



## **HAMILTON POLICE SERVICES BOARD**

### **NOTICE OF MEETING PUBLIC AGENDA**

Thursday, December 15, 2016  
2:00 o'clock p.m.  
Hamilton City Hall  
Council Chambers

Lois Morin  
Administrator

### **AGENDA**

#### **1. CALL TO ORDER**

- 1.1 Changes to the Agenda

#### **2. PRESENTATIONS & DEPUTATIONS**

- 2.1 Member(s) of the Month
- 2.2 Mr. Norm Dorr to provide a deputation to the Board with respect to lapel cameras for police officers and also other non-lethal weapons
- 2.3 Mr. Shekar Chandrashekar to provide a deputation to the Board to respond to the context of the audit question and defend his concerns as well as the integrity of his name
- 2.4 Body Worn Camera Presentation
- 2.5 2017 Hamilton Police Service Operating Budget

#### **3. GENERAL**

- 3.1 Declarations of Interest

#### **4. CONSENT AGENDA**

##### **4.1 Approval of Consent Items**

That the Board approve and receive the consent items as distributed.

**4.2 Adoption of Minutes – November 17, 2016**

The minutes of the meeting held Thursday, November 17, 2016, be adopted as printed.

**4.3 Hamilton Police Service Monthly Report (PSB 16-135)**

That the Board direct the Administrator of the Board to refer this report, in its entirety, to the City of Hamilton, for information.

**4.4 For the Information of the Board:**

- a) Budget Variance Report as at October 31, 2016 (PSB 16-132)
- b) Correspondence from Chair Lloyd Ferguson to the Honourable Michael H. Tulloch with respect to the Independent Police Oversight Review.
- c) Correspondence from Chief Eric Girt to the Honourable Michael H. Tulloch with respect to the Independent Police Oversight Review.
- d) Correspondence from Nancy Smith, Executive Director, Interval House of Hamilton thanking the Hamilton Police Services Board for the generous support of the 30<sup>th</sup> Anniversary Pearl Gala.
- e) Correspondence from Frederick Dryden, Liberty for Youth thanking the Hamilton Police Service for supporting the 12<sup>th</sup> Annual Power of a Changed Life Fundraising Dinner and Silent Auction.
- f) Correspondence from Cindilee Ecker-Flagg, Little Eagle, Executive Director, Native Women's Centre thanking the Hamilton Police Services Board for supporting the 40<sup>th</sup> Anniversary of the Native Women Centre.
- g) Outstanding Issues as of December 15, 2016

**5. DISCUSSION AGENDA**

**5.1 Request from Ms. Yvonne Alexander, to Provide a Deputation to the Board**

That the request from Ms. Yvonne Alexander to provide a deputation to the Board with respect to lapel cameras for police officers, be approved.

**5.2 Request from Mr. Edward Divers, to Provide a Deputation to the Board**

That the request from Mr. Edward Divers to provide a deputation to the Board with respect to the removal of wearing and using guns from the Hamilton Police, be approved.

**5.3 City of Hamilton and Big 12 Police Services Travel and Expense Reimbursement Policies (PSB 16-137)**

That the Board receive the information as provided.

**5.4 Big 12 Police Services Board Training Policies (PSB 16-138)**

That the Board receive the information as provided.

**5.5 Hamilton Police Services Board: Collection of Identifying Information in Certain Circumstances – Prohibition and Duties Policy**

- a) That the Board approve the *draft* Police Services Board Collection of Identifying Information in Certain Circumstances – Prohibition and Duties Policy, attached hereto as Appendix “A”.
- b) That the Board review the Police Services Board Collection of Identifying Information in Certain Circumstances – Prohibition and Duties Policy in the first quarter of 2018.

**5.6 Body-Worn Camera Steering Committee Second Year Report (PSB 16-127)**

That the Board approve that continued investigation occur prior to accepting, rejecting or engaging in a Body Worn Camera pilot deployment program.

**5.7 2017 Hamilton Police Service Operating Budget (PSB 16-134)**

That the Board approve the 2017 Hamilton Police Service Operating Budget

**6. NEW BUSINESS**

**7. ADJOURNMENT**

THE POLICE SERVICES BOARD WILL ADJOURN THE PUBLIC PORTION OF THE MEETING AND MAY RECONVENE IN CAMERA FOR CONSIDERATION OF PRIVATE AND CONFIDENTIAL MATTERS.



2.2

## Hamilton Police Services Board Deputation Request Form

(Request to appear before the Police Services Board)

**\*\*Please note\*\*** - The information on this form will be published on a public agenda and therefore released to the public and media.

Your Name: NORM DORR

Firm / Organization:  
(if applicable) \_\_\_\_\_

E-mail Address: bikes@si10mail.com

Home Phone: 519-861-0521

Fax No.: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mailing Address: 3006 CORKHURST RD, WATERBURY, ON. M2L 1P6

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

DISCUSS REVIEW OF LAPEL CAMERAS FOR POLICE  
OFFICERS AND ALSO OTHER NON LETHAL WEAPONS  
THAT CAN BE USED.

Will you require a LCD Projector: ☐ Yes ☒ No  
(Please note, you must bring your own computer)

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

Please submit the completed form either in person, via fax or e-mail to:

Administrator  
Hamilton Police Services Board  
155 King William Street  
P.O. Box 1060, LCD1  
Hamilton, ON  
L8N 4C1

Fax: 905-546-4720  
E-Mail: [lmorin@hamilton.ca](mailto:lmorin@hamilton.ca)



## Hamilton Police Services Board Deputation Request Form

(Request to appear before the Police Services Board)

**\*\*Please note\*\* - The information on this form will be published on a public agenda and therefore released to the public and media.**

Your Name: MIRLE (SHEKAR) CHANDRASHEKAR

Firm / Organization:  
(if applicable) /

E-mail Address: shekarfamily@hotmail.com

Home Phone: 905-525-3082

Fax No.: /

Business Phone: /

Mailing Address: 39 HADDON AVE. SOUTH, HAMILTON, ON L8S1X5

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

ATTACHED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you require a LCD Projector: ☐ Yes ☒ No  
(Please note, you must bring your own computer)

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

\_\_\_\_\_

\_\_\_\_\_

Please submit the completed form either in person, via fax or e-mail to:

Administrator  
Hamilton Police Services Board  
155 King William Street  
P.O. Box 1060, LCD1  
Hamilton, ON  
L8N 4C1

Fax: 905-546-4720  
E-Mail: [lmorin@hamilton.ca](mailto:lmorin@hamilton.ca)

On May 26, 2016, the Chairman of the Hamilton Police Services Board publically raised my name at their meeting during his questioning of the KPMG lead auditor concerning the audit of Hamilton Police Services financial operations. In his question to KPMG, the Chairman intended to obtain agreement from the auditor concerning the results of the audit as it pertained to questions that had been raised by board members and the public, me included, concerning PSB finances.

Since my name was mentioned publically, I requested an opportunity to respond to the context of the question and defend my concerns as well as the integrity of my name. The Chairman unilaterally prevented me from responding without asking the consensus of the members of HPS board. That clearly violated my rights.

This offense was witnessed by all HPS board members including lawyer Mr. Tick, Mayor of Hamilton Mr. Eisenberger, Police Chief Grit, Deputy Chief Weatherill and Acting Deputy Chief Morrison.

I therefore request the PSB to grant my delegation request.

A handwritten signature in black ink, consisting of a stylized 'J' followed by a long horizontal line.

**MINUTES OF THE HAMILTON  
POLICE SERVICES BOARD**

**4.2**

Thursday, November 17, 2016  
2:09am  
Hamilton City Hall  
Council Chambers

The Police Services Board met.

There were present: Lloyd Ferguson, Chair  
Madeleine Levy, Vice Chair  
Walt Juchniewicz  
Don MacVicar  
Stanley Tick  
Terry Whitehead

Absent with regrets: Fred Eisenberger

Also Present: Chief Eric Girt  
Deputy Chief Dan Kinsella  
Deputy Chief Ken Weatherill  
Superintendent Jamie Anderson  
Superintendent Will Mason  
Superintendent Michael Worster  
Inspector Paul Hamilton  
Inspector Dave Hennick  
Inspector Greg Huss  
Inspector Paul McGuire  
Inspector Marty Schulenberg  
Staff Sergeant Andrea Torrie  
Marco Visentini, Legal Counsel  
Rosemarie Auld, Manager, Human Resources  
Dan Bowman, Fleet and Facilities Manager  
Catherine Martin, Corporate Communicator  
Ted Mason, Assistant Manager, Finance  
John Randazzo, Manager, Finance  
Yakov Sluchenzov, Labour Relations  
Sandra Wilson, Community Relations  
Duane Sprague, MCSCS, Zone 4 Advisor  
Lois Morin, Administrator

Chair Ferguson called the meeting to order.

Chair Ferguson congratulated Vice Chair Levy and Member Tick on their reappointments to the Police Services Board.

**1.2 Additions to Agenda**

- Presentation & Deputations Item 2.2(b) Ms. Marlene Dei-Amoah, City of Hamilton Committee Against Racism to provide a deputation to the Board with respect to the Board Draft Policy for the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties.
- Discussion Item 5.4 – Request from Mr. Chandrashekar to provide a Deputation to the Board

After discussion, the Board approved the following:

Moved by: Member MacVicar  
Seconded by: Member Juchniewicz

That the Agenda for the Hamilton Police Services Board Public meeting be adopted, as amended.

**Carried.**

## **Presentations**

### **2.1 Member(s) of the Month**

This item was deferred to the next meeting of the Board

#### **2.2(a) Ms. Maria Antelo, Community Coalition Against Racism (CCAR), to Provide a Deputation to the Board with respect to the Board *Draft* Policy for the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties**

Moved by: Member Whitehead  
Seconded by: Member MacVicar

That the Board receive the deputation with respect to the Board *Draft* Policy for the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties, as provided.

**Carried**

#### **2.2 (b) Ms. Marlene Dei-Amoah, City of Hamilton Committee Against Racism (CAR) to provide a deputation to the Board with respect to the Board *Draft* Policy for the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties**

Moved by: Member MacVicar  
Seconded by: Vice Chair Levy

That the Board receive the presentation with respect to the Board *Draft* Policy for the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties, as provided.

**Carried**

Chair Ferguson thanked the delegations for attending and being frank and honest with respect to the Policy for the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties.



**General****Consent Agenda****2.3 False Alarm Reduction Unit Presentation**

Superintendent Will Mason provided a presentation to the Board with respect to False Alarm Reduction Unit.

After discussion, the Board approved the following:

Moved by: Member MacVicar  
Seconded by: Vice Chair Levy

That the Board receive the presentation with respect to the False Alarm Reduction Unit, as provided.

**Carried.**

**3.1 Declarations of Interest**

None.

**4.1 Approval of Consent Items**

Moved by: Member Whitehead  
Seconded by: Member Juchniewicz

That the Board approve and receive the consent items as distributed.

**Carried Unanimously.**

**4.2 Adoption of Minutes – November 17, 2016**

The minutes of the meeting held Thursday, November 17, 2016, be adopted as printed.

**4.3 Hamilton Police Service Monthly Report (PSB 16-121)**

That the Board direct the Administrator of the Board to refer this report, in its entirety, to the City of Hamilton, for information.

**4.4 Correspondence from the Ontario Association of Police Services Board with respect to the 2017 Membership Fee.**

That the Board approve payment of the 2017 Membership Fees in the amount of \$6,063.58.

**4.5 For the Information of the Board:**

- a) Coroner's Inquest into the Death of Andreas Unkerskov-Chinnery (PSB 16-115)
- b) Hamilton Police Service False Alarm Reduction One Year Project Results (PSB 16-112)
- c) Correspondence from the Honourable David Oraziotti, Ministry of Community Safety and Correctional Services with respect to their Strategy for a Safer Ontario (Strategy).
- d) Correspondence from Chair Ferguson to the Mayor and Members of Council regarding the Council Follow-up Notice dated July 8, 2016 with respect to Hamilton Police Service's Investigative Services Building.
- e) Correspondence from the Hamilton-Wentworth Catholic District School Board thanking the Hamilton Police Services for the excellent service and assistance it provided during the 13<sup>th</sup> Annual Pilgrimage "Walk with Christ, Justice for the Poor".
- f) Correspondence from the Hamilton Police Retirees Association thanking the Hamilton Police Services Board for the willingness to support the 24<sup>th</sup> Annual Hamilton Police Retirees Association Golf Tournament.
- g) Outstanding Issues as of November 17, 2016

**Discussion Agenda****5.1 Board Member Expenses (PSB 16-107)**

After discussion, the Board approved the following:

Moved by: Member Juchniewicz  
Seconded by: Vice Chair Levy

That the Board approve that the Expense and Remuneration for Police Services Board Members as reported to City Council in March of each year, be posted annually on the Hamilton Police Services Board website pages.

**Carried.**

After discussion, the Board approved the following:

Moved by: Vice Chair Levy  
Seconded by: Member MacVicar

That the Administrator for the Board be directed to research and provide copies to the Board of the City of Hamilton policy for travel and expense reimbursement(s) and any Big 12 policies with respect to the same issue(s) to discuss at the next meeting of the Board.

**Carried.**

After discussion, the Board approved the following:

Moved by: Vice Chair Levy  
Seconded by: Member MacVicar

That the Administrator for the Board be directed to research and provide copies to the Board of Big 12 policy related to Board Training for discussion at the next meeting of the Board.

