



GUELPH POLICE SERVICES BOARD

COMMUNITY ACCOUNT

POLICY STATEMENT:

Section 132 of the *Police Services Act* provides that property which comes into the possession of a police service as a result of being stolen or abandoned or that which 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. 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.

APPLICATION:

This policy applies to the Guelph Police Services Board, the Board Executive Assistant and the Chief of Police.

AUTHORITY:

Police Services Act, R.S.O. 1990 c.P.15

PROCEDURE:

1.0 Deposits and Expenditures

1.1 The Guelph Police Services Board will maintain an account which will be called the "Community Account" to which all proceeds for funds generated in accordance with sections 132 and 133 of the *Police Services Act* will be deposited.

1.2 Expenditures from the Community Account require a resolution from the Board.

2.0 Designated Uses

2.1 Community Account funds may be used by the Guelph Police Service and/or eligible Community organizations to undertake events or activities that address City of Guelph Community Safety and/or Wellness initiatives.

2.2 The Community Account may be used to fund the participation of Board members at community events and other special functions (e.g. tickets for retirements, testimonials).

2.3 Community Account funds may be used for purposes deemed to benefit the operations of the Guelph Police Service and will be considered by the Board on a specific item-by-item basis.

2.4 The Board may use Community Account funds to sponsor or co-sponsor workshops etc. related to Community Safety or Community Wellness, or other events that meet with the funding criteria and/or assist with actioning of directions laid out in the Guelph Police Service Business Plan.

2.5 The Board will not commit to funding ongoing programs/operations of an organization. Generally, the Board will only consider approving one donation per specific event for a qualifying organization per year.

3.0 *Application Process*

3.1 The Board Executive Assistant will interact with parties requesting funding to ensure they satisfy the following:

- a) An eligible Community Organization must be a not-for-profit organization; and
- b) The applicant organization will complete and submit the requisite application to the Board Executive Assistant in advance of the event to allow the Board to review and decide upon the request.

3.2 The Board Executive Assistant will screen all applications and bring forward those that are eligible for Board consideration.

4.0 *Financial Accountability*

4.1 The Board Executive Assistant will maintain an account of all deposits and expenditures.

4.2 The Board Executive Assistant will report quarterly to the Board all deposits and expenditures as well as the account balance.

4.3 The Board Executive Assistant will undertake to have the Community Account undergo a review engagement or audit annually and any costs incurred for such audit will be paid from this account.

4.4 The selection of the auditor will be done every three years and will be a fair, transparent and accountable process with three written or verbal quotations obtained, if possible. The subsequent recommendation will be taken to the full Board for approval. The Board may terminate any contract for non-performance of services.

ADDITIONAL REFERENCES: None

EVALUATION DATE: YEAR I OF IV

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April 21, 2005
April 01, 2009
May 19, 2011
July 18, 2013
May 15, 2014
June 15, 2017
June 21, 2018

CHAIR'S SIGNATURE:

