



# Community Support and Recognition Fund

## PSB-FN-002

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Amended: 07/26/2002

Amended: 02/26/2010

Amended: 10/28/2011

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### Policy Statement

*It is the policy of the Regional Municipality of Peel Police Services Board that the Community Support and Recognition Fund (CSRF) be used to support and encourage participation of members of Peel Regional Police and the citizens of Peel Region in policing initiatives that promote positive community partnerships and enrich the quality of life in Peel Region, and advance the goals of the Board.*

*Policy requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to implement and comply with these requirements in the administration and operation of the Peel Regional Police.*

### 1. Statutory Authority

Sections 132(2) and 133(3) of the *Police Services Act* establishes that the Peel Police Services Board has sole authority for spending the proceeds from the sale of unclaimed personal property and money found and seized by the police service. The *Act* stipulates that “the chief of Police may cause the property to be sold, and the board may use the proceeds for any purpose that it considers in the public interest.”

### 2. Definitions

**high risk funds** – means seized funds from occurrences where charges were dismissed, withdrawn, stayed or acquitted, and no order of forfeiture was made.

**low risk funds** - means seized funds from occurrences where there is no existing proper order of forfeiture with respect to the disposition of funds, but there is a notation on the Court Information which indicates forfeiture without specifying to whom forfeiture falls.

**medium risk funds** – means seized funds from occurrences where there is no existing order of forfeiture, and convictions were registered on some but not all charges.

### 3. Fund Priorities

The Board will give preference to funding requests that fall into one of the following categories:

1. **Community Relations** – Intended to enable the Board/Service to purchase tickets or contribute donations for individuals officially representing the Police Services Board and/or Peel Regional Police at external organizations and/or fundraising events. The attendance and participation of Board and Service members at fundraising events for organizations that work closely with Peel Regional Police serves to demonstrate the Board's goodwill and community involvement.

2. **Board/Police Service Relations** – To assist members of the police service to participate in police-sponsored events, with the goal of enhancing the image of Peel Regional Police in other communities as well as Peel Region.
3. **Public Education/Awareness** – To provide funding to projects that assist the Board and/or police service in communicating to the general public information related to crime prevention, community policing or other public safety issues.
4. **Special Board/Police Requirements** – Intended to provide flexibility to the Board to fund one-time requirements associated with Board functions, such as the sponsorship of functions at police-related conferences, Board related conferences, or special meeting requirements outside of normal budgetary provisions.

#### 4. Fund Guidelines

- a) All requests for funding from the CSRF, not otherwise explicitly authorized by this policy, are to be considered on an item-by-item basis.
- b) The CSRF may be utilized to offer financial support for police service members, cadets and/or individuals, groups and/or organizations attending police oriented competitions. These items are to be considered through one single convener or organizer, with the setting of a global maximum of either \$300 or 20 per cent of total cost (travel, hotel and uniform), for each participant, whichever is less. (refer 3.3).
- c) The CSRF may be utilized to fund expenditures related to recognition of the work of Board Members and past service of Peel Police Service members;
- d) As required, community groups be advised that a condition of receiving funds is the filing of the previous year's annual audited statement.
- e) As required, recipients be advised that a condition of receiving the funds, the organization must be willing to make available, if requested, financial records indicating the disposition of the Board's contribution of the project or activity.
- f) Groups and organizations requesting funding must be based in Peel Region and organized along not-for-profit principles.

#### 5. Fund Limitations

- a) The Fund not be used for any item that would normally be funded through the Current or Capital budget for either the Board or the police service.
- b) The Board not commit to on-going programs, capital costs or administrative funding.
- c) The Board not commit to recurring donations or the ongoing funding of any community program or particular initiatives/projects. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board.
- d) Funds will not be used to support retroactive funding of events that have already taken place.

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- e) Funds will not be used to support any overtly political or partisan political event or activity.
  - f) Funds will not be used for capital costs or to cover a deficit from a previous year.
  - g) The Fund will not be used to provide any operating funds to any group or organization that has applied and received a response to its application from the Region of Peel for funding in the current calendar year.
  - h) The Board will attempt to maintain a maximum limit of **\$80,000** per annum for disbursements from the CSRF.

## **6. Fund Approvals**

- a) The Board is responsible for all funding approvals except as set out below.
- b) All approval of funding is subject to the availability of funds as outlined in this policy.
- c) The Executive Director has delegated Board approval for disbursements up to a limit of \$10,000 per request for the following:
  - Annual external audit of the CSRF;
  - Costs incurred by Finance to administer the CSRF;
  - External auction support; and
  - Part-time and overtime expenditures incurred by Police Evidentiary Property Bureau staff in providing direct service for auction preparation and auction support (direct support to be defined as support on the day of the auction)
- d) The Executive Director has delegated Board approval for disbursements from the CSRF up to a maximum of \$10,000 per request for the following:
  - Auction advertising;
  - Tickets for special functions, fundraising events for either the Board or its staff and/or police management consistent with funding guidelines of this policy; and
  - Discretionary disbursements, consistent with funding guidelines of this policy Board policy.
- e) Any disbursement amount exceeding \$10,000 will require Board approval.
- f) That effective January 01 of each year the amount of \$10,000 from the CSRF be disbursed to the Chief of Police for the purpose of allowing the Chief, Deputies and other police service employees, as per the Chief's approval, to purchase tickets to attend events where representation may advance the priorities of the Board and Police Service. This disbursement will be subject to a yearly audit.

## 7. Fund Administration:

- a) The Executive Director, under the direction of the Board, has primary responsibility for the CSRF.
- b) The CSRF will be audited annually by independent external auditors.
- c) Through the Chief of Police, the Peel Regional Police Director of Finance, is responsible for the accounting and day-to-day administration of the CSRF.
- d) Through the Chief of Police, the Director of Finance, shall ensure the appropriate procedures are in place for the collection, maintenance and disbursement of funds.
- e) Through the Chief of Police, the Peel Regional Police Director of Finance shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the Community Support and Recognition Fund.
- f) Through the Chief of Police, the Director of Finance and/or a designate shall evaluate the occurrences relating to seized funds to determine if the seized funds are high risk, medium risk or low risk.
- g) High risk funds be held in an interest-bearing "Restricted Fund" until such time as they are claimed or seven years expires.
- h) Medium risk and low risk funds be transferred to the main operating account within the Police Services Board's CSRF for purposes that comply with this policy.

## 8. Fund Reporting

On an annual basis, CSRF will be audited by an external auditor. The draft audited CSRF statements as completed by the external auditor, will be provided to the Board for review and approval. The draft audited CSRF statements will be placed on the public agenda. Once approved by the Board, the draft audited statements will be deemed final.

The Executive Director and/or through the Chief of Police, the Director of Finance shall also report on an exception basis. This applies to those circumstances where the handling of the CSRF has resulted in a circumstance which is detrimental to the Board and/or police service, or has resulted in significant issues of potential liability.

## 9. Authority/Legislative Reference

*Police Services Act*, Sections 132(2), 133(3)

Board Minute #87/00

Board Minute #131/02

Board Minute #29/10

Board Minute #74/11

Board Minute # 85 /17

**Supersedes:** Special Fund Policy – Adopted 2002/07/26 - PSB-FN-002/By-Law#170

**Replaces:** Grant Policy – Adopted 1988/09/13 ( I-K-5)

Board Minute #18/14

Board Minute #85/17

Board Minute #111 /17