**Carried Unanimously.**

**5.2 Pre-Budget Approval 2017 Vehicles (PSB 16-118; see also PSB 02-052 and PSB 16-119)**

After discussion, as recommended by Chief Girt in PSB 16-118 dated November 17, 2016, the Board approved the following:

Moved by: Member Juchniewicz  
Seconded by: Member Whitehead

- a) That the Board pre-approve the expenditure of \$1,529,400.00 for the purchase of sixteen (16) 2017 sedan police cruisers, two (2) coloured DSO sedan police cruisers, one, (1) ERU vehicle (van), one (1) collision reconstruction vehicle (van) one (1) 4x4 Utility Cruiser, thirty one (31) used plain door vehicles, one (1) marine truck and fourteen (14) bicycles.
- b) That Fleet staff be authorized to participate in the provincial Police Co-Operative Purchasing Group for the above-mentioned cruisers and police vans.
- c) That Fleet staff be authorized to purchase used plain door vehicles, as outlined in *PSB 02-052 - Used Vehicle Purchases*.
- d) That the Board pre-approve the expenditure of \$173,400.00 for the up-fitting of the above-referenced vehicles.
- e) That the funds for the acquisition of the new vehicles be taken from the Vehicle Replacement Account #53415 and the funds for the upfitting of the equipment be taken from Fleet Upfitting Account #58102.

**Carried.**

**5.3 Request to Access Funds from Police Vehicle Replacement Reserve (PSB 16-119; see also PSB 02-052 and PSB 16-118)**

After discussion, as recommended by Chief Girt in PSB 16-119, dated November 17, 2016, the Board approved the following:

Moved by: Member Whitehead  
Seconded by: Vice Chair Levy

- a) That the Board approve an expenditure of \$350,000.00 for the purchase of ten (10) 2017 utility police cruisers and \$61,000.00 for up-fitting of these vehicles.
- b) That the Board approve an expenditure of \$150,000.00 for the purchase of one (1) Remote Operated Vehicle (ROV bomb robot) for the Explosives Disposal Unit.
- c) That Fleet staff be authorized to participate in the provincial Police Co-operative Purchasing Group for the above-mentioned cruisers.
- d) That the total amount of \$561,000 be funded from the Police Vehicle Replacement Reserve Account #110020.

**Carried.**

**5.4 Mr. Shekar Chandrashekar to provide a Deputation to the Board**

After discussion, the Board approved the following:

Moved by: Member Juchniewicz  
Seconded by: Member Whitehead

That the request from Mr. Shekar Chandrashekar to provide a deputation to the Board to respond to the context of the audit question and defend his concerns as well as the integrity of his name, be approved

**Carried.**

**New Business****Project Links**

Chief Girt provided an update with respect to the recent media release for Project Links noting that there had been extensive coverage and the investigation is ongoing.

**Chair Ferguson provided the following comments:**

- On behalf of the Board I wanted to thank the Hamilton Police Service for holding a Food Drive for the Salvation Army. It is being held in recognition of the Service's 40<sup>th</sup> Anniversary of Project Concern which was created in 1976 as a way to give back to the community, fostering and maintaining positive community relationships. Citizens are asked to drop by any of the Service's three police stations with non-perishable food items. Congratulations!! Great Work!!
- On behalf of the Board I want to acknowledge Crime Prevention Week which took place last week – November 6<sup>th</sup> – 12<sup>th</sup>. This year's theme was "Planning together for safer communities" and includes an annual poster contest for students in grades 4 to 6. The first place winner was Alexander from Immaculate Conception, second place was Aisha from St. Gabriel and third place winner Karsyn from St. Michaels. Congratulations to everyone who participated. Thank you to the Service for the great outreach and partnerships. Excellent work!
- Next meeting of the Board will be **Thursday, December 15, 2016 – 2:00pm –Hamilton City Hall Council Chambers.**

**Adjournment**

Moved by: Member Tick  
Seconded by: Member MacVicar

There being no further business, the public portion of the meeting then adjourned at 3:41pm.

**Carried.**

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The Board then met in camera to discuss matters of a private and confidential nature.

Taken as read and approved

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Lois Morin  
Administrator

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Lloyd Ferguson, Chair  
Police Services Board

November 17, 2016  
lem:

**HAMILTON POLICE SERVICES BOARD****- RECOMMENDATION -**

**DATE:** 2016 December 15  
**REPORT TO:** Chair and Members  
Hamilton Police Services Board  
**FROM:** Eric Girt  
Chief of Police  
**SUBJECT:** *Hamilton Police Service Monthly Report*  
(PSB 16-135)

**RECOMMENDATION:**

That the Board direct the Administrator of the Board to refer this report, in its entirety, to the City of Hamilton, for information.



Eric Girt  
Chief of Police

**FINANCIAL / STAFFING / LEGAL IMPLICATIONS:**

**FINANCIAL –** n/a

**STAFFING –** n/a

**LEGAL –** n/a

## **BACKGROUND:**

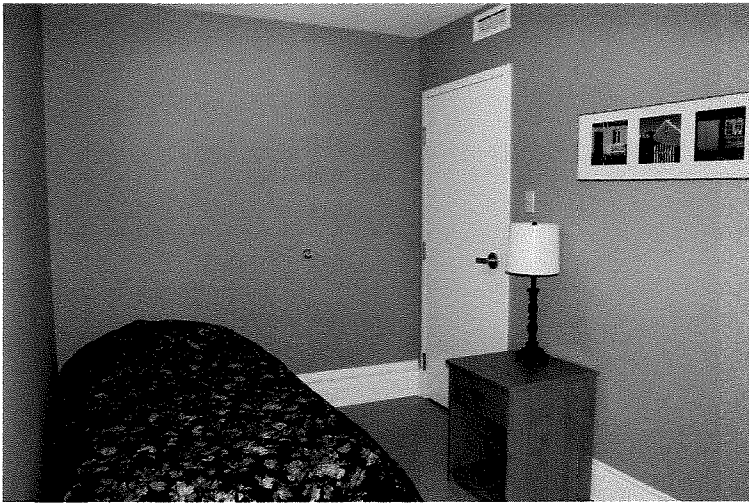
### **New Funding nets Mobile Crisis Rapid Response Team and Social Navigator Program a dedicated crisis bed at Good Shepherd's Barrett Centre for Crisis Support**

With a \$98,648.00 Proceeds of Crime Front-line Policing grant from the Ministry of Community Safety and Correctional Services, Province of Ontario, starting November 4, 2016, a crisis bed at Good Shepherd's Barrett Centre for Crisis Support has been dedicated for use by the Hamilton Police Service's Mobile Crisis Rapid Response Team (MCRRT) and Social Navigator Program (SNP).



The Service's MCRRT, in partnership with St. Joseph's Healthcare, provides direct, rapid support of persons in crisis by pairing a uniformed officer with a mental health professional to respond to 911 'in-progress' calls for individuals in crisis. Individuals in crisis are receiving an immediate frontline response and the care they need on scene in partnership with the Mental Health Professional (MHP).

The mandate of the SNP is to connect and support individuals through a referral process, by engaging all social and health care agencies in the City of Hamilton. The goal is to reduce reliance on the judicial and healthcare systems by navigating clients toward the appropriate agency while improving the health, safety and quality of life for all citizens.



The dedicated crisis bed at Barrett Centre will assist with responding to urgent cases and provide assessment and support to individuals who come in contact with police, but may not require hospital care. It is expected to serve between 50–70 individuals over the one-year pilot program.

“The Hamilton Police Service has been a great partner to Good Shepherd. We have often relied on them to provide immediate attention to our crisis line users who are at risk, by bringing them to a safe place for care,” said Peter Kibor, director of Barrett Centre. “This partnership will go a long way in enhancing our capacity to support Hamiltonians in need.”

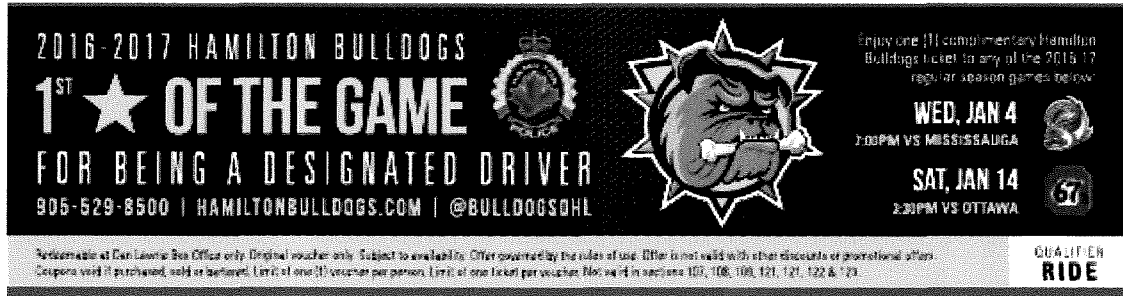
Barrett Centre provides assessment, intervention and support to people experiencing mental health crises through telephone and in-person support, as well as short-term bed stays. Compassionate staff is available 24 hours a day to assist individuals and develop solutions to their crises through immediate care and referrals for ongoing support.

“Hamilton Police continue to look for better ways to serve the community through a collaborative effort and the addition of a dedicated crisis bed for the Mobile Rapid Response Team and the Social Navigator Program is going to enhance our ability to connect persons in crisis to appropriate supports,” said A/Sgt. Steve Holmes, Crisis Response Co-ordinator. “The collaborative effort and integration of services across systems will help reduce barriers, allowing persons in crisis to easily access the right supports at the right time”.

### **Hamilton Police and Hamilton Bulldogs Face Off Against Impaired Driving**

The Hamilton Bulldogs Hockey Club and the Hamilton Police Service will be partnering to reduce impaired driving this holiday season. As in previous years, Bulldogs ticket vouchers will be issued by Hamilton Police to motorists who complete RIDE lanes successfully.





The aim of the ticket voucher program is to remind drivers of the danger of impaired driving, and to encourage responsible driving practices.

First Ontario Centre will accept the ticket vouchers for one (1) free admission to one (1) of the Bulldogs two (2) upcoming games on January 4, 2017, in their matchup against Mississauga on January 14, 2017, when they face off against Ottawa.

Hamilton Police Chief Eric Girt says the Service is proud of its work with the team. "Impaired driving is preventable and it requires a collective effort as evidenced today," he said. "We hope this initiative sends a very strong message in our community that we will not tolerate impaired driving."

"Our goal is to be proactive to prevent the tragic loss of lives that can occur."

"We are very proud to continue this holiday tradition, now in its fifth year," said Bulldogs President Steve Staios. "The Bulldogs are pleased once again to team up with the Hamilton Police Service in keeping our community safe, and supporting the message of driving sober through the RIDE lane ticket voucher program."

The Festive RIDE program runs until January 1, 2017. RIDE lanes are not unique to the holiday season however, and Hamilton Police have already stopped 182,892 vehicles in 2016. Thousands more cars will be pulled over throughout December as police increase their efforts to prevent impaired driving.

In the City of Hamilton, there have been three (3) fatal motor vehicle collisions involving alcohol this year. The Hamilton Police have made over 400 alcohol/drug-related arrests.

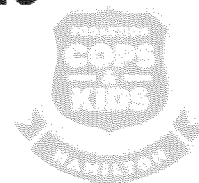
Police encourage citizens to participate in the Operation Look Out Program. If someone is suspected of impaired driving, citizens are asked to call 9-1-1 immediately. Callers will remain anonymous. This year, Hamilton Police have made 110 arrests through this program.

## ProAction Cops & Kids Initiative Soars to New Heights



**Wednesday, December 7, 2016**

9:00 am to 3:00 pm



2007 Winston Park Drive, Oakville, ON

**FOR MORE INFORMATION PLEASE CONTACT:  
PC April Bilton #472 - Youth and School Officer, Division 1  
Phone: 905-546-4918**

Participants of ProAction Cops & Kids will be flying high at this year's event. In cooperation with the Hamilton Police Service, they will be hosting an event at iFly Toronto on Wednesday, December 7, 2016.

ProAction is a registered charity that partners with police services to bring cops and kids together in a fun, positive program. This helps to establish a mutual understanding and respect between officers and at-risk youth, while improving communication and connection between the two.

ProAction has partnered with Hamilton Police to engage over 1,500 Hamilton youth and distribute close to \$130,000 to support over 50 programs. ProAction programs have a tremendous impact on the lives of their participants and on an officer's ability to perform their duties.

ProAction Cops & Kids is a charity that for 25 years has supported programs which are developed and delivered by police officers. ProAction partners with police services to offer a diverse range of programs that engage young people from all backgrounds and with varied interests.

ProAction is proud to support police officers as they reach out to youth in our communities and establish relationships that help lead these young people toward better life choices. While engaging youth in healthy, pro-social activities, police officers are able to develop an understanding of the challenges youth face while mentoring and guiding these young people to success.

EG/C. Martin

## HAMILTON POLICE SERVICES BOARD - INFORMATION -

**DATE:** 2016 December 15  
**REPORT TO:** Chair and Members  
Hamilton Police Services Board  
**FROM:** Eric Girt  
Chief of Police  
**SUBJECT:** *Budget Variance Report as at October 31, 2016*  
(PSB 16-132)

### **BACKGROUND:**

As at October 31, 2016, net expenditures are \$124,018,650 or 80.93% of the 2016 Operating Budget of \$153,250,091. The budget variance summary is provided in the attached Appendix. Overall, revenues and expenditures are on budget.



