



Cobourg Police Services Board

FINANCIAL POLICY

1. Policy Statement:

- 1.1 The Cobourg Police Services Board is responsible for ensuring the effective and efficient management of the Cobourg Police Service and thus will establish certain policy to regulate financial reporting, financial control, procurement of goods and services, budgeting, and auditing in the Cobourg Police Service to fulfill this duty. This policy will follow as closely as practicable the financial policies of the Corporation of the Town of Cobourg.

2. Application:

- 2.1. This policy applies to the Police Services Board and the Chief of Police, or designate, and provides the foundation for further development of Cobourg Police Service operational policies and procedures. The policy is intended to ensure open competitive bidding on all acquisitions and disposal of goods and services where practicable; to ensure objective and equitable treatment of all vendors; and, to explore the avenues of cooperative purchasing of commodities commonly utilized by other Police Services and public sector agencies, including the Corporation of the Town of Cobourg, to realize cost savings of high-volume procurement.
- 2.2. This policy will align with the spirit of the financial policies of the Corporation of the Town of Cobourg.

3. Authority:

- 3.1. **Police Services Act**, 1990, sections 31(1) (c); 31(6); 39(1-5), 41.

4. Definitions:

- a) **Act**: Refers to the **Police Services Act, R.S.O. 1990** as amended from time to time.
- b) **Adequacy and Effectiveness of Police Services Regulation**: Means **O./Reg. 3/99** made under the **Police Services Act**.
- c) **Executive Assistant**: Refers to the individual functioning in the capacity of Secretary to the Board.
- d) **Bid**: Means a submission in response to a Bid Solicitation, and includes proposals, quotations, or responses.

- e) **Bid Solicitation:** Means the document issued by the Board or Service to solicit Bids from Bidders such as a Request for Proposals (RFP).
- f) **Board:** The Cobourg Police Services Board.
- g) **Capital Account:** The funds allocated by Council for a particular work or project approved in the municipal capital budgeting process.
- h) **Chair:** The Chair of the Cobourg Police Services Board.
- i) **Chief Financial Officer:** Refers to the Chief Financial Officer of the Cobourg Police Service
- j) **Chief of Police:** The Chief of the Cobourg Police Service.
- k) **Contract:** Means a commitment by the Board or Service for the procurement of deliverables from a supplier, which may be evidenced by an Agreement executed by the supplier and the Board or Service and/or a purchase order issued by the Board or Service to the supplier.
- l) **Council:** Council of the Corporation of the Town of Cobourg.
- m) **Designate or Designated:** Any member of the Service who has been properly designated by the Chief of Police or any member of the Board who has been designated by the Chair to fulfill a function under this Policy.
- n) **Donation:** The act of giving or bestowing a gift of monetary nature, physical goods, or services, which become irrevocable upon acceptance by the recipient.
- o) **Donor/Lender/Sponsor:** Any person or organization, whether for profit or not, which contributes physical goods or services to the Police Service.
- p) **Loan:** The temporary use of an asset, which reverts to the owner after a specific time-period.
- q) **Operational Account:** The funds allocated by Council for day-to-day operating expenditures approved in the budget process.
- r) **Police Cooperative Purchasing Group (PCPG):** An organization open to all police agencies in the province of Ontario to participate as a cooperative working group whereby fiscal responsibilities are achieved on police related commodities. Further dedicated to providing all PCPG agencies with effective, efficient solutions that meet appropriate safe, operational, financial, environmental, legislated, and technological needs. This will be achieved by exchanging information, standardizing common specifications, and developing cooperative agreements for procurement purposes.
- s) **Proposal:** An offer received from a supplier for the supply of Goods and/or Services, in response to a Request for Proposals, acceptance of which may be subject to further negotiation.
- t) **Quotation:** An offer received from a selected supplier for the supply of specific goods and/or services in response to a Request for Formal Quotations.

