Northumberland OPP Detachment Board Policy

Special Meeting and Assigned Work Remuneration/Expense Reimbursement

Policy No: 2024-3

Effective Date: April 1, 2024

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

1.1. This Policy governs remuneration and expense reimbursement for:

(a) recorded attendance at “approved special meetings”, and

(b) performance of other “assigned work”/” special projects” outside of such meetings,

provided that such special meetings and such assigned work/special projects are first approved by the Board or Board designate, all in accordance with this Policy.

2. Statutory Authority or References

2.1. None

3. Purpose

3.1. This Policy establishes key remuneration reporting/authorization requirements to ensure:

(a) compliance with best governance practices;

(b) accountability to the taxpayer; and

(c) efficient and consistent use of Board resources.

4. Scope

4.1. This Policy will apply to Board members and the Executive Assistant in the conduct of their duties.

5. Definitions

5.1. **“approved special meeting”** is a meeting of either the Board or a Board Committee, other than a regular monthly Board meeting, duly called under the by-law governing the proceedings of the Board from time to time.

5.2. **“assigned work”** is Board-related work approved and assigned by the Board from time to time at the Board’s direction and discretion, other than attendance at approved special meetings, but including special projects. Assigned work may be approved retroactively by the Board after it is performed; provided claims for such work shall not be submitted to, and approved by, the Board unless and until such retroactive approval is first obtained.

5.3. **“special projects”** are assigned work projects assigned by the Board to one or more members and/or the Executive Assistant for specific remuneration determined by the Board for the project. In

addition to remuneration set by the Board, special projects shall include a budget and target completion date, unless otherwise determined by the Board.

5.4. As defined herein.

6. Policy Guidelines

6.1. Subject to approval by the Board,

(a) remuneration for approved special meetings and assigned work shall be at the per diem rate of $100, less applicable remittances;

(b) remuneration for special projects shall be at the hourly rate of $70 for the Executive Assistant and at an hourly rate to be determined by the Board for members; and

(c) Expenses shall be reasonable out of pocket expenses, including parking and motor vehicle mileage.

For clarification, the per diem rate of $100 shall apply as a maximum, no matter how many meetings or assigned work activities occur during a calendar day.

6.2. Subject to paragraph 6.5 below, all claims for remuneration and expenses must be submitted to the Board for Board approval using the attached Remuneration and Expense Claim Form and claims for special projects must also include the attached Special Project Remuneration Timesheet. Claims/timesheets must be submitted within 6 months of the date the meeting occurred, or the assigned work was performed, or the expense was incurred, as the case may be. Claims received by the Board beyond this deadline may be considered at the Board's discretion.

6.3. Subject to paragraph 6.5 below, Remuneration and Expense Claims Forms and Special Project Remuneration Timesheets:

(a) in relation to approved special meetings, shall be prepared and submitted to the Board on behalf of the claimant by the Executive Assistant together with any expense receipts provided to the Executive Assistant by the claimant; and

(b) in relation to assigned work activities/special projects, shall be prepared and submitted to the Executive Assistant by the claimant together with any expense receipts.

6.4. Subject to paragraph 6.5 below, submitted Remuneration and Expense Claims Forms and Special Project Remuneration Timesheets shall be considered for approval by the Board at any duly constituted Board meeting. All Board decisions on such claims are final and binding. Only Board-approved claims/timesheets will be eligible for payment.

6.5. In the case of special projects, Remuneration and Expense Claim Forms and Special Project Remuneration Timesheets may be submitted to, and approved by, the Board Chair, as the Board's designate, to expedite payment between Board meetings, provided such Forms and Timesheets are reviewed and ratified by the Board at its next meeting.

6.6. The submission of Remuneration and Expense Claim Forms and Special Project Remuneration Timesheets Claims shall be limited to Board/Committee members and the Executive Assistant. All expense claims shall be accompanied by receipts and, in the case of mileage claims, a Google Map distance confirmation.

6.7. Once approved by the Board, or its designate, or by the Board Chair under paragraph 6.5 above, Remuneration and Expense Claim Forms and Special Project Remuneration Timesheets shall be signed by the Board Chair and submitted by the Executive Assistant for processing.

6.8. The Executive Assistant shall prepare and submit to the Board semi-annually a report including a summary chart by claimant showing all paid remuneration and expenses for the calendar year to date as per approved Remuneration and Expense Claim Forms and Special Project Remuneration Timesheets. The Executive Assistant shall use the attached template in preparing this report, which template may be revised from time to time by the Chair and Vice-Chair on written notice to the Board.

6.9. The Board shall include in its annual budget a reserve for expected remuneration and expenses claims, including special projects.

6.10. Notwithstanding any other provision of this Policy, no claim for remuneration or expenses or timesheets shall be submitted to, or approved by, the Board if the claim/timesheet relates to services/expenses for which the claimant has been otherwise paid or reimbursed by any municipality represented by the Board.

7. Review and Revision History

Revision Date	Description of Changes
April 1, 2024	Updated to reflect new CSPA

Approved and ratified by the Northumberland OPP Detachment Board effective April 1, 2024.

John Davison

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Chairperson

Lou Rinaldi

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Vice Chairperson

Northumberland OPP Detachment Board

Approved Remuneration/Expenses Claim Form

Number of per diem days claimed: day(s)

Total amount of per diems claimed: $ ($100 x per diem days)

Expenses Claim (receipts must be attached)

Date and Description of Expense

Date/Description:_____

Date/Description:_____

Date/Description:_____

Date/Description:_____

Date/Description:_____

Total Claim: **$**
Date Claim Submitted:

Claimant Signature:_____

NORTHUMBERLAND OPP DETACHMENT BOARD

SEMI ANNUAL REPORT - SPECIAL MEETING AND ASSIGNED WORK REMUNERATION/EXPENSE REIMBURSEMENT POLICY (s.9)

For the six months ending

Claimant	**Activity** (sp. mtg/as. work)	**Activity Date**	**Remuneration/Expense**	**Amount**	**Board Approval Date** (dd/mm/year)	**Payment Date** (dd/mm/year)

NORTHUMBERLAND OPP DETACHMENT BOARD

SPECIAL PROJECT REMUNERATION/EXPENSE TIMESHEET

Claimant Name:

Special Project Name:

Special Project Budget:

Special Project Hourly Rate: Executive Assistant ($..../hr); Member ($..../hr - TBD)

Remuneration

Date of Work Performed	Description of Work Performed	Total Hours	Remuneration Amount

Total Hours Submitted_____

Total Remuneration Submitted_____

Expenses Claim (receipts must be attached)

Date and Description of Expense

Date/Description:_____

Date/Description:_____

Total Expenses Submitted_____

Claimant Signature _____Date: _____

Board Chair Signature _____Date: _____