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Eric Girt  
Chief of Police

EG/J. Randazzo  
Attachment: *Appendix A*

Hamilton Police Service  
Budget Variance Report  
Period Ended October 31, 2016

APPENDIX A

YTD Budget % : 83.33%

	Annual Budget	YTD Budget	YTD Actual	Available Balance	% Spent	Comments
<b>Revenues</b>						
Grants and subsidies	\$ 7,270,628	\$ 6,058,850	\$ 6,093,313	\$ 1,177,315	83.81%	In line with budget.
Fees and general revenues	2,660,555	2,217,120	2,116,992	543,563	79.57%	Revenues is less than anticipated due to cyclical demand as well as timing of collection in Gen Occur/Photo ID Sales, Police Fees, Tow Fees and Special Duty revenues. This is offset by increase in False Alarm Fees and Police Visa Clearance revenues.
Reserves/Capital recoveries	942,645	785,550	785,550	157,095	83.33%	In line with budget.
<b>Total revenues</b>	<b>10,873,828</b>	<b>9,061,520</b>	<b>8,995,855</b>	<b>1,877,973</b>	<b>82.73%</b>	
<b>Expenses</b>						
Employee Related Costs	147,498,414	122,916,031	120,154,319	27,344,095	81.46%	The YTD Budget includes Collective Agreement budgeted % increase to be determined at the end of the year.
Materials and supplies	5,286,435	4,406,200	3,562,469	1,723,966	67.39%	Some expenditures are less than YTD Budget. Though they are expected to be incurred over remaining months, they are anticipated to be within Budget.
Vehicle expenses	1,952,800	1,627,340	1,317,813	634,987	67.48%	
Buildings and grounds	2,463,970	2,052,510	2,203,958	260,012	89.45%	Expenditures are higher than YTD Budget due to maintaining of the old phone system. Benefits are expected to materialize with the implementation of the VoIP later this year.
Consulting expenses	27,600	23,000	35,617	(8,017)	129.05%	Hiring process (Chief/Deputy).
Contractual expenses	811,290	676,100	618,476	192,814	76.23%	
Agencies and support payments	39,300	32,750	34,300	5,000	87.28%	
Reserves/Recoveries	4,068,730	3,390,630	3,401,263	667,467	83.60%	
Cost allocation	660,250	550,210	550,208	110,042	83.33%	
Capital Financing	1,026,770	855,640	945,666	81,104	92.10%	Variance is due to funds transferred from Operating to Capital Project with offset being in Materials and Supplies. Therefore, zero impact on total expenses.
Financial/Legal Charges	288,360	240,320	190,416	97,944	66.03%	
<b>Total expenses</b>	<b>164,123,919</b>	<b>136,770,731</b>	<b>133,014,505</b>	<b>31,109,414</b>	<b>81.05%</b>	<b>Overall, expenditures are within Budget.</b>
<b>Total Net Expenditure</b>	<b>\$ 153,250,091</b>	<b>\$ 127,709,211</b>	<b>\$ 124,018,650</b>	<b>\$ 29,231,441</b>	<b>80.93%</b>	<b>Net Budget is on target for the year.</b>



# 4.4(b)

## HAMILTON POLICE SERVICES BOARD

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### Board Members

Lloyd Ferguson, Chair  
Madeleine Levy, Vice Chair  
Fred Eisenberger  
Walt Juchniewicz  
Donald MacVicar  
Stanley Tick  
Terry Whitehead

Lois Morin, Administrator

November 18, 2016

The Honourable Michael H. Tulloch  
Independent Civilian Police Review  
MacDonald Block, Box 160  
77 Wellesley Street West  
Toronto, ON  
M7A 1N3

Dear Justice Tulloch:

### **Re: Independent Police Oversight Review**

I am writing in response to the questions you provided to Police Services Boards across the Province through the Ontario Association of Police Services Boards on September 29, 2016. Our Vice Chair, Madeleine Levy, expressed her pleasure to meet you and members of your team at the public consultation held in Hamilton on November 8, 2016.

The attached responses provide the Board's position on the questions you provided. Our Board believes it is essential for the police to build and retain the trust of its citizens in order to be effective. The modernization of the *Police Services Act* provides a significant opportunity to introduce transformative changes to the delivery of police services in Ontario, and to ensure that they are effective, efficient, sustainable and continue to earn the confidence of citizens. Your recommendations, informed by the extensive consultations that you are leading, will assist the Province in developing a legislative framework for policing that enhances accountability and transparency. We are pleased at your commitment to a reasonable and balanced approach and your willingness to engage in meaningful dialogue as you undertake this important task. Our Board fully supported the recommendations for legislative reform as outlined in a letter sent to the Minister of Community Safety and Correctional Services by the Durham Regional Police Services Board in February 2016.

..... 2

Although your questions do not address the issue of police officer discipline specifically, we wish to reinforce our position that the statutory framework currently in place, and the case law upon which it relies, restricts the Board and the Chief's ability to ensure accountability when misconduct occurs. In essence, the current disciplinary process does not enable the imposition of meaningful consequences upon police officers where their actions do not meet community expectations. In cases where officers receive a temporary demotion or a trivial monetary penalty, there is a perception that the police abide by a different set of rules than other citizens, and a corresponding violation of the trust that is the foundation of effective police-community relations. The process to terminate an officer is far too onerous, even in cases where the misconduct is egregious and criminal, taking years to cycle through the various proceedings with accumulated legal costs. We appreciate the need for fairness, consideration of mitigating factors and the essence of due process, but we believe improvements can be made to the disciplinary framework that will strengthen public trust while respecting officers' rights.

We support the scrutiny and oversight of municipal Police Services and Police Boards as our civilian oversight bodies represent critical checks and balances in our democracy. However, public trust depends on their effectiveness, and transformative change is required to foster confidence in policing in this province. We look forward to the legislative reform of the *Police Services Act* and expect the revisions to place greater emphasis on effective board governance.

We sincerely appreciate the opportunity to express our perspectives and look forward to your final report and the contribution it will make to improving policing in Ontario. If you have any questions or concerns that may arise please do not hesitate to contact me at the number below.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lloyd Ferguson', with a stylized flourish at the end.

Lloyd Ferguson, Chair  
Hamilton Police Services Board

Attachment (1)

cc. Police Services Board Members

LF/lem

Response to the eight questions posed by Justice Tulloch:

1. What role does your organization play in relation to police oversight?

Boards play a broad oversight role by ensuring that the legislated functions assigned to the Board, as set out in the *Police Services Act* and its associated Regulations, are carried out by the Police Service. This responsibility is fulfilled through regular monitoring and reporting to the Board by the Chief of Police.

At a more specific level, there are several provisions of the *Police Services Act* that require the Board's direct involvement as part of the system of civilian oversight such as Sections 31(1), 69, 63(6), 83(17) and 85(8).

2. Ideally, what role should your organization have in relation to police oversight?

As the body responsible for the provision of police services, the Board should seek to preserve and enhance public trust in the performance of all its functions. The Board should direct and monitor the Chief's administration of the complaints system to help preserve public confidence, as currently required by the *Police Services Act*. The Board should be kept informed of disciplinary and conduct issues and address matters at a strategic, organizational level when the need arises. However it is questionable whether the Board should play any direct role in the public complaints process, as it pertains to the Chief and Deputy Chief.

Under the current provisions of the *Police Services Act* Section 69(1), a police services Board is required to review every complaint about a Chief of police or Deputy Chief of police that is referred to it by the OIPRD. More specifically, the Board must determine whether the conduct of the Chief of police or Deputy Chief of police may constitute an offence under a law of Canada or of a province or territory, or misconduct as defined in section 80 or unsatisfactory work performance, and if it concludes that the conduct may meet one of these thresholds, the Board must ask the OIPRD Director to have the complaint investigated. In conducting its review the Board is prohibited by the OIPRD Rules of Procedure from inviting, or receiving submissions from any party other than the complainant during its review; this prohibition extends to the Chief or Deputy Chief. Nor is the Board permitted to investigate the complaint during its review.

The concern is that Boards are expected to make an important decision without having any facts, background, or details other than what has been provided by the complainant. It only has one side of the story. This runs contrary to normal sound decision-making practices in which an emphasis is placed on ensuring a decision-making body has all the information it needs in order to make a defensible and informed decision. As Board members lack the expertise, or access to expertise to properly investigate these complaints, it is recommended that Boards be left out of this decision-making process.



By eliminating this step, the processes that apply to all other police officers would apply equally to a Chief of police or Deputy Chief of police.

Further the requirement for the Board to make a determination under section 83(17) of the *Police Services Act* as to whether the delay in serving notice of hearing is responsible should be further examined. The Commissioner of the OPP makes such a determination regarding members of the OPP, and there does not appear to be any reason why this decision could not also be made by Chiefs of Police in municipal Police Services.

3. What interaction does your Board have with the three police oversight bodies: the Special Investigations Unit, the Office of the Independent Police Review Director, and the Office of the Civilian Police Commission?

The Board does not have any direct interaction with the SIU, however, at the completion of the SIU investigation, the Board receives a report from the Chief of Police outlining any issues found by the Chief in his own review, pursuant to section 11 of Regulation 267/10.

The Board's interaction with the OIPRD is limited to circumstances when there is a complaint against a Chief of police or Deputy Chief of police. With regard to a policy or service complaint, where a requester for review is received from the complainant, the Board notifies the OIPRD of its disposition in writing. Both of these situations occur infrequently.

With respect to our interaction with OCPC, they provided counsel for board oversight and the complaints process

4. What is the role of these oversight bodies in relation to the oversight provided by the Boards? What should it be?

The oversight provided by Boards relates to the overall performance of the Police Service and the fulfilment of legislated responsibilities, and is far broader than the mandates of three oversight agencies currently being reviewed. There is currently a clear delineation between the role of Board and the other civilian oversight bodies, and this separation should be maintained. The involvement of the other oversight bodies should be limited to circumstances when there are complaints or where issues arise of a nature that warrant a wide review of comparative policing practices and processes across jurisdictions.

5. Are the police oversight bodies transparent and accountable? Do they preserve fundamental rights?

Our civilian oversight bodies represent critical checks and balances in our democracy. However, public trust depends on their effectiveness, and transformative change is required to foster confidence in policing in this province.

With respect to the SIU, there have been concerns raised over the timeliness of investigations. Recognizing the impact that outstanding investigations have upon involved officers and their families, the families of the victim, and the potential impact on community trust, the Board would emphasize the importance of completing investigations as expeditiously as possible.

Further the Board believes that the OIPRD and OCPC bodies take far too long for their investigations to be completed.

Our Board would like to see the quality (ie experience, qualifications) of the individuals who conduct the investigations to be of the highest standard of integrity and ensure a bias free lens.

6. Following a section 11 review by a Chief of Police where SIU mandate has been triggered, should the identity of a subject officers or any part of the Chief's report be released?

The Board's position is that current legislative model preserves accountability for the conduct of police officers subject to SIU investigations. Identifying an officer investigated by the SIU, when no criminal charge is laid, is unnecessary. If a criminal charge is laid, the identity of the subject officer is on the public record. The Board has not heard compelling arguments that the identification of the officer is necessary, and the calls for this identification appear to be motivated by a desire to shame an officer.

Under the *Police Services Act*, the Chief of Police is accountable to the Board for administering and overseeing the operation of the Police Service. The Board is required to direct the Chief and monitor his performance. If the members of the Police Service are not meeting the community's expectations, the Chief and the Board must weigh this in fulfilling their responsibilities. It is the responsibility of the Board and the Chief of Police to address the community's concerns, and to exercise leadership and take action to rebuild and instil trust when the circumstances so demand.

The Board recommends that a standard form section 11 report be created that will standardize the reporting by the Chief to the Board following SIU investigations. As such, the Board also recommends that this standardized form for section 11 reports be made public in every case.

7. Are the mandates of the police oversight bodies effective and clear?

The mandates of the three oversight bodies are generally clear and outlined on each of the websites.

8. Are there areas of overlap and inefficiency between the oversight bodies?

The mandates of the agencies are distinct. In spite of this there is a lack of understanding of the various agencies' responsibilities, which can have a negative effect on public confidence in policing and the oversight of policing.

There are changes that need to take place from a structural perspective in these three bodies, and there needs to be a higher accountability of their results and the outcomes that they have.

The Board would suggest that the organizations improve information sharing coordination and public understanding of their roles.



# HAMILTON POLICE SERVICE

ERIC GIRT CH  
KEN WEATHERS  
FIELD SUPPORT  
DAN KINSELL  
COMMUNITY

# 4.4(c)

VIA E-MAIL AND REGULAR MAIL

Justice.tulloch@policeoversightreview.ca

November 30, 2016

The Honourable Michael Tulloch  
Independent Police Oversight Review  
Macdonald Block, Box 160  
Toronto, Ontario  
M7A 1N3

Your Honour:

**RE: Independent Police Oversight Review**

---

We would like to express our thanks for the opportunity to meet with you and your team on November 9, 2016. We are hopeful that the results of your review, based on open discussion and dialogue with all stakeholders, will achieve even greater openness and transparency in policing and help strengthen the relationship between police services and the communities that they serve.

During the meeting, you asked that we provide written submissions in respect of some of the issues raised by the Hamilton Police Service.