- u) **Request for Information (RFI):** A non-binding solicitation for input from interested parties with respect to a possible future procurement process. This is a common procurement practice used to obtain product/service details, comments, feedback, or reactions from potential suppliers/contractors prior to the issuing of a call for bid. A firm price or cost information is not required. Feedback may include best practices, industry standards, technology issues etc.
- v) **Request for Proposal (RFP):** A form of Bid Solicitation whereby the Service or Board invites potential suppliers and/or advertises for suppliers to submit proposals with respect to a particular project, or the supply of Goods and/or Services where the cost is expected to be greater than \$25,000.
- w) **Request for Quotation (RFQ):** A form of Bid Solicitation whereby the Service or Board publishes the specifications, terms, conditions, and details concerning the proposed Agreement. Selected suppliers are invited as opposed to an open advertisement to submit sealed Bids in response to detailed specifications. The cost is expected to be greater than \$25,000.00.
- x) **Request for Tenders (RFT):** A form of Bid Solicitation whereby the Service or Board publishes the specifications, terms, conditions, and details concerning the proposed Agreement and advertises for or invites suppliers to submit sealed Bids in response to detailed specifications. The cost is expected to be greater than \$25,000.00.
- y) **Service:** The Cobourg Police Service.
- z) **Sole Source:** A situation where there is only one known and unique supplier of the good(s) and/or service(s).
- aa) **Sponsorship:** A contribution to the Police Service towards paying for, in part or in full, a specific program or activity.
- bb) **Tender:** An offer received from a supplier for the supply of goods and/or services, in response to a Request for Tenders, the acceptance of which will result in the formation of a formal Agreement and/or a purchase order.
- cc) **Treasurer:** Refers to the Treasurer of the Corporation of the Town of Cobourg.

5. Budget Preparation and Approval:

- 5.1. Each year the Chief of Police shall submit detailed operating and capital budget estimates for the upcoming year and in addition, 3 to 5-year asset management forecasts.
- 5.2. Board members wishing to submit items or projects for inclusion in the Board's budget shall submit them to the Executive Assistant.
- 5.3. The operational budget shall be based on current, known, and projected human resource service costs for wages and benefits to meet authorized strength.
- 5.4. In a bargaining year, the Board shall ensure that the budget identifies the potential salary increase for the three collective agreements for the coming budget year. Such

notice will include projections based on current police settlements and/or public sector wage settlements, which are likely to influence the Board's three collective agreements. Any projected salary increase shall remain confidential by all parties until the Board, Cobourg Police Association and Cobourg Senior Officers Association ratify the new collective agreements.

- 5.5. The budget shall include all operating costs and revenues based on current operations, as well as identifying and including known requests and changes to operations that are forecasted for the following year. The budget shall include previously estimated current year-end positions for all accounts. All divisions of the Police Service shall be given an opportunity to submit requests for inclusion in the budget development.
- 5.6. The Board's Budget/Finance Committee shall review the draft operating and capital budgets, including sources of funds, with the Chief of Police and Chief Financial Officer.
- 5.7. Once the Committee is satisfied with the budget, it shall be reviewed by the Board at a meeting. In the review, Board Members shall satisfy themselves that the budget is sufficient to maintain the members of the Police Service and to provide the Service with the equipment and facilities to provide adequate and effective policing (**Act**, 1997). Once the Board Members are satisfied, the budget will be approved by motion and the Police Chief of Police will provide it to the Municipality.
- 5.8. The Board shall submit the budget estimates in a manner determined by Council in accordance with the **Act**, section 39(2).

6. Financial Control:

- 6.1. Once Council has approved the budget, expenditures from the operating accounts are fully approved. The Chief of Police or Designate has full authority to expend budgeted operating funds. The Board may suspend this general authority for items or accounts, as it deems necessary.
- 6.2. Capital purchases shall be made under the terms found in the MOU – May 2018, unless the Board directs otherwise. General exceptions can execute routine contracted services that overlap two or more fiscal years, or the ordering of vehicles to meet manufacturer timetables. The Chief of Police shall request that the Board approve any such advance capital purchases not included in the annual budget.
- 6.3. Should there be surplus funds within the budget at the end of the fiscal year, the Board shall instruct Council to transfer the surplus into a Reserve Fund, as specified by the Board.
- 6.4. Should an unanticipated expenditure cause a budget deficit, a report and recommendation will be submitted by the Chief of Police to the Board where alternative financing within the operating or capital budget is not possible. The Board will inform Council should alternative financing not be available.

