incurred within Canada and outside Canada will be made in accordance with Treasury Board of Canada rates effective January 1 of the calendar year in which the travel is claimed.	Unless the relevant collective agreement specifies a different rate, the per diem allowance (daily rate) that may be claimed for personal living expenses incurred within Canada and outside Canada will be made in accordance with Treasury Board of Canada rates effective January 1 of the calendar year in which the travel is claimed.	
<i>.2 Conditions for Claim</i>	<i>.2 Conditions for Claim</i>	
Only living expenses incurred outside the City of Ottawa will be eligible for reimbursement.	Only living expenses incurred outside the City of Ottawa will be eligible for reimbursement.	
-	<i>.3 Expenses Incurred Above Approved Amounts</i>	Added from Annex 2: Section 10
-	<i>Where expenses incurred exceed the per diem rates and other allowable charges, the Chief Financial Officer may, on the recommendation of the appropriate member of Executive Command, approve the expenses. The approval will be conditional upon the submission of a statement justifying the additional expenses and will include a comment from the Chief Financial Officer with respect to the availability of funds.</i>	
<b>3 ACCOMMODATION</b>	<b>3 ACCOMMODATION</b>	
<i>.1 Type</i>	<i>.1 Type</i>	
The accommodation chosen should be the most economical (e.g. government rates) and advantageous to the conduct of business.	The accommodation chosen should be the most economical (e.g. government rates) and advantageous to the conduct of business.	

<i>.2 Receipt Data</i>	<i>.2 Receipt Data</i>	
Receipts are required in support of all accommodation expenses and must show the place, date, number of days or part days and the rate per day for single occupancy.	Receipts are required in support of all accommodation expenses and must show the place, date, number of days or part days and the rate per day for single occupancy.	
<b>4 REGISTRATION FEES</b>	<b>4 REGISTRATION FEES</b>	
<i>.1 Paid by the Ottawa Police Service</i>	<i>.1 Paid by the Ottawa Police Service</i>	
A copy of an application for registration or a brochure from the sponsoring organization must support requests for an advance to prepay registration fees.	A copy of an application for registration or a brochure from the sponsoring organization must support requests for an advance to prepay registration fees.	
<i>.2 Paid by Another Organization</i>	<i>.2 Paid by Another Organization</i>	
A receipt issued by the sponsoring organization must support registration fees paid.	A receipt issued by the sponsoring organization must support registration fees paid.	
<b>5 FOREIGN EXCHANGE, COST OF TRAVELLERS CHEQUES AND MEDICAL INSURANCE</b>	<b>5 FOREIGN EXCHANGE AND MEDICAL INSURANCE</b>	Removed Travellers Cheques from Section
<i>.1 All Claims in Canadian Funds</i>	<i>.1 All Claims in Canadian Funds</i>	
All claims shall be submitted in terms of Canadian funds. The cost of purchasing travelers cheques and currency conversion charges are allowable expenses provided receipts are submitted.	All claims shall be submitted in terms of Canadian funds. The cost of currency conversion charges are allowable expenses provided receipts are submitted. The Ottawa Police Service Finance Team will perform the foreign exchange conversions.	
<i>.2 Medical Insurance Cost Included</i>	<i>.2 Medical Insurance Cost Included</i>	
The cost of purchasing out-of-country medical insurance coverage is an allowable expense provided receipts are submitted in evidence of the expense incurred. The maximum coverage will be the premium for single coverage for the actual number of days on business.	The cost of purchasing out-of-country medical insurance coverage is an allowable expense provided receipts are submitted in evidence of the expense incurred. The maximum coverage will be the premium for single coverage for the actual number of days on business.	
<b>6 TRAVEL ADVANCE REQUEST</b>	<b>6 TRAVEL ADVANCE REQUEST</b>	
<i>.1 Request preparation</i>	<i>.1 Request preparation</i>	
The requests for travel advances are to be approved by the Supervisor of the person travelling and submitted by the staff member concerned. In the case of travel by a Board member, the requests for travel advances are to be approved and submitted by the Executive Director.	The requests for travel advances are to be approved by the Supervisor of the person travelling and submitted by the staff member concerned. In the case of travel by a Board member, the requests for travel advances are to be approved and submitted by the Executive Director. Travel advances may also be withdrawn through members' corporate credit cards. In both cases, any advances received must be reconciled as part of the statement of travel submission. A statement of travel must be completed after receiving a cash advance through withdrawal on a member's corporate credit card, as if not completed, these cash advances may be considered a taxable benefit and added to a member's T4 if ever audited by the CRA.	Added CC option and inclusion on SOT / risk from CC policy
<i>.2 Processing</i>	<i>.2 Processing</i>	
The Financial Services Section shall process the travel advance.	The Financial Services Section shall process the travel advance. If the travel advance is through a member's corporate credit card, this advance can be processed by the member.	Add CC option
<i>.3 Requirements</i>	<i>.3 Requirements</i>	
A Statement of Travel Expenses must be submitted in accordance with the following requirements:	A Statement of Travel Expenses must be submitted in accordance with the following requirements:	