**1. Amendment to the Coroners Act**

As you know, the Coroners Act sets out the criteria for when an inquest is held by the coroner. Some situations call for a mandatory inquest, while all other inquests are discretionary. In police use-of-force incidents resulting in death [other than in a police custody facility, which is mandatory by virtue of subsection 10(4)], subsection 10(4.6) governs:

***Other deaths in custody***

*(4.6) If a person dies while detained by or in the actual custody of a peace officer and subsections (4), (4.1), (4.2), (4.3) and (4.5) do not apply, the peace officer shall immediately give notice of the death to a coroner and the coroner shall hold an inquest upon the body.*

The interpretation of the words "*while detained by ... a peace officer*" in this subsection leave open the exercise of discretion by the coroner. The evolving legal definition of "detention" in the policing context, and its resulting interpretation by the coroner, leads to some police-involved shootings being reviewed by the inquest courts, while some others do not.

In our experience, an inquest is the process that sheds the greatest light on the interaction between the police and the deceased. It enhances openness and transparency. From the outset, when the Special Investigations Unit (SIU) invokes its mandate to investigate a police-involved shooting, the public knows very little about the incident and the public is left to fill in the gaps. The relationship of trust between the police and the community is further eroded in cases where misinformation begins to spread in the community about the actions of the police, and the SIU is either unwilling, or unable, to correct the public record. Given the time that passes between the incident and the completion of the SIU investigation, the distrust between the community and the police builds. In cases where the police officer(s) are charged, the criminal process ensures public accountability. However, in cases where the officer is cleared by the SIU, it is equally important for the public to know what transpired in the interaction between the police and the deceased.

### **RECOMMENDATION:**

In our respectful submission, the Coroners Act should be amended to make an inquest mandatory for any death involving the use of a firearm by a police officer. This will ensure that every death in a police-involved shooting will be reviewed by the courts in a public forum. As such, we recommend that subsection 10(4.6) should be amended to read as follows:

#### ***Other deaths involving police***

(4.6) *If a person dies*

(a) *while detained by; or*

(b) *in the actual custody of; or*

(c) *as a result of the discharge of a firearm by*

*a peace officer and subsections (4), (4.1), (4.2), (4.3) and (4.5) do not apply, the peace officer shall immediately give notice of the death to a coroner and the coroner shall hold an inquest upon the body.*

## 2. Section 11 Reports

Subsection 11(1) of Ontario Regulation 267/10 requires a chief of police to cause an investigation to be conducted forthwith into any incident with respect to which the SIU has been notified, subject to the SIU's lead role in investigating the incident. The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers (See subsection 11(2) of O. Reg. 267/10). The chief of police is required to report his or her findings and any action taken or recommended to be taken to its governing municipal police services board within 30 days after the SIU director advises the chief of police that he or she has reported the results of the SIU's investigation to the Attorney General, and the board may make the chief of police's report available to the public (see subsection 11(4) of O. Reg. 267/10).

As discussed at the meeting, this section requires the board to exercise its discretion as to which Section 11 Reports it makes public, and which Reports it keeps from public scrutiny. The exercise of this discretion in a way that shields the report from the public has the potential to create, and perpetuate, an environment of distrust between the police and the public.

### **RECOMMENDATION:**

In our respectful submission, section 11 reports should be reported to the board and it should be mandatory that the board make such reports available to the public in all cases. This would enhance the public accountability that flows from SIU investigations.

In addition, the Ministry should consider the creation of a standard form Section 11 Report, similar to the currently mandated Use of Force report, to standardize reporting across the province.

We trust that these recommendations will assist you in your deliberations as you work towards fulfilling your mandate. If you should have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Eric Girt', with a stylized, cursive script.

Eric Girt  
Chief of Police

EG:mv

cc Chair Lloyd Ferguson, Hamilton Police Services Board  
Marco Visentini, Legal Counsel



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**4.4(d)**

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Fax: 905-387-0019

October 19, 2016

Nadia Urciuoli, Executive Assistant  
Hamilton Police Service  
155 King William Street  
Box 1060, LCD 1  
Hamilton, ON L8N 4C1

RECEIVED

OCT 27 2016

HAMILTON POLICE SERVICE

Dear Nadia & Friends:

Thank you for your generous support of our 30<sup>th</sup> Anniversary Pearl Gala. Your participation in this milestone event is greatly appreciated.

Over the past 30 years we are proud to say that Interval House of Hamilton has kept its commitment in providing services to women and their children fleeing abuse/violence as we continue to strive for solutions in ending gender-based violence. There is still much work to be done to ensure women and their children can live the life they deserve: a life free from abuse.

Through financial contributions the community plays a vital role in saving and changing the lives of women and children. With your generous support we are able to keep our doors open and provide essential services such as: safe emergency shelter twenty-four hours a day, 7 days a week which includes all meals, emergency clothing and personal needs at no cost to the women. We are able to offer safety planning and threat assessment/risk management, information and referrals, individual and group counselling, legal advocacy, and programming for children.

Please accept our most sincere thanks for your investment and support of our work. Together we are truly saving and changing lives.

Warmest Regards,

Nancy Smith  
Executive Director

**WOMEN CENTRE  
OF HAMILTON  
& JARED'S PLACE**

100 Main St. E.,  
Suite 205  
Hamilton, ON  
L8N 3W4

Tel: 905-522-0127  
Fax: 905-522-7200

**FLAMBOROUGH**

**WOMEN'S  
RESOURCE CENTRE**

17 Main St. S., Unit C  
P.O. Box 1499  
Waterdown, ON  
L0R 2H0



Tel: 289-895-8580  
Fax: 289-895-8525

RSB Info (December) mu



Thursday, November 17, 2016

4.4(e)

From:  m.kowalyshyn@libertyforyouth.org  
Liberty For Youth <m.kowalyshyn@libertyforyouth.org>  
Subject: COMMERCIAL:Power Of A Changed Life Dinner Update  
To:  Nadia Urciuoli

11/...

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NOV 17 2016

CHIEF'S OFFICE  
HAMILTON POLICE SERVICE



<http://files.constantcontact>

*Liberty For Youth develops safe MENTORING relationships with youth at risk of crime - helping them to build CHARACTER and create positive lifestyles filled with OPPORTUNITY and personal success.*

### Power of a Changed Life Dinner Update

November 16, 2016

Dear Partner,

Thank you for supporting our 12<sup>th</sup> Annual Power of a Changed Life Fundraising Dinner & Silent Auction. Your generosity is helping to develop positive character in the lives of the youth that we serve while providing a safe place for youth to be engaged, encouraged & empowered.

This year, your generous support helped us raise **\$53,590.68** to grow our mentoring program. This is amazing!

One of the ways that Liberty For Youth works with youth is to involve them in public speaking to help build personal skills and confidence. Mitch is one of our youth who shared a bit of his story at the event.

*When Mitch was first referred to Liberty For Youth at 13 years old, he was surrounded by a lot of negative influences; which developed into a growing interest in gangs. Mitch would consistently fight with his mother and things were not going well at home. Mitch had little regard for school and little ambition to do well in his studies. Mitch listened to a lot of negative music; which influenced his attitude & thinking. After joining Liberty For Youth, Mitch found himself connecting well with staff and receiving mentorship. Over time, this led Mitch to challenge himself and develop a higher level of ambition for his life. In Fall of 2015, Mitch completed a co-op placement with Liberty For Youth which he recognized as a turning point in his life. On his own accord, Mitch transferred to Cathedral High School (from another school at which he knew he wasn't being challenged). In his first year at Cathedral, he made the honour roll; among his most proudest achievements, with a 94% mark in mathematics. Mitch now loves learning and has recently opened his own landscaping business. Mitch now desires to make a difference with his life & is grateful for the help he received from Liberty For Youth.*

Your support helps us reach youth like Mitch, who was acting from low character and is now making

*[Signature]*  
18 Nov 2016

Thursday, November 17, 2016 11:30:59

Page 1 of 2

*15B Info (Dec)*

better choices that positively affect both his academics and personal life.

As a result of the Run For Youth campaign, we have currently raised 55% of our program sustainability goal of \$650,000. Frederick is determined to raise the remaining funds and has scheduled his next Run for Saturday, January 7<sup>th</sup>, 2017 at McMaster's David Braley Athletic & Recreation Centre - indoor track. Please consider running with Frederick; along with some youth at this event. (1KM, 5KM, 10KM)

For more information please visit: <https://runwithfrederick.com/>

On behalf of all the youth that we serve, thank you again for your generous gift and support. It's important you know the difference your support makes in the lives of our youth!

Sincerely,

Frederick Dryden

*Founder & Executive Director*



Liberty For Youth, 1925 King Street East, Hamilton, Ontario L8K 1V9 Canada

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REC

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NOV 21 2016

CHIEF'S OFFICE  
HAMILTON POLICE SERVICE

November 16, 2016

**Greetings:**

Our letter today is to express our gratitude for the support we received from our colleagues, stakeholders, donors and community partnerships in honor of our 40<sup>th</sup> anniversary on November 15<sup>th</sup>.

Thank you for joining us at our very first Gala, to celebrate the 40 year anniversary of Native Women Center.

It was an honour to have you in attendance; we hope you enjoyed the event.

We are grateful for your support. We are thrilled to report that it was a success!

Again, I sincerely thank you for choosing to be part of this event and your support in the services and programming that the Native Women's Centre.

In friendship,

*C. Ekor-Flagg*

Executive Director

PSB To B. Dec *mu*



## HAMILTON POLICE SERVICES BOARD

### OUTSTANDING ISSUES as of December 15, 2016

ITEM	ORIGINAL DATE	ACTION REQUIRED	STATUS	EXPECTED COMPLETION DATE
1. Other Business	May 26, 2016	That Member Whitehead work with the Board Administrator to implement the use of Electronic devices for monthly agendas.	PSB 16-001 – Ongoing	3 <sup>rd</sup> Quarter of 2016
2. Body-Worn Camera Study	November 19, 2015	The Chief to report back to the Police Services Board in one year with further findings from external body-worn camera pilots.		4 <sup>th</sup> Quarter of 2016 – (November)
3. Board Policy – Collection of Identifying Information in Certain Circumstances	October 20, 2016	Draft policy to be reviewed at the November 17, 2016 meeting for approval by January 1, 2017	In draft form.	December 15, 2016

4.4 (g)



5.1

## Hamilton Police Services Board Deputation Request Form

(Request to appear before the Police Services Board)

**\*\*Please note\*\*** - The information on this form will be published on a public agenda and therefore released to the public and media.

Your Name:

YVONNE ALEXANDER

Firm / Organization:  
(if applicable)

E-mail Address:

yvonnealexander@hotmail.ca

Home Phone:

905 387-7682

Fax No.:

Business Phone:

Mailing Address:

27 LOTUS AVENUE HAMILTON L9C 2E6

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

THAT ALL FRONT LINE OFFICERS WEAR  
A LABEL CAMERA WHEN GOING ON  
ALL CALLS

Will you require a LCD Projector: ☐ Yes  
(Please note, you must bring your own computer)

☒ No

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

Please submit the completed form either in person, via fax or e-mail to:

Administrator  
Hamilton Police Services Board  
155 King William Street  
P.O. Box 1060, LCD1  
Hamilton, ON  
L8N 4C1

Fax: 905-546-4720  
E-Mail: [lmorin@hamilton.ca](mailto:lmorin@hamilton.ca)



5.2

# Hamilton Police Services Board

## Deputation Request Form

(Request to appear before the Police Services Board)

**\*\*Please note\*\*** - The information on this form will be published on a public agenda and therefore released to the public and media.

Your Name:

EDWARD DIVERS.

Firm / Organization:  
(if applicable)

E-mail Address:

yvonnealexander@hotmail.ca

Home Phone:

905 387 7682

Fax No.:

Business Phone:

Mailing Address:

27 LOTUS AVE HAMILTON ONT. L9C 2E6

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

REMOVAL OF WEARING AND USING GUNS FROM THE  
HAMILTON POLICE. COMPARING OTHER COUNTRIES  
NOT WEARING OR USING GUNS AND HOW THIS  
IS POSITIVE AND EFFECTIVE FOR SOCIETY AS A WHOLE!  
O TOLERANCE FOR GUNS!

Will you require a LCD Projector: ☐ Yes  
(Please note, you must bring your own computer)

☒ No

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

Please submit the completed form either in person, via fax or e-mail to:

Administrator  
Hamilton Police Services Board  
155 King William Street  
P.O. Box 1060, LCD1  
Hamilton, ON  
L8N 4C1

Fax: 905-546-4720  
E-Mail: [lmorin@hamilton.ca](mailto:lmorin@hamilton.ca)

## HAMILTON POLICE SERVICES BOARD

### - INFORMATION -

**DATE:** 2016 December 15

**REPORT TO:** Chair and Members  
Hamilton Police Services Board

**FROM:** Lois Morin  
Administrator


**SUBJECT:** *City of Hamilton and Big 12 Police Services Travel and Expense Reimbursement Policies (PSB 16-137)*

#### BACKGROUND:

At its meeting of November 17, 2016 the Board approved the following motion:

That the Administrator for the Board be directed to research and provide copies to the Board of the City of Hamilton policy for travel and expense reimbursement(s) and any Big 12 policies with respect to the same issue(s) to discuss at the next meeting of the Board.

Following the meeting, research for policy of the Big 12 Police Services was completed. Attached for review and as requested is a copy of the City of Hamilton Policy for Business Travel, Seminars and Conferences as well as the policies for the Halton, Ottawa, Peel, Toronto and York Police Services Boards. In researching policy it was also found that some Police Services Board utilize the City or Regional Policy for Travel and Expense Reimbursement(s).

  
\_\_\_\_\_  
Lois Morin  
Administrator

/L. Morin

Attachments:

- Appendix "A" – City of Hamilton Policy for Business, Travel, Seminars and Conferences.
- Appendix "B" – Halton Regional Police Services Board Policy for Board Member Expenses
- Appendix "C" – Ottawa Police Services Board Policy for Board Member Travel and Expense Reimbursement
- Appendix "D" – Peel Police Services Board Policy for Board Expenses and Travel
- Appendix "E" – Toronto Police Services Board Policy for Board Member Expense and Travel Reimbursement
- Appendix "F" – York Regional Police Services Board Policy for Governance Conference Attendance and Travel Expense



## **CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

### **POLICY**

This policy governs the reimbursement of travel, hospitality and other business expenses incurred during the conduct of approved City of Hamilton business. It is the City of Hamilton's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of approved City of Hamilton business. All employees of the City of Hamilton, Hamilton Police Service, City HousingHamilton (CHH) Corporation and the Hamilton Public Library are to follow this travel policy as amended and approved by their individual boards. All members of Council will follow and uphold the requirements of this policy.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the City of Hamilton, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of hospitality, there is a clear business purpose.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the City Manager.

### **AUTHORIZATION AND REGULATIONS**

Requests for reimbursement of business expenses must be approved and submitted using the following documentation and regulations.

#### **SECTION 1 – Business Travel for Conferences, Seminars, Special Events**

This section provides the guidelines for travel for attendance at Conferences, Seminars and Special Events. A Travel Expenses form must be completed and authorized.

##### **1. ATTENDANCE AUTHORIZATION**

Attendance by Elected Officials at any conference, seminar or other business travel requires Council Approval where applicable.

Employee travel to attend conferences, seminars or other business travel requires the following approvals:

- a) Travel within Ontario must be approved by the immediate supervisor and the Manager or above.
- b) Travel outside of Ontario but within Canada must be approved by the immediate Manager and Director or above.
- c) Travel outside of Canada must be approved by the immediate Manager and the City Manager and or designate. The City Manager's travel outside of Canada must be approved by the Mayor.

## CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

**Note:** Page 1 of the Travel Request/Evaluation Form must be completed and approved for all Employee travel to attend conferences, seminars or other business travel that requires an overnight stay. Approval is required prior to incurring costs.

### 2. GUIDELINES

- a) A Travel Expense Form must be submitted for approval, as outlined in Section 1, prior to any travel expenses being incurred or committed to. Payment for travel expenses incurred or committed to prior to obtaining documented approval will be the sole financial responsibility of the employee if the travel request is denied.  
**Note:** A Travel Request/Evaluation form must also be completed for all travel that requires an overnight stay.
- b) Supporting documentation must be attached to the Travel Expense Form and must clearly identify the event attended, date of the event and purpose of the event. A copy of the conference, seminar or event agenda is required providing information on cost, location, dates and meals. Printed estimates for airfare, airport transportation and other costs must be provided.
- c) An approved Travel Expense Form, with the supporting documentation, must be submitted to Accounts Payable with any request for payment of a travel advance, registration fee or other travel expenses in advance of the trip.
- d) Travel advances will not be made for less than \$250. If the estimated cost of out of pocket expenses is less than \$250, the employee will be reimbursed upon submission of the final Travel Expense Form. Requests for cash advances are not mandatory and discretion should be used when determining the requirement for each trip.
- e) Application for travel advances will be signed by the claimant indicating authority for the City to recover through the Payroll system any advances unaccounted for.
- f) All fees paid prior to the conference, referred to as prepaid expenses, must be reflected on the Travel Expense Form that is submitted for reimbursement. All costs related to the travel must be included on the form so the approver is aware of the final costs for the employee's attendance.
- g) Actual travel submissions that are greater than the original approved, estimated cost of travel require further approval before finalizing the travel expense form.
  - Actual cost that exceeds the estimated cost by less than **10%**, must be approved by departmental signing authority as outlined in Section 1 above.
  - If the actual total cost exceeds the estimated total cost by **10%** or more, travel must be approved by the City Manager and or designate.

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### POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

- h) In exceptional circumstances, the City Manager may approve staff expenses over or outside the limits of this policy.

#### 3. TRANSPORTATION

The most economical and efficient mode of transportation must be used as follows:

- a) Economy airfare including all applicable taxes, surcharges and cancellation insurance:
- Upgrades from economy airfare will be acceptable for non North American air travel to no higher than business class in recognition of the travel times involved.
  - The cost of seat selection will be reimbursed.
  - Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory City Business. Only charges relating to the employee are reimbursable.
  - Luggage cost charged by airlines is reimbursable.
  - The cost of passports **will not be** reimbursed.
- b) Train/bus fare when applicable.
- c) Transfer fees to and from transportation terminals at points of departure and arrival must be the most economically feasible method available as circumstances warrant. Parking expenses must be included in this cost decision.
- d) Car rental, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. A reputable rental company must be used to ensure adequate insurance coverage is secured. A national rental chain is considered to be a reputable company as opposed to a local operation.
- e) Where an individual uses his/her own car for business travel to attend Conferences, Seminars or Special Events, mileage from home to the event or from their regular place of work to the event, whichever is less may be claimed. Employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current corporate rate, or by collective agreements for unionized employees. While operating a personal automobile on City business, the individual is

## CITY OF HAMILTON

### POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

responsible for all vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc.

- f) Unless exceptional circumstances apply (see note below), the charges for the use of a personal automobile shall not exceed the equivalent cost of economy airfare, plus airport parking and transfers.
- g) Handling charges for bulky items such as exhibits are permissible provided they are indicated separately on the advance form and pre-approved. Receipts should be obtained where at all possible; however, expenses without receipts will be reimbursed if they were pre-approved and are reasonable (in the opinion of the department head) and equal to or less than the pre-approved amount.
- h) Use of personal automobile may be appropriate when traveling with bulky displays or traveling in groups. Written justification (supported cost comparison) for use of personal automobile when air or train travel appears to be the most appropriate means of transportation must be obtained at the time of initial authorization to attend.
- i) Shared transportation is encouraged when appropriate.

#### 4. ACCOMMODATION

Reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- a) The accommodation chosen must be the most economical and advantageous to the conduct of City business.
- b) The actual cost of a single room will be allowed provided such cost does not exceed the "Government Rate" when available.
- c) Subject to budgetary funding, double occupancy may be required at the discretion of the Approver providing the employee is in agreement.
- d) Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.
- e) Internet charges for business use on hotel bills will be reimbursed. Other incidental expenses detailed on the hotel bill such as movies or meals **will not be** reimbursed because they are covered by the per diem reimbursement.

## CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

### 5. PER DIEMS

A Per Diem represents the maximum that will be paid without receipts when an overnight stay is required. Department heads may approve a lesser amount and in some departments, Per Diem amounts are stipulated in a union contract. The Per Diem allowance covers the cost of meals, gratuities, personal telephone charges (other than reasonable telephone charges for calls to family at home which is not to exceed one per day) and all other incidental expenses and will apply only when overnight accommodation is required.

- a) For travel within Canada, a \$75.00 per diem can be claimed for each overnight stay. Per diem rates include a \$20 allowance for incidentals. Expenses can be claimed for the final day by submitting actual receipts.
- b) For travel outside of Canada, \$100 USD per diem can be claimed for each overnight stay. Per diem rates includes a \$20 allowance for incidentals. Expenses can be claimed for the final day by submitting actual receipts.

**NOTE:** Currency rates used should reflect the prevailing rate at the time of exchange as closely as possible. If actual rates are not available, convert using the Bank of Canada exchange rate for cash for the first day of travel. <http://www.bankofcanada.ca/rates/exchange/10-year-converter/>

**NOTE:** Employees travelling and or entertaining for the purpose of promoting the City of Hamilton in the areas of Tourism and Economic Development can opt to receive a \$25 Per Diem (CDN within Canada, USD outside of Canada) for each overnight stay that will not be reduced for meals included with registrations. Receipts for all meals must be provided and if hosting, details regarding the number of guests and organization they represent is required.

- c) Where some meals are provided by either the event registration or the airline, the per diem **will** be reduced by the applicable meal allowance as follows:

Travel within Canada – (CDN) \$15 breakfast, \$15 lunch, \$25 dinner

Travel outside of Canada – (USD) \$20 breakfast, \$20 lunch, \$40 dinner

- d) Under **extenuating** circumstances staff traveling under this policy may be reimbursed for meals upon submission of receipts even if the meal is supplied by the conference. In this circumstance, there must be a valid reason for the person not being able to attend the meal as supplied by the conference.

## CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

- e) When overnight accommodation is **not** required, reasonable meal expenses, that are not included with registrations, will be reimbursed based upon submitted receipts.
- f) When it is necessary to entertain clients while traveling, detailed receipts must be submitted indicating what was purchased, who was entertained and the reason. The applicable meal allowance will be deducted from the per diem for the employee meal claimed as part of this hospitality receipt.
- g) While this policy addresses the maximum that the City will pay for travel, the individual may choose to upgrade at his/her own expense. If paid directly by the City, reimbursement must be received at time of claim submission. Examples *include additional accommodation expenses for an accompanying spouse or extended stays.*

### 6. INSURANCE

- a) City employees and Elected Officials have coverage under the City's group plan for in country travel. *Employees and Elected Officials will be reimbursed for additional medical coverage they choose to purchase for out of country travel **only**.* An appropriate receipt substantiating this claim is required when submitting this expense.
- b) If personal insurance assessments are increased due to the regular use of a personal car for business travel, a request for reimbursement including documentation substantiating the claim can be made to Accounts Payable for an amount as approved by Council or specified in the collective agreement.

### 7. EXTENDED STAYS

- a) At times, and with prior written authorization, special travel savings may be available to the City if the individual traveling stays longer than the duration of the business stay. Reimbursement of costs for extended stay will be made only if it can be demonstrated that there are overall cost savings associated with the extended stay. Any loss of work days due to the "extended" travel will be deducted from the employee's vacation, overtime bank or lieu day entitlement. Savings must be substantiated by airline quotes, etc.
- b) Sometimes employees pay for extended stays themselves. This is allowable as long as it can be proved ahead of time that there is no

## **CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

cost to the City for this extended stay, and the employee uses their vacation, overtime bank or lieu day entitlement time.

- c) If a stay has been extended due to uncontrollable circumstances, such as delayed/cancelled flights due to bad weather, the employee will be reimbursed for reasonable meal and hotel costs. Receipts are required.

### **8. ITEMS NOT ALLOWABLE**

Claims for reimbursement will **not** be allowed for:

- a) Personal Effects and Services – 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, shoe shines, valet services and other personal expenses.
- b) Items not substantiated by receipts, except for per diem claims, will not be reimbursed.
- c) Gratuities are covered by the per diem. They are to be excluded from reimbursement unless justifiable circumstances.
- d) Long distance phone calls are covered by the per diem. They are to be excluded from reimbursement as appropriate **unless** these calls were made for City business and in consideration of being out-of-town on City business, one call per day to family at home will be allowed. These must be properly identified on the hotel and/or cell bill.

### **9. REPORTING**

- a) All expense claims/reimbursements must be submitted to the Financial Services Division within 30 working days of the event. Claims without travel advances are subject to the same deadlines. Receipts for the refund of unused advanced funds must be attached to the final Travel Expense form that is submitted to Accounts Payable.
- b) If an employee's expense claim "actual" is overdue under this policy, the individual will be notified in writing with a copy to the General Manager. Elected officials with an overdue "actual" expense claim form will be notified in writing. Additional expense claims/advance requests including mileage claims and all other reimbursements will not be processed until the past due actual has been received.
- c) Expenses unsubstantiated by proper receipts are not allowable. Travel expenses which have been submitted without receipts will automatically be processed in Accounts Payable by deducting the

## **CITY OF HAMILTON**

### **POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

unsubstantiated amount. If this action causes the advance to exceed the adjusted claim, the employee will be notified and required to pay the difference. Should the payment not be made within a reasonable time period, the city reserves the right to deduct the amount owing to the City from the employee's pay.

- d) Completed Travel Request/Evaluation forms (Appendix A) are required for all travel that requires an overnight stay.
  - 1. Page 1 must be completed and approved for all conferences, seminars or trips that required overnight accommodation prior to registration/booking.
  - 2. Page 2 must be completed upon employees return.
  - 3. Completed forms are retained within the Department's Finance and Administration section and will be accessible for future review if required.

### **SECTION 2 - Mileage and Other Expenses**

This section provides guidelines for reimbursement of expenses incurred while an employee is attending meetings or performing activities necessary to the performance of the employee's job duties. Some examples are, home visits, site inspections and training. A Mileage and Other Expenses form must be completed and authorized.

#### **AUTHORIZATION**

- a) Mileage and Expense Claims must be approved by the employees' Manager.

#### **1. GUIDELINES**

- a) All mileage and other expenses incurred while an employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of hospitality, there is a clear business purpose must be reported on the Travel and Other Expense Form. Receipts are required for all incurred costs except mileage.
- b) Where an individual uses his/her own car for business travel their personal insurance rates may be affected. Employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current corporate rate, or by collective agreements for unionized employees. While operating a personal automobile on City business, the individual is responsible for all



## **CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc.

- c) "Reporting Location" is defined as an employee's **regular** place or work. An employee may have multiple regular reporting locations. Mileage cannot be claimed for travel to and from an Employee's home and work location/s.
- d) Mileage is allowable when an employee is required to travel **additional** kilometers over and above the distance travelled on a daily basis to and from home to their regular work location/s. This includes, but is not limited to, mileage incurred for training, client home visits, business meetings, evening events and reporting to temporary work locations. If kilometers travelled in a day are equal to or less than travelling to and from the regular work location, no mileage claim is allowable.
- e) Parking costs incurred when attending training, client home visits, business meetings, evening events and reporting to temporary work locations meetings are allowable. Receipts must be provided.
- f) Address details for the To and From locations for each trip must be recorded on the Mileage and Other Expense Form.
- g) The number of trips, as outlined by Canada Revenue Agency, must be recorded on the Mileage and Other Expense Form.

### **APPENDIX**

Appendix "A" Request for Travel/Evaluation Form

### **REFERENCE**

Travel Expense Form  
Mileage and Other Expenses Form

**CITY OF HAMILTON**  
**POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

**TRAVEL REQUEST FORM – PAGE 1**

*(Required for all travel requiring overnight stay)*

_____ <b>Employee Name</b>	_____ <b>Employee Position</b>
_____ <b>Department/Division</b>	_____ <b>Event &amp; Dates</b>
_____ <b>Location of Event</b>	\$ _____ <b>Estimated Cost</b>

**BENEFITS** *(Select all that apply)*

- ☐ Improved Job Performance (attendee or others)
- ☐ Improved Service Delivery
- ☐ Improved Customer Service
- ☐ Provides Networking Opportunities
- ☐ Relates to one of the City's Priority Projects/Strategies
- ☐ **Assists in finding the best way to use today's resources to meet both current and future needs.**  
**(Vision 2020)**
- ☐ Contributes to improved budgetary performance by: (Select all that apply)
  - ☐ Reducing Costs
  - ☐ Revenue Generation
  - ☐ Greater Productivity

Provide comments below that will assist in determining the value of the requested travel.

**Note:** Complete Page 1 and obtain approval prior to incurring costs *(Retain form until return)*  
Complete Page 2 and attach to Actual Travel Expense Form *(Completed form retained by  
Department's Finance and Administration Section)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

**CITY OF HAMILTON**  
**POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

**TRAVEL EVALUATION – PAGE 2**

(Complete this side of form and forward to Departmental F & A)

**Total Actual Cost:** \$ \_\_\_\_\_

Please provide explanation if actual cost is greater than 10% of estimated cost

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**Please rate the event (1 is very poor, 10 is excellent)**

Received value for money spent	1	2	3	4	5	6	7	8	9	10
Event content met expectations	1	2	3	4	5	6	7	8	9	10
Recommend future attendance for self or others		Yes	No							

Please provide one or more findings from your attendance at this event that should be shared with your fellow employees or senior management of the Department and Corporation.

--

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

**HALTON REGIONAL POLICE SERVICES BOARD  
POLICY MANUAL**

<b>Policy:</b>	Board Member Expenses	<b>Date of Issue:</b>	February 24, 2000
<b>Prepared by:</b>	Executive Director	<b>Revision Date:</b>	October 25 <sup>th</sup> , 2001
<b>Document No.:</b>	PSB-006	<b>Page:</b>	1 of 4

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The members of the Halton Regional Police Services Board attend various conferences, seminars and other meetings related to their duties with the Board. Funds are budgeted annually to allow for attendance of members at these functions. The Board is desirous of establishing guidelines for payment and reimbursement of expenses incurred.

The Halton Regional Police Services Board hereby adopts the following policy statements regarding attendance, payment and reimbursement of expenses incurred as a result of Board Members attending various conferences, seminars, meetings and other functions.

1. **Definitions**

- (a) "Event" includes conferences, seminars, meetings and other functions related to Police Services Board business;
- (b) "Expense Claim Form" means the form in use by the Halton Regional Police Service;
- (c) "Per Diem" means a daily allowance paid to cover expenses including meals, telephone calls, out of pocket expenses, gratuities, etc., incurred while attending a conference or seminar.
- (d) "Region" means the Regional Municipality of Halton.

2. **General**

- 2.1 Expenses incurred by a Board member will be reimbursed when a Board Member attends an Event.
- 2.2 If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy and convenience. Normally air/rail travel tickets will be arranged through the Board office, however, should it be necessary for a Board Member to make their own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased based on economy pricing.
- 2.3 Travel to Events will be based on the following modes of transportation:
  - (i) personal automobile;
  - (ii) public transportation;
  - (iii) economy airfare;
  - (iv) first class rail transportation.
- 2.4 Board Members shall be required to submit a short report to the Board upon their return from any conference. The report shall include highlights of sessions they attended. If more than one Member attends a conference, a joint report is acceptable.

3. **Conference Expenses**

- 3.1 A report shall be placed before the Board early each year outlining the dates and locations of annual conferences for the year. Board Members shall determine which Conference(s) they wish to attend. As details of other conferences arise, they shall be brought to the Board's attention.
- 3.2 Hotel accommodations will be booked by the Board staff; however, the Board member is responsible for the payment of the cost and will be reimbursed upon submission of the Expense Claim Form. An advance for the anticipated cost of the hotel accommodation shall be provided to the Member, if requested. Any difference will be reconciled on the Expense Claim Form.
- 3.3 Payment of expenses related to a spouse's attendance will not be allowed. Notwithstanding, if a spouse does attend a function with a Board member and an additional hotel room rate is applicable, reimbursement of double room occupancy rate will be provided.
- 3.4 Advances will be issued upon request to Board members to cover:
  - anticipated hotel charges,
  - per diem, if applicable.

If the Event is held in the United States, the advance shall be paid in U. S. funds.

- 3.5 All expense claims, including all required receipts, shall be submitted to the Board Office for reconciliation within fifteen (15) days of return. The Board Chairman shall review and approve all claims of Board Members. In the event of an expense claim by the Board Chairman, the Vice-Chairman shall review and approve the expense claim. Any claim in dispute, or where policy interpretation is required, shall be referred to the Board for review.
- 3.6 For Events held within a 100 kilometre radius of the residence of the Board Member and being one day in length, the Board shall cover:
  - (i) kilometrage at the current rate for use of personal automobile or the cost public transportation both ways;
  - (ii) registration cost for attendance;
  - (iii) cost of meals supported by receipts;
- 3.7 For Events held within a 100 kilometre radius of the residence of the Board Member and being one day in length with evening sessions or being more than one day in length, the Board shall cover:
  - (i) kilometrage at the current rate for use of personal automobile or the cost public transportation both ways;
  - (ii) registration cost for attendance;

- (iii) per diem allowance for the number of full days attended. No receipts are required. Part days will be on a pro-rata basis. The per diem rate shall be as determined by the Board from time to time;
- (iv) parking charges;
- (v) hotel accommodation at single rate;
- (vi) reasonable telephone calls supported by receipts when the per diem is not requested;
- (vii) alternate accommodation in lieu of hotel (family, friends, etc.) at a rate not to exceed \$50.00 per night for the duration of the event.

**3.8 For Events in excess of 100 kilometres from the residence of the Board member, the Board shall cover:**

- (i) actual travel costs to and from the event, or the cost of economy air fare based on an advanced booking rate, whichever is less;
- (ii) advanced bookings and other discount air fares can be used and usually require an extended stay to qualify for the reduced fare. Additional expenses incurred for such an extended stay for accommodation and meals will be paid provided that it is to the Board's advantage to do so;
- (iii) registration costs for attendance;
- (iv) per diem allowance for the number of full days attended. No receipts are required. Part days will be on a pro-rata basis. The per diem rate shall be as determined by the Board. One additional day for traveling is permitted, if required;
- (v) hotel accommodation at single rate;
- (vi) parking charges;
- (vii) reasonable telephone calls supported by receipts when the per diem is not requested;
- (viii) when ground transportation to and from an airport or hotel is required, payment will be reimbursed by the submission of receipts to up to a maximum of \$50.00 per trip;
- (ix) alternate accommodation in lieu of hotel (family, friends, etc.) at a rate not to exceed \$50.00 per night for the duration of the event;
- (x) Should a Board member decide to rent a car, which they feel essential to their needs at a function, then, at the Chairman's discretion the cost may become an expense. When a number of people are attending the same function, shared car rental will be observed to minimize the expense.



**HALTON REGIONAL POLICE SERVICES BOARD**  
**CONFERENCE ATTENDANCE REQUEST FORM**

Name of Conference: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Board Member's Name: \_\_\_\_\_

Spouse/Companion to be registered: ☐ Yes ☐ No

If yes, spouse/companion name: \_\_\_\_\_

**Travel Arrangements**

Type of Travel: ☐ Air ☐ Train ☐ Own Vehicle

Transportation to be arranged by Board Staff: ☐ Yes ☐ No

If Yes, date departing: \_\_\_\_\_

Date Returning: \_\_\_\_\_

Seating Preference: \_\_\_\_\_

Time for flights/train: Departing - ☐ Morning ☐ Afternoon ☐ Evening

Returning - ☐ Morning ☐ Afternoon ☐ Evening

If flying, which airport: ☐ Toronto ☐ Hamilton ☐ Doesn't matter

**Accommodations**

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Type of Room: ☐ Single ☐ Double

☐ Smoking ☐ Non-Smoking

**Other Information**

Advance required for Accommodations: ☐ Yes ☐ No

Per Diem being requested (if applicable) ☐ Yes ☐ No

**Additional Comments/Information:** \_\_\_\_\_  
(i.e. dietary, etc.)

## CHAPTER ONE: GOVERNANCE AND ADMINISTRATION

Table 12 – Policy Number: GA-12 – Policy Name: Board Member Travel and Expense Reimbursement

<b>GA-12 BOARD MEMBER TRAVEL AND EXPENSE REIMBURSEMENT</b>	
LEGISLATIVE REFERENCE / AUTHORITY	N/A
DATE APPROVED	27 October 2008
DATE REVIEWED	2008, 2010, 2013
DATE AMENDED	24 November 2008, 1 November 2010, 28 October 2013
DATE TO BE REVIEWED	2016
REPORTING REQUIREMENT	Periodic reporting to the Board on status of conference budget. Annual reporting on attendance at training events.

### BOARD POLICY

#### INTRODUCTION

The members of the Ottawa Police Services Board attend various conferences, seminars and other meetings related to their duties with the Board and in accordance with the Board Training Policy GA-3. Funds are budgeted annually to allow for attendance of members at these functions. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members attending functions related to their duties or training.

#### APPLICATION AND SCOPE

The Board Member Travel and Expense Reimbursement policy applies to members and administrative staff of the Ottawa Police Services Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sessions and meetings related to their duties with the Board.



## CHAPTER ONE: GOVERNANCE AND ADMINISTRATION

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### GUIDELINES

#### 1. General

- 1.1 Board members and Board staff will be reimbursed for eligible expenses as listed in section 3, incurred in the execution of their duties and for attendance at a Board-related conference, seminar, meeting or other event.
- 1.2 Reimbursement will be provided to Board members who travel by air, bus or train, personal vehicle or, with the approval of the Chair, a rented vehicle.
- 1.3 If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy and convenience. First class rail travel is permitted if the cost is comparable to economy airfare, otherwise all travel will be booked at economy fares if available.
- 1.4 Normally air/rail travel tickets will be arranged through the Board office, however, should it be necessary for a Board member to make their own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased.

#### 2. Conference Approval Process

- 2.1 Early in each year Board members will receive a document outlining the dates, locations and estimated cost of commonly attended annual conferences for that year so Board members can give thought to which conferences they would like to attend. Details of other conferences shall be brought to the Board's attention as they become available.
- 2.2 As each conference approaches, Board members will be asked to indicate their interest in attending and a report will subsequently be submitted to the Board at a public meeting requesting approval for those wishing to attend.
- 2.3 When time constraints do not allow for a report to go to the Board requesting approval for attendance at a conference, the Board Chair shall have the authority to authorize the attendance, including travel, of any person covered by this policy.
- 2.4 Board staff will ensure Board members approved for attendance at conferences are registered for the conference, and will book hotel

## CHAPTER ONE: GOVERNANCE AND ADMINISTRATION

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accommodations and make travel arrangements on behalf of Board members. If an expense has not been prepaid, the Board member is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Expense Claim Form.

- 2.5 An advance for anticipated costs associated with travel shall be provided to the member, if requested. Any difference will be reconciled on the Expense Claim Form. If the conference is in the United States, the travel advance will be paid in U.S. funds. Reimbursement will be paid at the rate of exchange on the date the expense was incurred.

### 3. Eligible Expenses

- 3.1 Board members will be reimbursed for:

- i) Registration costs.
- ii) Actual travel costs to and from the event, or the cost of economy airfare based on an advanced booking rate, whichever is less; original receipts required.
- iii) Should a Board member use their own vehicle for travel to and from the event, kilometre reimbursement will be in accordance with Treasury Board of Canada rates effective January 1 of the calendar year in which the travel is claimed, up to a maximum cost equal to that of economy airfare at an advanced booking rate.<sup>4</sup>
- iv) A per diem allowance to cover the costs of meals and miscellaneous personal expenses will be provided for the number of full days away, including the days of departure and return. No receipts are required. For partial days, meal allowances will be provided as appropriate. If meals are provided at the event attended, no meal allowances will be paid for those meals. The per diem and meal allowances shall be made in accordance with Treasury Board of Canada rates effective January 1 of the calendar year in which the travel is claimed.<sup>5</sup>
- v) Hotel accommodation at a single occupancy rate; original receipts required.