7. Financial Reporting:

- 7.1. The Chief of Police shall cause quarterly financial reports to be submitted to Board, which identify expenditures in relation to the budget. The reports shall also include a summary of monies/revenues received by the Service.
- 7.2. The Board's Executive Assistant shall cause quarterly financial reports to be submitted identifying expenditures in relation to the Board's budget.
- 7.3. The reports to the Board shall include a written analysis that identifies any expenditure and shall identify any unusual activity that is likely to significantly alter the deficit/surplus position of the Service/Board.

8. Purchasing / Signing Authority:

- 8.1. All Board accounts shall be approved by the Chair and the Vice Chair.
- 8.2. All Board accounts submitted by the Vice-Chair and/or Members shall be approved by the Chair.
- 8.3. All Board accounts submitted by the Chair shall be approved by the Vice Chair.
- 8.4. All Board accounts submitted by the Executive Assistant shall be approved by the Chair or Vice-Chair.
- 8.5. The Chair or Designate will approve all personal expenditure accounts of the Chief of Police.
- 8.6. The Chair of the Board and Chief of Police may delegate the approval authority to address the temporary absence of individuals, or in other appropriate circumstances, to ensure the continued effective and efficient operation of the Board and/or the Service.
- 8.7. The Chief of Police and designates have full authority to approve payments for routine operation of the Service, of \$25,000 and under (including applicable taxes), providing sufficient funds are available in an approved budget.
- 8.8. All invoices for the Service exceeding \$25,000 shall be approved by the Chair or designate.
- 8.9. In keeping with this policy, the Chief of Police shall ensure that an operating policy is maintained setting out the approval process and spending practices of the Service.
- 8.10. The Chief of Police shall ensure procedures are in place respecting proper use of Police Service purchasing cards, or any such cards used for the acquisition of goods or services.
- 8.11. The Chair is the approved signature for all invoices charged to the Board corporate credit card. No personal purchases are to be charged to the Board's corporate credit card.

9. General Purchasing:

- 9.1. All acquisitions and purchases for goods and services shall be done in an impartial, unprejudiced, and transparent manner. All suppliers will be treated with respect and fairness.
- 9.2. The Chief of Police shall ensure that the following sections with respect to the purchasing policy are adhered to when purchasing goods or services or when initiating a Request for Quote (RFQ), Request for Proposal (RFP), Request for Tender (RFT) or when signing a contract. In instances where an item is being purchased and has been approved by the Board, the agreed upon price within the PCPG collective will have met the conditions of this article. A full report should be delivered to the Board for approval in advance of authorizing a purchase in this manner.
- 9.3. Single purchases of goods and/or services shall not be broken down into combinations of lesser value to allow by-passing of approval authorities set out in this policy.
- 9.4. Co-operative tendering is encouraged subject to the following conditions:
 - a) Only goods and services resulting in a cost reduction or same cost will be considered.
 - b) Control of ordering, receiving and payment process rest with the Service.
 - c) The Service may call a co-operative tender and shall call any co- operative tender in which the Service is the largest purchaser.
 - d) The Service shall retain the right to opt out of any co-operative tender if judged to be in the best interest of the Service. The Service shall exercise this right prior to the calling of the tender.
- 9.5. Purchases expected to cost more than \$5,000.00 and less than or equal to \$25,000.00 and are required on a one-time, non-repetitive basis require a minimum of three written quotes, unless authorized by the Board.
- 9.6. Legal services required by the Board shall be obtained, as needed.
- 9.7. Emergency:
 - a) Notwithstanding any of the provisions of this policy, should an emergency occur which, in the opinion of the Chief of Police or designate, constitutes imminent danger to life, limb, property, or the interruption of an essential service, material and/or services as may be required to remedy the emergency may be procured immediately and reported by the next working day to the Chair of the Board.
 - b) Where the cost of material purchased under the emergency circumstances exceeds \$25,000.00, the purchase shall be justified in writing and reported on at the next regular meeting of the Board.

10. Prohibitions:

- 10.1. No personal purchases shall be made by the Service for members of the Board, or for any Service members or their families.
- 10.2. No Service members or members of the Board shall purchase, negotiate to purchase, or offer to purchase, on behalf of the Service, any goods, or services, except in accordance with this policy.
- 10.3. All Board members, and members of the Service are expressly prohibited from accepting, directly or indirectly from any person, company, firm, or corporation to which any purchase order or contract is, or might be awarded, any rebate, sponsorship, gift, or money, except:
 - a) Gifts of a social or protocol nature (gifts of this nature having a value of \$100.00 or more will be reported to the Chief of Police).
 - b) Moderate hospitality during the normal course of business that would not significantly exceed what the Corporate Service would likely provide in return and would not be perceived by others as influencing the making of a business decision.
- 10.4. No Member of the Service or Board shall ask a supplier to alter the invoice date or shipping date from what would otherwise be shown to accommodate the Service's accounting needs.
- 10.5. No Member of the Service or Board, other than the designated official contact person who is identified in the bid solicitation document, shall discuss any aspect of the bid process with a prospective supplier from the time the document is first issued until such time as an award report has been prepared and submitted to the Chief or Board.
- 10.6. The splitting up of purchases and/or invoices.
- 10.7. Deviations from this policy may only occur with the approval of the Board.

11. Request for Information, Formal Quotes, Proposals and Tenders

11.1. General:

- a) A Request for Quote (RFQ), Request for Proposal (RFP) or Request for Tender (RFT) shall be used when the goods and/or services are expected to exceed \$25,000.00.

Exceptions include:

- i Co-operative item purchases
- ii Items dealing with security issues
- iii Sole source items
- iv Items falling under clause 9.7 (b) of this policy

- b) The Board's bid templates and if applicable, it is standard term contracts, will be used for this process.
- c) The Chief shall be responsible for issuing all bid solicitations for materials, equipment, supplies and services to be used by the Police Service.
- d) The Board shall be responsible for issuing all bid solicitations for materials, equipment, supplies and services to be used by the Board.
- e) All RFTs and RFPs shall be obtained by calling for sealed bids by advertising. The Service/Board may invite submissions from potential suppliers. All submissions shall be opened publicly at a time and place to be specified in the bid documents. The Chief of Police or designate(s) or the Chair or designate(s) shall open the submissions to read out the names of the Bidders and the total prices offered, excluding applicable taxes.
- f) Late bids and bids submitted in some other manner than stipulated in the proposal document will not be accepted and will be returned unopened.
- g) All firms conducting business for the Service and/or the Board must provide a current WSIB Clearance Certificate or proof of exemption prior to commencing work.
- h) The Chief of Police shall maintain a process for tendering and the preparation of tender documents.
- i) A Request for Information (RFI) can be used to build supplier interest and to see if there are enough suppliers to justify a full Bid Solicitation process. The RFI may request detailed information including but not limited to, company background, who the interested parties are, what they can offer and what they can do for the Service/Board.

11.2. Request for Quotation (RFQ)

- a) A Request for Quotation (RFQ) may be used when the cost is expected to exceed \$25,000.00 and it is possible to obtain competitive Bids based on precisely defined requirements for which a clear or single solution exists.
- b) Bids are normally obtained from a predetermined list of suppliers but may be supplemented by advertising as outlined in section 11.1 (f).
- c) Sealed bids are received and there is a public opening at a time and place to be specified in the bid documents. The Chief of Police or designate(s), the Chair or designate(s) shall open the submissions to read out the names of the Bidders and the total prices offered, excluding applicable taxes.
- d) A Board committee will evaluate and rank the submissions against the published decision criteria.
- e) The RFQ is typically based on a criterion-based assessment to the compliant bidder who satisfies all specifications/requirements in the RFQ document.

11.3. Request for Proposals (RFPs)

- a) A Request for Proposal (RFP) shall be used when the goods and/or services are expected to cost more than \$25,000.00, the end user does not have a precisely defined technical requirement and where there is no clear or single solution.
- b) Sealed bids are received and there is a public opening at a time and place to be specified in the bid documents. The Chief of Police or designate(s), Chair of the Board or designate(s) shall open the submissions to read out the names of the Bidders.
- c) The evaluation criteria are clearly identified in the RFP document. As price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents.
- d) A Board committee shall evaluate each proposal.
- e) The RFP process is designed to select the proposal that earns the highest score in accordance with the Evaluation Criteria.

11.4. A Request for Tenders (RFT)

- a) An RFT shall be used when the goods and/or services are expected to cost more than \$25,000.00 and it is possible to obtain competitive Bids based on precisely defined requirements for which a clear or single solution exists.
- b) The RFT is advertised online as outlined in clause 11.1 (f).
- c) Sealed bids are received and there is a public opening at a time and place to be specified in the bid documents. The Chief of Police or designate(s), the Chair or designate(s) shall open the submissions to read out the names of the Bidders and the total prices offered, excluding applicable taxes.
- d) The tender is typically based on a criterion-based assessment to the compliant Bidder who satisfies all specification/requirement included in the RFT.

12. Financial Audit:

- 12.1. The Service will make available all required documents for the purpose of complying with the annual municipal financial audit.

13. Disposal of Surplus Goods:

- 13.1. Property in Possession of the Service:

- a) All provisions pursuant to Part IX, sections 132, 133 and 134 of the **Act**, relating to the disposal of personal property, money and firearms coming in the possession of the Service shall apply.

- b) The Chief of Police may approve the retention of personal property coming into the possession of the Service and the following conditions shall apply:
 - i No personal gain will be made by the possession of the property by any member of the Service or Board.
 - ii The property will be of benefit to the Service in that similar property would have to be purchased at a greater cost to the Service; and
 - iii A record will be kept of the particulars of the property and the benefits of retaining the property rather than selling the property through public auction.

13.2. Surplus Goods:

- a) The Board and/or the Chief, shall have the authority to sell, exchange or otherwise dispose of all goods and chattels originally purchased by the Service and declared as surplus.
- b) If all efforts to dispose of goods for sale are unsuccessful, the items may be scrapped, recycled, or donated to a public agency or registered charity.
- c) Where it is deemed appropriate by the Board, a reserve price may be established.
- d) All sales in accordance with this section shall be subject to authorizations as follows:
 - i On items at fair-market value of \$15,000 or less, the Chief will authorize the sale.
 - ii On items at fair-market value over \$15,000, the Board will authorize the sale.
- e) Proceeds from the disposal of obsolete or surplus goods may be placed in the Unclaimed Goods Account or used to offset the cost of other capital assets or other appropriate account, as the Board determines.
- f) Motor vehicles shall be taken to auction or traded in when the trade in value is expected to exceed the amount to be received at auction.

13.3. No member of the Board or Service may bid on or benefit from any items offered for sale at the auction or sold by public tender.

14. Found Money:

14.1. Section 133 of the Act deals with money coming into the possession of the Police Service.

14.2. Found money is to be returned to the finder provided that:

- a) Three months have elapsed from the day the money came into the possession of the police service.

- b) The rightful owner cannot be identified.
 - c) If found on private property, the property owner does not wish to claim it.
 - d) If found on public property, the finder requests that the money be returned.
- 14.3. If three months have elapsed after the day the money came into possession of the police service, the owner has not claimed it and the finder does not ask for it to be returned, the money shall be deposited into the Unclaimed Goods Account.

15. Unclaimed Goods Account:

- 15.1. Section 132 of the **Act** provides that property which comes into the possession of a Police Service as a result of being stolen or abandoned or has been seized by a police officer and no court order exists regarding its disposition may be sold at the discretion of the Chief of Police.
- 15.2. In addition, section 132 sets out the right of a Police Services Board to retain the use of the proceeds of such sale, as well as money that comes into the possession of a Police Service in accordance with section 133 of the **Act**, for any purpose that it considers in the public interest. This policy sets out the circumstances under which such funds will be maintained, expended, and recorded.
- 15.3. Deposits and Expenditures
- a) The Cobourg Police Services Board will maintain an account which will be called the Unclaimed Goods Account to which all proceeds generated in accordance with sections 132 and 133 of the **Act** will be deposited.
 - b) All grants from the Unclaimed Goods account require a resolution of the Board prior to a cheque being written.
- 15.4. Designated Uses
- a) The Board shall direct the use of the Unclaimed Goods account funds according to the Vision and Mission Statement in the current Business Plan. Possible uses include:
 - i Community Policing Consultations, problem solving initiatives and promotion;
 - ii Awards and recognition programs.
 - iii Conferences, special Board and volunteer functions;
 - iv Rewards for major crimes.
 - v Initiatives benefiting vulnerable persons, children and/or youth and/or their families. initiatives should involve members of the Cobourg Police Service and reduce the need for policing intervention or strengthen the relationship between the Service and the community.

- vi Initiatives addressing violence prevention or the root causes of violence. Projects should involve members of the Cobourg Police Service;
 - vii Groups requesting funding must be locally based in Cobourg.
 - viii For any other purpose it considers to be in the public interest with preference for items that have an economic benefit to the community.
- b) Grants are not made to:
- i Support ongoing police operating funds;
 - ii Establish endowment funds;
 - iii Relieve normal capital costs.

15.5. Rules for Dealing with Requests

- a) Expenditures approved by the Board in any calendar year will not normally exceed the revenue received in the immediately preceding year.
- b) The Board may identify specific additional criteria in any year or decide not to consider any external grants in a given year.
- c) Financial assistance to any one organization may be approved on a decreasing basis annually, which will not exceed three (3) consecutive years of grants. This policy is not applicable to MOUs.

15.6. Procedure

- a) All requests for funding from the Unclaimed Goods Account must be received by the Board's Executive Assistant no later than 14 days prior to the regularly scheduled Board meeting. The Executive Assistant must prepare a detailed report for the Board.
- b) Agencies or individuals requesting use of these funds must include the following in their submission:
 - i Project mandate.
 - ii Specific amount of the request.
 - iii A detailed financial breakdown of how the funds will be used.
 - iv Total budget of the project, event, or item.
 - v List of other agencies have been asked to donate or sponsor the event.
 - vi Timeline of the event when the funds are needed and the expected completion date.

- vii How does the project, event or item fit with the Board's Unclaimed Goods Account criteria and designated uses as set out in section 15.4?
 - viii One or more letters of endorsement.
 - ix Applications for use of unclaimed goods funds will be received by the Board in closed session. The Board may request a presentation to gather additional information. All groups requesting funds will receive a written response.
- c) Grants will be announced in the next open session as well as correspondence with the applicants.
 - d) Groups receiving grants must submit a full report to the Board's Executive Assistant showing the Board how the grant money was used. This report should include a financial statement and be submitted within ninety (90) days following the conclusion of their project.
- 15.7. The Board Executive Assistant will maintain an account of all deposits and expenditures.
- 15.8. The Board Executive Assistant will report to the Board quarterly on all deposits and expenditures as well as the account balance.
- 15.9. All expenses associated with the receipt or disposal of unclaimed assets will be paid from the Unclaimed Goods account.

