

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
COMMISSION DE SERVICES POLICIERS D'OTTAWA**

24 September 2018 / 24 septembre 2018

Submitted by / Soumis par:

Policy and Governance Committee / Comité des politiques et de la gouvernance

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**SUBJECT: UPDATES TO FINANCIAL ACCOUNTABILITY PROCEDURES
MANUAL**

**OBJET: MISES À JOUR APPORTÉES AU MANUEL DES PROCÉDURES DE
RESPONSABILITÉ FINANCIÈRE**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the updates to the Financial Accountability Procedures Manual, as described in this report and in Document 1, by means of enacting the amending by-law attached in Document 2.

RECOMMANDATIONS DU RAPPORT

Que la Commission de service policiers d'Ottawa approuver les mises à jour apportées au Manuel des procédures de responsabilité financière, qui sont décrites dans le présent rapport et dans le document 1, en promulguant le règlement modificateur joint à titre de document 2.

BACKGROUND

The Ottawa Police Services Board's Financial Accountability Procedures (FAP) Manual was first approved in June 1996 under the name Finance and Administration Procedures Manual. It has undergone several amendments since then, including the

most recent adoption of a revised Manual with the current name under By-law No. 2 of 2014.

It was due for a routine review this year as part of the Board's regular policy review schedule. The FAP Manual constitutes the Police Services Board's governance over delegated authorities for the Ottawa Police Service (OPS) for contract awards, consultant hirings, payment processes, and other financial administrative matters.

DISCUSSION

There are several proposed amendments to the FAP Manual as a result of the review. Some are of a housekeeping nature and consist of correcting typographical errors and updating the names of positions or work units where they are referenced in the document. Although not a full list, the more significant amendments are described below:

- An updated By-law has been added to adopt the new Annex A of the FAP manual.
- The title "Director of Finance" has been replaced by "Chief Financial Officer" throughout the document.
- A new definition has been added for the civilian rank of "Chief Official".
- Some approvals in Annex 1 and 2 have been shifted from the Director General to the Chief Financial Officer.
- Under section 2.1.3 *Access to Information*, the Chair of the Board is now designated as the head of the institution for the purposes of administering the Municipal Freedom of Information and Protection of Privacy Act. In order to allow the Chief of Police to administer requests for records held by the OPS and the Board's Executive Director to administer requests for records held by the Board, the manual now permits the powers and duties of the head to be delegated accordingly.
- Under section 3.1.3.3 *Increases to Capital Budgets*, the allowable capital budget increase above the authorized amount has been increased from \$100,000 to \$250,000 based on the joint authority of the Chief of Police and Director General.
- Under section 3.2.3, *Procurement Procedures – Material, Goods or Services*, the maximum amount for purchases that can be made on a procurement card or corporate card has been increased from \$10,000 to \$15,000.

- Under section 3.2.3, *Procurement Procedures – Material, Goods or Services*, language has been added to the requirement for a minimum of three (3) Requests for Quotations for amounts exceeding \$15,000 but less than \$50,000, to reflect the fact that it may not always be possible to secure three (3) requests depending on the material, good, or service.
- Under section 3.2.3, *Procurement Procedures – Material, Goods or Services*, a paragraph has been added under *Cooperative Purchasing Groups and other collective purchasing arrangements* to permit the OPS to leverage existing competitive processes.
- Under section 3.2.4 *Delegated Spending and Contract Authority*, the reporting requirement to the Board for temporary exceptions to maximum limits has been removed. This allows for short-term exceptions to be made as required for staff to carry out their duties in unique circumstances. Any permanent or long-term changes must continue to be reported to the Board. The list will be reviewed on an annual basis for any necessary changes.
- Under Annex 1: *Petty Cash, Imprest and Change Funds*, approval for change funds and petty cash funds has been shifted from the Chief to the Chief Financial Officer as the amount of funds are typically less than \$200. This change reflects current practice.
- Under Annex 1: *Petty Cash, Imprest and Change Funds*, an amount of \$500 has been set as the minimum discrepancy that requires reporting to the Board.
- Under Annex 2: *General Travel Expenses*, section 8.4 has been added to reflect that no alcohol charges will be reimbursed.

CONSULTATION

The OPS Finance staff were invited to submit amendments to the By-law. The majority of the proposed amendments were submitted by the OPS. The Board's Solicitor also provided amendments.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the approval of this report.

SUPPORTING DOCUMENTATION

Document 1 – Edits to FAP Manual

Document 2 – Draft By-law No. 1 of 2018 to amend FAP Manual

CONCLUSION

The Board's Financial Accountability Procedure Manual was last updated in 2014. The Board's Policy and Governance Committee is responsible for initiating a full review of the manual once every four years at minimum.

The revisions described in this report and contained in the FAP Manual attached as Document 1 are recommended for adoption by the Board.