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<sup>4</sup> As per Board's Financial Accountability Procedures Manual, Annex 2, section 1.4 (By-law #1 of 2008)

## CHAPTER ONE: GOVERNANCE AND ADMINISTRATION

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- vi) Parking and ground transportation charges; original receipts required.
- vii) Reasonable telephone calls supported by receipts when the per diem is not claimed;
- viii) Should a Board member feel it is necessary to rent a car in order to attend an event, at the Chair's discretion the cost may be claimed as an expense. Original receipts are required.
- ix) 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.

### 4. Ineligible Expenses

- 4.1 Payment of expenses related to the attendance of any person other than the Board member (eg. Spouse, family member) will not be allowed.
- 4.2 Board members must pay for their own expenses related to social events not included in the conference registration fee, such as golf tournaments.
- 4.3 There shall be no reimbursement for any loss of personal effects that may occur while travelling on behalf of the Police Services Board.
- 4.4 Expenses connected with stopovers at resorts or other places while not on Board business will not be allowed for reimbursement unless it results in a lower cost to the Board.
- 4.5 Alcohol charges will not be reimbursed.

### 5. Expense Claims / Reimbursement

Approval and reimbursement of travel expense claims will be in accordance with the following procedures:

- 5.1 All expense claims, including required receipts, shall be submitted to the Board Office within ten (10) working days of the completion of travel.

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<sup>5</sup> As per Board's Financial Accountability Procedures Manual, Annex 2, section 2.1 (By-law #1 of 2008)

## **CHAPTER ONE: GOVERNANCE AND ADMINISTRATION**

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- 5.2 Claim forms must be signed by the Board Chair or his/her designate, except for claims submitted by the Board Chair, which must be signed by the Vice Chair or designate. Any claim in dispute shall be referred to the Board for review.
- 5.3 Signed claim forms will be submitted to the Board Executive Director for processing.

### **6. Monitoring and Reporting**

- 6.1 The Executive Director shall monitor conference expenditures and report on the balance remaining in the budget on a periodic basis.
- 6.2 Attendance at conferences, seminars and other events that constitute training will be reported in the Board's annual Training, Activity and Performance Report.

### **7. Other Applicable Provisions**

- 7.1 The provisions of this policy will take precedence over any other Board policy or by-law. However, should a circumstance arise that is not covered in this policy and there are provisions in the Board's Financial Accountability Procedures Manual that are applicable, the provisions of the Financial Accountability Procedures Manual will apply.



## BOARD EXPENSES AND TRAVEL PSB-FN-001

Effective Date: 2014/09/26

### Policy Statement

*It is the policy of the Regional Municipality of Peel Police Services Board that the policy requirements set out in this document shall form part of the Board Policies and the members and staff of the Board are hereby directed to comply with these requirements.*

### 1. Subject

The established guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board Members and Board staff attending functions and/or training related to their duties.

### 2. Policy

It is the policy of the Board that Board Member and Board staff shall be reimbursed for eligible expenses as provided for in this policy, incurred in carrying out their duties.

### 3. General

1. Sufficient monies will be allocated annually to the Peel Police Services Board budget to allow Board Members and staff to attend annual conferences such as the Ontario Association of Police Service Boards (OAPSB), Canadian Association of Police Governance (CAPG), and any additional conferences, workshops, seminars and other relevant events as appropriate. Should insufficient funds be available for all interested Board Members to attend, the Chair shall prioritize the attendance of the interested Members. The Executive Director shall prioritize the attendance of the interested Board staff.
2. Review and approval of claims for reimbursement of travel expenses shall be in accordance with Board policy # PSB-LG-003 *Delegated Signing Authority*.
3. Where an expense incurred by a Board member is not provided for in this policy, in determining whether to submit the claim, the Board member shall take into consideration the reasonableness of the expense and reimbursement, and whether it is in keeping with the spirit of the Board Member's *Code of Conduct Policy # PSB-AI-002*.
4. Board Chair, Members and/or Board staff attending meetings that relate to Board business may be reimbursed for all reasonable meal expenses, if meals are not provided. Where more than one Board member attends, the Chair and/or Executive Director must charge the meal and submit the expense. The names of all attendees must be listed on the receipt.

5. The purchase of alcohol at meals is not reimbursable except if:
  - a) it entails the hosting of an external guest(s)
  - b) it represents a special event such as honouring a retiring Board memberUnder any circumstance, the purchase of alcohol will be reasonable given the event/situation.
6. If the Board Chair or Executive Director denies any claim for reimbursement, or where policy interpretation is required, the matter may be submitted to the Board for final disposition.
7. Board members are required to purchase a black business jacket for attendance at Board meetings and Board/police related functions. The Board shall reimburse the member for the purchase of a business jacket at a reasonable cost and in addition, reimburse the member for the cost of the Board crest to be affixed to the jacket.

#### **4. Miscellaneous Board Expenses**

This section shall apply to meetings, events and/or functions that are **less than one day** in length and do not require an overnight stay:

1. In accordance to Regional Council approved recommendation 79-182-39 which states:

*"That the Region pay remuneration for expenses to Council appointees and Provincial Appointees to the Peel Police Services Board in the amount of \$100.00 per month."*

Board members shall receive \$100.00 per month to offset miscellaneous expenses incurred, such as local travel to and from Board meetings and other events within the Region of Peel.

2. Board Members or Board staff attending Board related meetings, events and/or functions outside of the Region of Peel are entitled to claim the following:
  - (a) Mileage to and from their residence to the location of the event, and/or public transportation, if used; (*refer to Appendix A*)
  - (b) Registration costs;
  - (c) Any parking or toll charges incurred;
  - (d) Cost of a meal (*refer to Appendix A*);
  - (e) Hotel accommodation, as determined by the Chair and/or Executive Director.
3. If a Board Member is appointed/elected to the Board of Directors for either the Ontario Association of Police Services Boards (OAPSB) or the Canadian Association of Police Boards (CAPG), or any Committees thereof, any claim for travel or other expenses incurred shall be submitted to the respective Association. In the event the Association does not reimburse the Member, the claim may be submitted to the Board for reimbursement. In order to be eligible for reimbursement by the Board, the Member's involvement in the Association must be sanctioned by the Board.
4. Any claim for reimbursement of expenses must be submitted on the Expense Claim form in use by the Region of Peel.

## **5. Travel Advances**

1. A travel advance of the applicable per diem may be requested, where pre-authorized by the Chair and/or Executive Director. (*refer to Appendix A*)
2. All prepayments made to Board members or staff attending an event or training, shall be recorded as an advance via a Cheque Request form, and must be cleared by a Business Expense Claim within sixty (60) days of the last day of the event.
3. Prepayments (ie. airfare, hotel deposits, registration) made on behalf of the Board member or staff attending the event shall be charged directly to the cost centre responsible for the expense.
4. The per diem rate will be provided for each full day of travel including the day of departure and return. Per diem allowances are only provided if Board members or Board staff travel outside the Region of Peel.

## **6. Conferences, Seminars, Workshops and Other Meetings**

This section relates to conferences, seminars or meetings one day or longer and requiring an overnight stay.

1. The Executive Director shall provide information to Board members regarding upcoming conferences, seminars or other meetings, which may be of interest to Board Members.
2. If a Board member is interested in attending a conference or seminar, they shall indicate their interest to the Executive Director at their earliest convenience.
3. The Board's annual operating budget will contain funds for the attendance of Board members at various conferences and seminars. However, should there be insufficient funds for all interested Board members to attend, the Board Chair shall prioritize the attendance of the interested members. The Executive Director shall prioritize the attendance of Board staff.

### **Travel Arrangements**

4. Travel to conferences, seminars and meetings will be based on the following modes of transportation:
  - (i) personal automobile;
  - (ii) public transportation;
  - (iii) economy airfare;
  - (iv) economy rail transportation.
5. If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy, flexibility and convenience. Normally air/rail travel tickets will be arranged through the Board office, however, should it be necessary for a Board member to make their own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the member for the ticket purchased based on economy pricing.

6. The cost of purchasing out-of-province medical insurance and travel cancellation insurance (if necessary) for a Board member or Board staff will be an eligible expense with the appropriate receipts.
7. Transportation and parking costs to and from airports are eligible expenses. Reimbursement claims will be made either based on mileage to and from the member's or staff member's residence to the airport and parking, or based on receipts for other modes of transportation such as taxi or airport service.

### **Accommodations**

9. Hotel accommodation will be booked by the Board staff; however, the Board member or staff member is responsible for the payment of the cost of the accommodation and will be reimbursed upon submission of the hotel receipt. Accommodation will be reimbursed at the single room rate including taxes or at the conference rate for the duration of the conference, seminar or meeting, plus one day travel, where necessary. This shall also include daily internet service fees if applicable.
10. In order to take advantage of a lower airfare, an additional night's accommodation may be appropriate provided it is to the Board's advantage to do so.

### **Miscellaneous Conference/Seminar Expenses**

11. While attending a conference or seminar, the Board member or staff member is entitled to submit a meal allowance claim to cover meals not provided at the conference or seminar. This is applicable only if the Board member has not been provided with a per diem advance. (*Refer to Appendix A*)
12. If a Board member or staff member seeks reimbursement for the meal allowance no receipts are necessary. If a Board member or staff member incurs expenses exceeding the total amount of the meal allowance or per diem, the Board and/or staff member may seek reimbursement for expenses which must be supported by receipts and provide a reasonable explanation for the claim.
13. A Board member or staff member may seek reimbursement for dry cleaning costs should in the course of attending a conference, seminar or other Board related business exceeds 5 days.
14. Should, in the course of air travel to a conference, seminar or other related Board meetings the Board member's or staff member's luggage is delayed or lost, the Board member or staff member may seek reimbursement for reasonable expenses incurred for the purchase of necessary toiletries and/or clothing.
15. All expense claims, including all required receipts, are to be submitted to the Board Office for reconciliation within thirty (30) days of return.



## 7. Ineligible Expenses

1. There shall be no reimbursement for expenses related to the attendance of a Board member or Board staff's companion and/or children at any event.
2. There shall be no reimbursement for any personal loss of property that may occur while travelling on behalf of the Board.
3. Board members and Board staff must pay for their own expenses related to social events not included in the conference registration fee such as golf tournaments.
4. There shall be no reimbursement for expenses connected with stopovers or other places while not on Board business.
5. There shall be no reimbursement for incidental expenses on hotel bills such as movie rentals.

## 8. Measurement Methods

The Chair and Executive Director shall ensure that all claims are valid, reasonable, and calculated correctly in accordance with the Board's policy prior to approving the claim for payment.

The Executive Director shall ensure the appropriate accounting and audit systems are in place.

## 9. Reporting

The Executive Director shall report to the Board on an exception basis. This applies to those circumstances where significant issues of potential liability to the Board or the member are known or are believed to exist.

## 10. Authority/Legislative Reference

Board Minute:63/14

**Replaces:** Conferences – Adopted 1993/02/19; Amended 1993/03/19 (*pages I-E-1 to I-E-4*)  
Conferences – Financial Report – Adopted 1981/08/08; Amended 1986/02/18 (*page I-E-5*)  
Conferences – Per Diem – Adopted 1981/10/15; Amended 1987/03/10 (*page I-E-6*)  
Conferences – Special Events – Adopted 1980/11/25 (*page I-E-7*)  
Remuneration- Board Members I-S-1

## 11. Linkage to Appropriate Police Service Directive/Regional Policy

Region of Peel Corporate Policy #F30-01,

**Review Date: Five Years**

## Appendix "A"

### 1. Per Diem:

The per diem allowance for travel on board business shall be in accordance with the Region of Peel's *Business Expense Accounts Policy No. F30-01* as amended.

### 2. Mileage:

Effective January 1 of the calendar year, the car allowance for using personal vehicles for board business shall be in accordance to the Region of Peel's *Business Expense Account Policy No. F30-01* as amended.



## TORONTO POLICE SERVICES BOARD

### BOARD MEMBER EXPENSE AND TRAVEL REIMBURSEMENT

<b>DATE APPROVED</b>	November 28, 2006	Minute No: P361/06
<b>DATE(S) AMENDED</b>	November 15, 2010	Minute No: P292/10
<b>DATE REVIEWED</b>	November 15, 2010	Minute No: P292/10
<b>REPORTING REQUIREMENT</b>	Chair to report to Board quarterly	
<b>LEGISLATION</b>	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).	
<b>DERIVATION</b>	Toronto City Council – Expense and Travel Reimbursement Policy Toronto Police Service Procedure 18-13	

It is the policy of the Toronto Police Services Board with respect to Board Members' expenses and travel reimbursement that all reasonable expenses incurred while tending to business authorized by the Board will be reimbursed.