<p>a. Every person who travels must render accounts of expenses incurred and refund any unused balance of a travel advance. Under normal circumstances, such statement shall be filed with the Financial Services Section within ten days after the Board member or employee's return to the Municipality.</p>	<p>a. Every person who travels must render accounts of expenses incurred and refund any unused balance of a travel advance. Under normal circumstances, such statement shall be filed with the Financial Services Section within thirty days after the Board member or employee's return to the Municipality. If not submitted within 30 days, Finance will then follow-up for a second time, and copy the individual's Supervisor. If not submitted within 60 days, Finance will then follow-up for a third time, and copy both the individual's Supervisor and Senior Officer.</p>	<p>Increased to 30 days Added timeframes for follow-up</p>
<p>b. All accounts must show separately the individual expenses incurred or daily allowance provided within these regulations.</p>	<p>b. All accounts must show separately the individual expenses incurred or daily allowance provided within these regulations.</p>	
<p><b>7 RECEIPTS</b> .1 <i>No Receipts Situation</i></p>	<p><b>7 RECEIPTS</b> .1 <i>No Receipts Situation</i></p>	
<p>In the absence of receipts or other substantiation of expenditures as required by these regulations, specific approval of the account by the Chief of Police or Board Chair or their delegate will be required before the account can be processed by the Financial Services Section.</p>	<p>In the absence of receipts or other substantiation of expenditures as required by these regulations, specific approval of the account by the Supervisor or Board Executive Director, or their delegate, will be required before the account can be processed by the Financial Services Section.</p>	<p>Changed from COP to Supervisor / Board Chair to Board ED</p>
<p><b>8 UNACCEPTABLE CLAIMS FOR REIMBURSEMENT</b> .1 <i>Stopovers</i></p>	<p><b>8 UNACCEPTABLE CLAIMS FOR REIMBURSEMENT</b> .1 <i>Stopovers</i></p>	
<p>Expenses connected with stopovers at resorts or other places while not on duty will not be allowed for reimbursement unless the result is a lower cost to the Service.</p>	<p>Expenses connected with stopovers at resorts or other places while not on duty will not be allowed for reimbursement unless the result is a lower cost to the Service.</p>	
<p>.2 <i>Personal Effects and Services</i></p>	<p>.2 <i>Personal Effects and Services</i></p>	
<p>Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as laundry, dry- cleaning, shoe shines, valet services and other personal expenses, will not be allowed for reimbursement.</p>	<p>Claims for loss of personal effects, for medical and hospital treatment, for purchase of clothing and other personal equipment, or for personal services such as laundry, dry- cleaning, valet services and other personal expenses, will not be allowed for reimbursement. With the exception of reasonable personal calls, charges for long distance telephone calls for matters other than Service business will not be allowed for reimbursement.</p>	<p>Removed outdated items</p>
<p>.3 <i>Long Distance Telephone Calls</i></p>	<p>-</p>	
<p>With the exception of reasonable personal calls, charges for long distance telephone calls for matters other than Service business will not be allowed for reimbursement.</p>	<p>-</p>	<p>Combined with above</p>
<p>.4 <i>Hospitality</i></p>	<p>.3 <i>Hospitality</i></p>	
<p>No alcohol charges will be reimbursed.</p>	<p>No alcohol charges will be reimbursed.</p>	
<p><b>9 OUTSTANDING TRAVEL ADVANCES AND CLAIMS</b> .1 <i>Travel Expense Claim Mandatory</i></p>	<p><b>9 OUTSTANDING TRAVEL ADVANCES AND CLAIMS</b> .1 <i>Travel Expense Claim Mandatory</i></p>	
<p>Within 15 days after the planned return to Ottawa, a Board member or employee of the Ottawa Police Service is required to submit a travel expense claim and remit any outstanding advance. Members are expected to submit their travel expense claim on the form provided by the OPS. In order to be considered for reimbursement, all requests must be submitted to Finance on or before the 15th of January of the following year.</p>	<p>Within 30 days after the planned return to Ottawa, a Board member or employee of the Ottawa Police Service is required to submit a travel expense claim and remit any outstanding advance. Members are expected to submit their travel expense claim on the form provided by the OPS. In order to be considered for reimbursement, all requests must be submitted to Finance on or before the 15th of January of the following year. This is the one exception to the 30-day rule, due to year-end reporting requirements. The same level of escalation will apply as discussed in Section 7.</p>	<p>Changed to 30 days Apply same escalation threshold and still have by the 15th (so in this case don't have 30 days)</p>
<p>.2 <i>Penalty for Non-Compliance</i></p>	<p>.2 <i>Penalty for Non-Compliance</i></p>	

Employees of the Ottawa Police Service with outstanding travel advances who have not complied with this requirement will not be allowed further travel advances. In the event that the matter cannot be resolved, the Chief Financial Officer may deduct the amount owing from the next and subsequent pay cheques, if necessary.	Employees of the Ottawa Police Service with outstanding travel advances who have not complied with this requirement will not be allowed further travel advances. In the event that the matter cannot be resolved, the Chief Financial Officer may deduct the amount owing from the next and subsequent pay cheques, if necessary. <i>Suspension or cancellation of a members corporate credit card may also result if cardholders are non-compliant.</i>	Made note can cancel credit cards
<b>10 SPECIAL CASES</b>	-	Moved to Section 2
.1 <i>Expense Incurred Above Approved Amounts</i>	-	
Where expenses incurred exceed the per diem rates and other allowable charges, the Chief Financial Officer may, on the recommendation of the appropriate member of Executive Command, approve the expenses. The approval will be conditional upon the submission of a statement justifying the additional expenses and will include a comment from the Chief Financial Officer with respect to the availability of funds.	-	
<b>11 CORPORATE CARD</b>	<b>10 CORPORATE CARD</b>	
.1 <i>Authorized User</i>	.1 <i>Authorized User</i>	
The Chief of Police, or designate, may determine which Police Services employees are authorized to use a corporate card for travel purposes.	The Chief of Police, or designate, may determine which Police Services employees are authorized to use a corporate card for travel purposes.	
.2 <i>Guidelines for Use</i>	.2 <i>Guidelines for Use</i>	
The Financial Services Section will issue guidelines for the use of the corporate card for travel purposes . Authorized users shall adhere to these guidelines.	The Financial Services Section will issue guidelines for the use of the corporate card for travel purposes . Authorized users shall adhere to these guidelines.	

+ Table of Contents updated to reflect above changes