



## 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 proceeds of such sale, as well as money that comes into the possession of a police service in accordance with section 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 and Prohibited 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 Strategic 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.
- 2.6 Community Account funds will not be approved to:
- (a) Cover a Community Organizations accumulated deficit or debt; or
  - (b) Support political organizations, events or activities.
- 3.0 *Application and Review 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;
  - b) The requesting party is an authorized representative of the applicant organization to which funds would be payable; and
  - c) The applicant organization will complete and submit the requisite application (available on the Service's website) to the Board Executive Assistant in advance of the event to allow the Board sufficient time to evaluate and decide on the application.
- 3.2 The Board Executive Assistant will screen all applications and bring forward those that are eligible for Board consideration.
- 3.3 All applications for funding from the Community Account will be evaluated in a consistent and equitable manner in keeping with the designated uses criteria set out in section 2.
- 3.4 The Board will consider the impact of specific funding decisions on the overall financial status (i.e., health) of the Community Account when reviewing an application for funds.
- 4.0 *Return of Funds*
- 4.1 Applicants for Community Account funds must return any funds granted and not used for the intended purpose to the Guelph Police Services Board as agreed to on the application for funding. Where an event is cancelled or an initiative not undertaken, any funds that are recoverable by the applicant organization are to be returned to the Board for deposit back into the Community Account.
- 4.2 In order to promote adherence with subsection 4.1 of this policy the Board's Executive Assistant will liaise with Community Organizations granted funds from the Community Account in order to verify the funds were spent as intended and any funds subject to the return provision of subsection 4.1 are returned.
- 5.0 *Financial Accountability*
- 5.1 The Board Executive Assistant will maintain an account of all deposits and expenditures.
- 5.2 The Board Executive Assistant will report quarterly to the Board all deposits and expenditures as well as the account balance.
- 5.3 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.
- 5.4 A competitive selection of the auditor of the Community Account will be undertaken at least every five years and will be a fair, transparent and accountable process with three written or verbal quotations obtained, if possible. The Board's Finance Committee will bring a recommendation of appointment forward 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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May 15, 2014  
June 15, 2017  
June 21, 2018  
May 20, 2021  
May 27, 2021

**CHAIR'S SIGNATURE:**

A handwritten signature in black ink, appearing to read "Robert L. L. L.", written in a cursive style.