

**BY-LAW NO. 04  
A BY-LAW RESPECTING THE  
APPROVAL AND REIMBURSEMENT AND/OR PAYMENT OF PERSONAL  
EXPENSES INCURRED BY THE CHIEF OF POLICE**

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**Related BPS Procedures**

- [Procedure #48](#) – Employee Expenses

**1.0 Preamble**

1.1 WHEREAS subsection 31(1) of the ***Police Services Act*** provides that a Board is responsible for the provision of Police Services and for Law Enforcement and Crime Prevention in the Municipality and shall:

- 1.1.1 Generally determine after consultation with the Chief of Police, objectives and priorities with respect to the Police Service in the Municipality;
- 1.1.2 Establish priorities for the effective management of the Police Service, and
- 1.1.3 Direct the Chief of Police and monitor their performance.

1.2 AND whereas subsection 31(6) of the ***Police Services Act*** provides that the Board may, by By-Law, make rules for the effective management of the Police Service.

1.3 AND whereas ***O. Reg. 3/99*** prescribes standards for adequacy and effectiveness of Police Services.

**2.0 Definitions**

2.1 **Board** – shall mean the Barrie Police Services Board.

2.2 **BPS** – the acronym for the Barrie Police Service.

2.3 **Chair** – shall mean the Chair of the Barrie Police Services Board.

2.4 **Chief** – shall mean the Chief of Police.

**3.0 General**

- 3.1 The Chief's personal services contract provides for business and personal use of a vehicle and attendance at certain associations' conferences and seminars, as well as, routine travel and expenses relating to the duties of the Chief.
- 3.2 The guidelines for attendance, travel, eligible expenses in additions to those provided in the Chief's personal services contract are the same as those provided in BPS Policy and the Corporation of the City of Barrie Policy.

**4.0 Approval of Expenses**

- 4.1 The Chief's expenses will be approved by the Chair or their designate.

**5.0 Reimbursement of Expenses**

- 5.1 Every invoice must be accompanied by the [Expense Claim Form](#) as per BPS Procedure and signed by the Chair or designate and duly authorized.
- 5.1 Original itemized receipts/documents must be submitted no later than 10 working days after the first day of the month following the month when the expenses were incurred.
- 5.2 Completed documentation will be forwarded to the BPS Finance Manager for processing.
- 5.3 There will be no travel advances issued by the Board.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Administrator