

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	FIN-06
Policy Subject:	Administration of the Board Trust Fund
Date Approved:	February 26, 2015
Reporting Requirement	
Review Date:	

1. Legislative Authority:

Section 132 of the *Police Services Act* provides for the disposal of property either seized by a member of the Service in the lawful execution of their duties, or found and unclaimed by its owner.

Section 132 of the *Police Services Act* also provides that the property may be sold and the Board may use the proceeds for any purpose it considers in the public interest;

Section 133 of the *Police Services Act* also provides that money which is either seized by a member of the Service in the lawful execution of their duties, or found and unclaimed by its owner within three (3) months of it being seized or found, the Board may use the funds for any purpose it considers in the public interest;

Section 37 of the *Police Services Act* authorizes Police Services Boards to establish its own rules and procedures in performing its duties under the Act.

2. Definitions

2.1 In this policy,

- a) "Board" means the Regional Municipality of Halton Police Services Board;
- b) "Business Plan" means the document required to be prepared by the Police Service and the Board in accordance with the *Police Services Act*;
- c) "C.P.C. Resource Group" means committees comprised of citizen volunteers working in partnership with the Police Service to address community concerns that focus on crime prevention initiatives and quality of life issues;
- d) "Chair" means the member of the Board elected annually pursuant to Section 27 of the *Police Services Board*;
- e) "Chief" means the Chief of Police appointed by the Board;
- f) "Discretionary Fund" means a sum of money made available for either the Chief or the Board to approve funding requests from the Trust Fund based on the criteria set out in this policy;

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

- g) "Member" means an employee of the Police Service;
- h) "Police Service" means the Halton Regional Police Service;
- i) "Trust Fund" means the bank account maintained to deposit funds received in accordance with Sections 132 and 133 of the *Police Services Act*;

3. Board Policy:

- 3.1 It is the policy of the Board that:
 - a) a separate bank account be established for the administration of the proceeds generated pursuant to Sections 132 and 133 of the *Police Services Act*;
 - b) the bank account shall be known as the Trust Fund, and shall be managed using generally accepted accounting principles.

- 3.2 It is the policy of the Board that the funds in the Trust Fund established pursuant to Section 3.1 above shall be used for the following:
 - a) Rewards approved by the Board on recommendation of the Chief pursuant to By-law No. 96-2;
 - b) On an annual basis, an amount not to exceed \$10,000 to be utilized by the Chief for the sponsorship of charitable events and requests where the monies will be returned to the community which satisfy the terms of this policy. These funds are to be known as the Chief's Discretionary Fund;
 - c) On an annual basis, an amount not to exceed \$5,000 to be utilized by the Chair for the sponsorship of charitable events and requests where the monies will be returned to the community, which satisfy the terms of this policy. These funds are to be known as the Board's Discretionary Fund;
 - d) On an annual basis, an amount not to exceed \$5,000 to be utilized by the C.P.C. Resource Group to off-set development and operation of the committees;
 - e) Requests for funding from community groups and organizations, or
 - f) Any other purpose that Board considers to be in the public interest.

- 3.3 Any request made in excess of \$1,500 shall be submitted to the Board for consideration. Requests cannot be split between the two Discretionary Funds, or the project split for the same item in an attempt to avoid this limit.

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

- 3.4 It is the policy of the Police Services Board that requests for funding from the Trust Fund outlined in Sections 3.2 (b), (c), (d), (e) and (f) shall be considered based on the following principles and/or uses:
- i. Community Relations through involvement with Police Related Organizations
Intended to enable the purchase of tickets or for contributions to fundraising events. The attendance and participation of Board or Service Members at fundraising events for organizations that work closely with the Halton Regional Police Service serves to demonstrate the Board's goodwill and community involvement.
 - ii. Board/Police Service Relations
To assist Members of the Halton Regional Police Service or the Board to participate in police-sponsored events, with the goal of enhancing the image of the Halton Regional Police Service in other communities as well as at home.
 - iii. Public Education/Awareness
To provide funding to projects that will further initiatives consistent with the Halton Regional Police Service Mission Statement and current Business Plan related to Community Safety, or Outreach and Collaboration.
 - iv. Special Board Requirements
Intended to provide flexibility to fund requests associated with Board/Service responsibilities, such as the sponsorship of functions at police related conferences, or special meeting requirements outside of normal budgetary provisions.
- 3.5 It is the policy of the Board that requests for funding shall be subject to the following criteria:
- a) Groups and organizations requesting funding must operate consistent with not-for-profit principles.
 - b) Funding requests from Members of the Halton Regional Police Service will not be considered unless sponsored by the Chief.
 - c) The organization receiving funding must clearly provide a benefit for the Halton Regional Police Service, the Board or the residents of the Region of Halton.
 - d) The activities of the organization must support the Mission Statement and the Business Plan of the Halton Regional Police Service.
 - e) Use of the funds must not extend beyond the current fiscal year unless otherwise approved by the Board.
 - f) Funds cannot be used to cover a deficit from a previous year.
 - g) Funds will only be provided to the group directly responsible for the activity or project being funded.

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

- h) Upon request, an organization must provide financial statements for the previous year, and/or the budget documents for the current year,
- i) If a grant is approved, an accounting for the disposition of the contribution following completion of the project or activity shall be submitted.
- j) Upon request, an organization must provide details of any other grants received, denied or applied for during the previous and current year, and any fund raising initiatives underway or to be undertaken.
- k) Funds not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Board.

4. Restrictions

- 4.1 No Member of the Service (past or present) shall benefit personally from any approved funding unless funding is authorized pursuant to Section 3.4 (ii).
- 4.2 The Trust Fund shall not be used to fund:
 - any item included in the current operating or capital budget of the Police Service;
 - a deficit in the current operating or capital budget of the Police Service; or
 - political or partisan events or activities.

5. Reporting to the Board

- 5.1 The Chief shall ensure a report is submitted to the Board on a semi-annual basis which summarizes all deposits and withdrawals from the Trust Fund. In addition, a listing of all approved funding through the Discretionary Funds or approved directly by the Board shall be detailed. The report shall include the names of the organizations, the use of the approved funds and the amount of the grant.
- 5.2 Upon request from the Board, the Chief shall ensure an audit of the Trust Fund is carried out.