

## CHAPTER ONE: GOVERNANCE AND ADMINISTRATION

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Table 7 – Policy Number: GA-7 – Policy Name: Board Discretionary Fund

<b>GA-7 BOARD DISCRETIONARY FUND</b>	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Police Services Act, section 37</i>
DATE APPROVED	11 May 1998
DATE REVIEWED	2003, 2007, 2010, 2013, 2017
DATES AMENDED	1 May 2003, 01 November 2010, 28 October 2013
DATE TO BE REVIEWED	2020
REPORTING REQUIREMENT	Annual report to Board in December

### LEGISLATIVE REFERENCE / AUTHORITY

Section 37 of the *Police Services Act* states that the board shall establish its own rules and procedures in performing its duties under the *Act*. This policy was created to provide direction to the Board in allocating discretionary funds at its disposal.

### BOARD POLICY

#### INTRODUCTION

The Ottawa Police Services Board has discretionary funds within its Budget to be used for such purposes as: purchasing tickets or making donations to fundraising events held by organizations working closely with the Police Service; funding members of the Police Service to participate in police-sponsored events; or contributing to programs/projects that further the work of the Police Service in the areas of crime prevention, community policing or other public safety initiatives.

#### GOAL

To establish a Discretionary Fund Policy, consisting of a set of guidelines that identifies recognized funding priorities to assist the Board in allocating the discretionary funds contained within the Board's budget. The guidelines need not limit the Board in its funding of unique projects/functions, but would provide some consistency and rationale in dealing with funding requests that come before the Board for consideration.

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## PRIORITIES

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

- Community Relations through Involvement with Police-Related Organizations

Intended to enable the Board to purchase tickets or contribute donations to fundraising events. The attendance and participation of Board members at fundraising events for organizations that work closely with the Ottawa Police Service serves to demonstrate the Board's goodwill and community involvement.

For this funding priority, the Board Chair shall have delegated authority to approve expenditures up to \$1,500 from organizations that the Board has a history of supporting. Other requests will require Board approval.

- 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 the Ottawa Police Service in other communities as well as at home.

- Public Education/Awareness

To provide funding to projects outside of routine advertisements and the approved Communications Strategy of the Police Service, that assist the Board in communicating to the general public information related to crime prevention, community policing or other public safety issues.

- Special Board Requirements

Intended to provide flexibility to the Board to fund one-time requirements associated with Board functions, such as the sponsorship of functions at board-related conferences, or special meeting requirements outside of normal budgetary provisions.

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### ELIGIBILITY CRITERIA

- Groups and organizations requesting funding must be based in Ottawa and organized along not-for-profit principles. Funding requests from individuals will not be considered.
- The organization receiving funding must clearly provide a benefit for the Ottawa Police Service and the community.
- The activities of the organization must reflect the Mission Statement of the Ottawa Police Service.
- Use of the funds must not extend beyond the current fiscal year.
- Funds cannot be used to cover a deficit from a previous year.
- Funds will only be provided to the group directly responsible for the activity or project being funded.
- As a condition of funding, the organization must be willing to make available, if requested, financial records indicating the disposition of the Board's contribution to the project or activity.
- Funds not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Board.

### REPORTING AND ANNUAL REVIEW

The Board Executive Director shall prepare and submit an annual report to the Board that will summarize for the completed fiscal year all requests for grants and those approved by the Board. This report shall be submitted to coincide with the annual Police budget review. At this time the Board will review the policy to ensure that the funding priorities and criteria remain reasonable and reflective of the Board's own priorities.