16. Corporate Services Account:

- 16.1. The Cobourg Police Services Board has approved a Criminal Information Request service for both community volunteers and third-party business clients including a fee structure which is subject to periodic review.
- 16.2. It is necessary to establish a policy governing the financial transactions for Corporate Services.
- 16.3. The Cobourg Police Services Board resolves as follows:
- a) The Business Services unit will fully absorb all direct costs associated with the activity including "fair share" management oversight as approved annually by the Board through established budgeting processes.
 - b) The Chief of Police or designate provide the Board with monthly financial statements recording the revenue, expenditures, gross profit, and operating profit.
 - c) The proceeds derived from Corporate Services be allocated pursuant to the clauses in the current PSB and TOC Memorandum of Understanding (May 2018). Those agreements are as follows:
 - i Business Services Reserve - An account to cover all projected liabilities associated with potential business unit wind down inclusive of

employment related costs, long term leases, liabilities, and disposal of hard and intangible assets.

ii Future Investment Reserve – An account to fuel future investments inclusive of:

- Contemporized/next generation capital equipment intended to increase policing efficiencies.
- Emerging technologies inclusive of hardware and software and associated analytics, incremental operating, and adoption costs (e.g., training on new technologies).
- Pilot projects and/or partnerships that may lead to targeted impacts and community benefits within defined and measured project parameters.
- Those that may poise the unit for further business management and expansion through broadened market penetration-inclusive of strategic planning, market research, new product, and resource development.
- Capital purchases including replacement vehicle fleet
- Investments in Information Technology Infrastructure
- Investments in Community Projects as deemed appropriate by the Board

ii Operating Emergency Reserve – An account intended to minimize the impact of taxation fluctuations in the case of an unforeseen situation of an urgent nature, presenting an unacceptable risk to the health and safety of persons or to property requiring an immediate expenditure of funds, or other operational expenses as deemed necessary by the Board The parties agree the reserve will grow, over 5 years, to an amount currently estimated at \$600,000 but in no case greater than 10% of the annual operating budget. Once established, and subject to potential withdrawals in the case of occurrence of its intended use, the reserve will be maintained annually. The operating emergency reserve is not intended to displace other reserves covering capital or development charges which themselves will remain independent for their intended purpose.

iii Building Reserve – An account intended to ensure that the Cobourg Police Service has provided for the inevitable need to invest in a new facility to guarantee continued service to the residents of Cobourg and to protect the value of other assets. Funds in this reserve can be used to cover any development charges payable to the Town of Cobourg (if applicable).

iv The Service will manage any annual operating surplus from our Business Services Division as follows:

1. A sum equal to 50% of the annual net operating surplus will be allocated to the Future Investment Reserve
2. A sum equal to 30% of the annual net operating surplus will be allocated to the Building Reserve
3. A sum equal to 10% of the annual net operating surplus will be allocated to the Business Services Reserve

4. A sum equal to 10% of the annual net operating surplus will be allocated to the Operating Emergency Reserve
 - d) Annually, potential use of all funds and reserves will be considered by the Board during the Police Service Operating and Capital budget processes. Proposed use of the Corporate Services funds will be supported by business analysis that outlines the anticipated policing efficiencies and/or business health and expansion as described in 2(b)-Future Investments. Movements of funds exceeding \$5000 will be affirmed by Board motion.
 - e) On a quarterly basis, the Police Services Board will receive for financial monitoring and further consideration:
 - i a report affirming the status of all reserve accounts including transactions and variances
 - ii recommendations to transfer funds from general revenue into interest bearing reserves or use of funds as may align with their agreed purpose
 - f) The Chief of Police be authorized to expend up to \$5,000.00 from the reserve account without Board approval and in consultation with the Board Chair for purposes outlined in 2(b)-Future Investments.
 - g) The Chief of Police, or designate, review the Corporate Services fee structure annually with the goal of maximizing profit in a competitive sector. Authority to respond to fluctuating market conditions is limited to 5%.
 - h) The Chief of Police, or designate, be responsible for the administration of the Corporate Services Division.
- 16.4. All prior policies of the Board regarding the Corporate Services Division, formerly known as the Criminal Information Request service, be rescinded.

17. Expense Claims

- 17.1. Should there be any question as to whether an event is covered by the Board policy, the Executive Assistant will refer the question to the Board for a decision.
- 17.2. Attendance at **local** events:
- a) Travel - No allowance
 - b) Accommodation - No allowance
 - c) Registration - Paid in Full
 - d) Meals - If meals are not included in the registration fee, meal expenses will be paid, receipts are required.
 - e) Personal items, such as liquor and similar items will not be allowed.
- 17.3. Attendance at **out-of-town** events:

- a) Travel – Use of service-issued (non-equipped) vehicle, pending availability. Paid kilometre rate, for use of personal vehicle, in accordance with the current Town of Cobourg mileage rate.
- b) Extended travel - Travel will be by the most economical means given practical considerations such as travel time, the number of participants etc. If air or train travel is required only the fare of the Police Services Board member/employee is paid.
- c) Accommodation - Paid for the Police Services Board member/employee only. If a double occupancy rate is charged, the difference is the responsibility of the Police Services Board member/employee.
- d) Registration - Paid in full for the Police Services Board member/employee.
- e) Meals - If not included in registration, meal expenses will be paid for the Police Services Board member/employee in full. Companion meals are the responsibility of the Police Services Board member/employee.
- f) Personal items such as liquor, in-room movies and similar items will not be allowed.
- g) Upon return from an event or conference, each attending member/employee of the Police Services Board will submit their expenses within 30 business days of the event accompanied by a brief written report, if requested.

17.4. All expenses that are referred to in the collective agreements shall apply.

18. Donations / Loans / Sponsorships

- 18.1. The Chief of Police, or designate, shall ensure that the donation, loan, or sponsorship supports and promotes the objectives and priorities of the Police Services Board. Further, it will provide a direct benefit to the community without causing the Police Service's priorities, impartiality, or objectivity to be compromised or brought into question.
- 18.2. The Chief of Police shall request Board approval for any donation, loan, or sponsorship, in excess of \$2500.
- 18.3. The donation/loan/sponsorship shall not commit the Police Service to additional resources as a result of the donation, unless agreed to by the Chief of Police or the Police Services Board.
- 18.4. With respect to Sponsors:
 - a) Their products and services should not have a negative impact on the environment.
 - b) Their public image must be favourable.
 - c) The Board shall consider whether the Sponsor is involved in the sale or distribution of tobacco or liquor, the nature of that involvement, and whether the nature of such involvement offends any aspect of public policy with respect to the above approval criteria.

- d) Where donations are accepted from the commercial enterprises, there shall be no advertising or other terms, which suggest an endorsement of the product, neither service nor any other preference to the donor.

18.5. If the Donor, Lender or Sponsor wishes to have a tax receipt, the Executive Assistant will contact the Town's Finance Department.

19. Delegation

19.1. It is recognized that, unless specifically expressed otherwise in this policy, the Chief of Police and Chair of the Board have the authority to delegate the obligations contained in this policy.

20. Independence of the Board

20.1. The Chief of Police will ensure that his/her actions and those of the Police Service do not diminish the independence of the Police Services Board. Accordingly, the Chief of Police will ensure that:

- a) All information tabled with Council or any of its committees with respect to the budgetary requirements of the Cobourg Police Service will be tabled and discussed with the Board first.
- b) If the Chief of Police appears before Council or any of its committees, he/she will be accompanied by the Board Chair or another Board member so designated, unless he/she is there for an administrative matter such as a zoning change which is within the purview of the Chief's responsibilities to obtain or to monitor Council or a Committee's discussions.

21. Administration

21.1. That this Financial Policy is hereby enacted by the Cobourg Police Services Board on this 17th day of December 2019 and shall take effect on this date. All reference to financial policy, previously enacted, shall be repealed. This policy is subject to a biennial review and approval by the Cobourg Police Service Board.

21.2 Date of last review, amendment, and approval – July 20, 2021

21.3 Next Review – July 2023



Dean Pepper, Chair
Cobourg Police Services Board

22. Amendment Log

Action	Date	Sections amended	Notes
Amendment	July 20, 2021	4-6, 8-9, 10, 11, 13, 16 and 21	Document reviewed by CFO Ramkissoo.