#### Business Travel

1. Travel must be approved in advance by the Board in order for Board Members to claim reimbursement. On occasions where the need for travel arises unexpectedly and there is not sufficient time to seek Board approval, the Chair and Vice Chair may approve travel requests when the estimated cost of the travel is less than \$3,000 and funds are available in the approved operating budget;
2. Normally, travel arrangements will be made on behalf of Board Members by Board staff; however, on occasions when Board Members make their own arrangements reimbursement will be provided in accordance with this policy;
3. When combining personal travel with Board authorized business travel, Board Members will be reimbursed only for the portion of the travel costs that relate to the business travel;
4. When a Board Member uses a personal vehicle for business authorized by the Board, not including travel to and from Board meetings, the Board Member will be reimbursed mileage in accordance with the existing Toronto Police Service Senior Officers' Organization Collective Agreement. When choosing to travel by ground transportation, Board Members will be reimbursed for the lesser of the actual travel expense incurred or the estimated economy airfare cost, unless specific rationale and authorization has been given for

reimbursement at a higher rate. Travel mode should be the most economical conveniently available;

5. Board Members on business authorized by the Board who rent a vehicle, travel by train, bus or airplane, will be reimbursed for such travel expenses. Economy fares will be booked, if available. Vehicle rental must be approved by the Board or its designate at the time of booking travel. Receipts must be provided;
6. Board Members required to stay overnight at a destination outside the Greater Toronto Area ("GTA") while tending to business authorized by the Board, will be reimbursed for their accommodation costs. Receipts must be provided;
7. A per diem to cover the costs of meals and miscellaneous personal expenses will be provided for each day of travel including the day of departure and return. Reimbursement is equal to the per diem allowance provided for the Chief of Police and Command Officers. Currently, the allowance for reimbursement is \$75.00 Canadian funds or Canadian funds equivalent to \$75.00 U.S. (if the travel is outside Canada). Per diem allowances are only provided if Board Members travel outside the GTA and stay overnight outside the GTA. Receipts are not required for the reimbursement of per diem allowances; and
8. The cost of ground transportation, taxis, public transit, parking, costs to or from a terminal, and roadway tolls will be reimbursed. Receipts must be provided.

#### Conferences

In addition to the preceding items outlined in the business travel section of this policy the following will also apply to conference expenses.

9. Accommodation while attending conferences will be a standard room in the convention or conference hotel at the conference rate, if available, or standard accommodation in another hotel at an equivalent or lower cost;
10. Incidental expenses on hotel bills such as movie rentals and dry cleaning are the responsibility of Board Members and will not be reimbursed;
11. Board Members are responsible for making their own arrangements for companion programs at conferences;
12. Board Members must pay their own expenses for costs related to social events which are not included in an event's registration fee;
13. Where travel is extended for reasons not associated with business authorized by the Board, reimbursement will not be provided for the extended period;

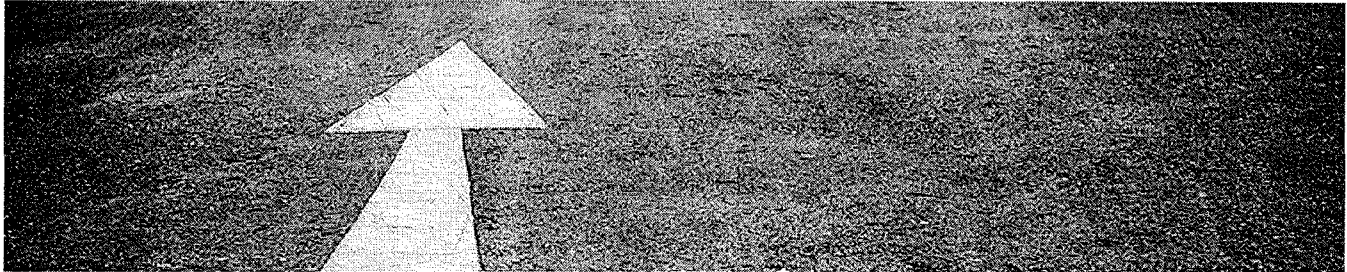
#### General Expenses

14. Board Members who are tending to business authorized by the Board that spans normal meal times may be reimbursed for all reasonable meal expenses, if meals are not provided. Receipts must be provided and the Chair, or the Vice Chair, as appropriate, must authorize the expense;
15. Charges for the purchase of alcoholic beverages will not be reimbursed;
16. Incidental childcare expenses incurred as a result of attending Board meetings or other authorized Board business may be reimbursed where the Board deems financial hardship would otherwise result. Receipts must be provided;
17. Upon request by a Board Member, travel costs to and from Board authorized meetings and events may be reimbursed by the Board. The travel mode selected should be the most economical conveniently available means of travel. Receipts must be provided, except for public transit fares;
18. All receipts with respect to travel must be submitted to Board staff within 10 business days of the completion of travel;
19. On occasions when Board Members are issued with a corporate charge card, expenses charged to a personal charge or credit card will not be reimbursed except in situations where a merchant declines to accept the corporate card; and
20. Claim forms must be signed, both by the Board Member making the claim and the Chair of the Board who is authorizing the claim, before submitting them for processing. In the case of the Chair, the Vice Chair must authorize claims.



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## Governance

# Conference Attendance And Travel Expense Policy

Policy No: 02/11

Effective Date: November 22, 2000

Amended: September 28, 2011

### Policy Statement

The members of the York Regional Police Services Board attend various conferences, seminars and other meetings related to their duties with the Board. Funds are budgeted annually to allow for attendance of members at these functions. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members and Board staff attending functions related to their duties or training.

Policy requirements set out in this document shall form part of the Police Services Board Policy Manual.

### 1. Application and Scope

The Conference Attendance and Travel Expense Policy applies to Police Services Board members and Police Services Board staff.

### 2. Purpose

This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members and Board staff attending functions related to their duties or training.

### 3. Principles/Guidelines

- › 3.1 Sufficient monies will be allocated annually to the Police Services Board budget to allow members and employees to attend the annual conferences of the Ontario Association of Police Services Boards, the Canadian Association of Police Boards, and other relevant conferences, as the Board deems appropriate.
- › 3.2 The most practical and economical arrangements for conference registration/ attendance, travel, meals and lodging shall be made.

- 3.3 To facilitate the sharing of information, members will provide a verbal report about highlights of the conference at the next scheduled Police Services Board meeting. The Executive Director will provide a written report.

#### 4. Conference Approval Process

- 4.1 The Chair of the Police Services Board shall have the authority to approve the attendance, including travel, of any person covered by this policy at any seminar, conference, convention, training session and business meeting deemed to be in the interest of the Police Services Board.
- 4.2 The Chair's authorization of such attendance shall be conditional upon funds being available in the annual operating budget or in the interim estimates of the Police Services Board.

#### 5. Travel Arrangements

- 5.1 Police Services Board members may make their own travel arrangements. Travel arrangements should be made as soon as possible in order to take advantage of the lowest fares.
- 5.2 When making travel arrangements at the request of a Board member, the Executive Director shall use the Board's credit card.
- 5.3 Board staff will register and book hotel accommodations for Board members.
- 5.4 Board members are responsible for making their own arrangements for companion programs at conferences.

#### 6. Eligible Expenses and Reimbursements

Approval and reimbursement of travel expense claims will be in accordance with the following procedures:

- 6.1 The cost of purchasing out-of-country medical insurance and travel cancellation insurance are allowable expenses with appropriate receipts.
- 6.2 The maximum coverage will be the premium for single coverage for the actual number of days on business.
- 6.3 The cost of privately arranged air travel insurance will not be reimbursed.
- 6.4 When combining personal travel with Board authorized business travel, Board members will be reimbursed only for the portion of the travel costs that relate to the business travel.
- 6.5 The per diem rate of \$75.00 is a daily allowance that covers the cost of all meals, gratuities, and all other miscellaneous travel expenses excluding the cost of registration, transportation, accommodation, and business telephone calls.
- 6.6 The per diem rate will be provided for each full day of travel including the day of departure and return. Per diem allowances are only provided if Board Members and Board staff travel outside the GTA and stay overnight outside the GTA. Receipts are not required for the reimbursement of per diem allowances. For partial days, a meal allowance will be paid for those meals.
- 6.7 Meal allowances shall be in accordance with the following guidelines: Breakfast \$12.00 Lunch \$15.00 Dinner \$35.00. Original receipts are required for reimbursement of meal allowances.

- 6.8 If meals are provided at the event or conference, no meal allowance or per diem shall be provided in accordance with the policy.
- 6.9 Meals expenses can be claimed for local meetings, seminars and training sessions if no meals are provided at the event.
- 6.10 Hotel accommodations shall be reimbursed at a single occupancy rate for a standard room in the conference hotel at the conference rate, if available, or standard accommodation in another hotel at an equivalent or lower cost, original receipts required.
- 6.11 Reimbursement for air or rail travel will be made at the rate for economy class.
- 6.12 If a Board member or Board staff chooses to drive their personal vehicle to the conference, kilometre reimbursement will be provided up to and no greater than the cost of an economy class airplane ticket and the cost of ground transportation to and from the airport.
- 6.13 Parking and ground transportation charges to and from the airport, train or bus stations, costs to or from a terminal and roadway tolls will be reimbursed. Original receipts required.
- 6.14 Upon request by a Board Member, travel costs to and from Board authorized meetings and events may be reimbursed by the Board.
- 6.15 Should a Board member or Board staff use their own vehicle for travel to and from a meeting or event, kilometre reimbursement will be provided at a rate of 0.52¢/KM or in accordance with the rate determined by Regional Council at that time.
- 6.16 Reasonable telephone calls supported by receipts may be claimed when the per diem is not claimed.
- 6.17 Rental cars will not normally be used in carrying out the business of the Board. In unusual circumstances, consultation should occur with the Board Chair.
- 6.18 The Board will reimburse the cost of purchasing travellers cheques and currency conversion charges with appropriate receipts. All expense claims shall be submitted in Canadian funds.

## 7. Ineligible Expenses

- 7.1 There shall be no reimbursement of expenses for Board members or Board staff attending regularly scheduled monthly Board Meetings.
- 7.2 There shall be no reimbursement of expenses incurred by those excluded by this policy, including the families and friends of Board members and Board employees.
- 7.3 There shall be no reimbursement for any personal loss of property that may occur while travelling on behalf of the Board.
- 7.4 Board members must pay for their own expenses related to social events not included in the conference registration fee such as Golf Tournaments.
- 7.5 Expenses connected with stopovers or other places while not on Board business will not be allowed for reimbursement.
- 7.6 Charges for alcoholic beverages will not be reimbursed.
- 7.7 Incidental expenses on hotel bills such as movie rentals and dry cleaning are the responsibility of Board Members and will not be reimbursed.
- 7.8 Where travel is extended for reasons not associated with business authorized by the Board, reimbursement will not be provided for the extended period.



## 8. Reimbursement Process

- 8.1 Complete, sign and submit the Personal Expense Claim Form (as appended). Complete Section A and/ or B as applicable and submit to the Executive Director for approval by the Chair, or in the absence of the Chair, the Vice-Chair. A member or employee of the Police Services Board cannot approve his or her own expense claims.
- 8.2 Attach original receipts and documents in support of expense claims, if not claiming full per diem.
- 8.3 Provide explanations for unusual circumstances which have incurred additional expenses.
- 8.4 Upon receiving the signed approval of the expense claim by the Chair/Vice-Chair, the Executive Director will forward the claim and accompanying receipts to the Manager of Financial Services, York Regional Police, who will ensure that a cheque is issued from the Region's Finance Department to the claimant in a timely manner.
- 8.5 For expenses to be reimbursed in a timely manner please ensure the following:
  - The Personal Expense Claim Form, including required receipts, shall be submitted to the Board Office within 10 working days of the completion of travel.
  - Claim forms must be signed, both by the Board Member making the claim and the Board Chair who is authorizing the claim, before submitting them for processing to Financial Services. In the case of the Chair, the Vice Chair must authorize claims.
- 8.6 There will be no travel advances issued by the Police Services Board.

## 9. Conference Account Monitoring and Reporting

- 9.1 Expenses incurred by members and employees of the Police Services Board for attendance at all events covered by this policy shall be charged to the Conference Account of the Board's annual operating budget.
- 9.2 The Conference Account is reported to the Board in the monthly Financial Statements Report.

## 10. Auditing Requirements

- 10.1 Reimbursements for travel expenses and other business-related expenses are subject to examination by internal and external auditors, including Revenue Canada.
- 10.2 If the Board reimburses expenses that are subsequently found not to comply with this policy, the individual member or employee will be required to repay such amounts to the Board.

Download Expense Claim Form  
([/usercontent/policies/PSB\\_Personal\\_Expense\\_Claim\\_Form.pdf](/usercontent/policies/PSB_Personal_Expense_Claim_Form.pdf))

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Next Board Meeting

Wednesday, January 25, 2017, 9:00 a.m.

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Board Meeting Highlights - October 26, 2016

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**HAMILTON POLICE SERVICES BOARD**  
**- INFORMATION -**


**DATE:** 2016 December 15  
**REPORT TO:** Chair and Members  
Hamilton Police Services Board  
**FROM:** Lois Morin  
Administrator  
**SUBJECT:** *Big 12 Police Services Board Training Policies*  
(PSB 16-138)

**BACKGROUND:**

At its meeting of November 17, 2016 the Board approved the following motion:

That the Administrator for the Board be directed to research and provide copies to the Board of Big 12 policy related to Board Training for discussion at the next meeting of the Board.

Following the meeting, research for policy of the Big 12 Police Services was completed. Attached for review and as requested are the policies with respect to Board Training for the Halton, Ottawa, Toronto and York Police Services Boards.

  
\_\_\_\_\_  
Lois Morin  
Administrator

/L. Morin

**Attachments:**

- Appendix "A" – Halton Regional Police Services Board Policy for Board Member Education and Training
- Appendix "B" – Ottawa Police Services Board Policy for Board Training
- Appendix "C" – Toronto Police Services Board Policy for Board Members: Training Requirements
- Appendix "D" – York Regional Police Services Board Policy for Governance Board Training and Orientation