

The Regional Municipality of York Police Services Board

Public Board Meeting
October 25, 2023

Report of the Interim Executive Director

Public Relations Reserve Fund Policy and Application Process

1. Recommendations

1. That the Board approve the proposed funding application review process for the disbursement of monies from the Public Relations Reserve Fund.
2. That the Board approve amendments to the Board's Public Relations Reserve Fund Policy No. 08//08 to reflect the inclusion of the proposed funding application review process and the criteria for funding.

2. Summary

This report summarizes the review of the [Public Relations Reserve Fund Policy No. 08/08](#) and the proposed funding review process.

3. Background

The Public Relations Reserve Fund Policy is the result of provisions in the *Police Services Act* that allow for found monies to be directed to uses that are in the public interest.

Sections 132(2) and 133(3) of the *Police Services Act* (Act) give police services boards the authority to use the proceeds from the sale of unclaimed personal property and money found and seized by the police service for any purpose that it considers in the public interest. In accordance with this statutory authority, the York Region Police Services Board (Board) established the Public Relations Reserve Fund (PR Fund).

At its meeting on April 26, 2023 the Board received the report "[Proposal for use of Public Relations Reserve Funds](#)" that proposed a review of the Public Relations Reserve Fund Policy No. 08/08 (Policy). The Board requested that staff review the Policy and report back to the Board with the results of the review and proposed actions to be taken.

4. Policy Review Outcome

The review proposes that an application be implemented to formalize the funding review process and establish fixed deadlines to allow for proper consideration of funding requests

The text of the Policy was found to provide the necessary guidance for disbursing funds with enough flexibility to allow the Board to consider requests that may not strictly meet all of the funding criteria.

The review found that funding requests are often received with little information and on short notice. The financial disbursements are well managed and tracked, but there is currently no post-funding accountability mechanism to demonstrate the impact to the recipient and the wider goal of community safety.

To effectively manage and track incoming funding requests an application process communicates to prospective applicants' information requirements, funding criteria and application deadlines to ensure receipt of information and documentation that supports informed decision making on the part of the Board when disbursing funds.

5. Application and Review Process

Fiscal oversight is one component of the Board's responsibility and adopting the proposed application process would bring the PR Fund review in line with the standard practice funding organizations.

The current process was based on receipt of a request often as a letter and some additional information to aid in the review of the funding proposition and no timelines for review and decisions. The proposed application process would give prospective applicants primary criteria to qualify for funding and deadlines for applying and when decisions would be communicated.

Organizations that deliver programs, services and events often plan their activities and forecast their funding needs in advance. Their budgets taking into account the various sources of funding available to support their activities and if there is a requirement to apply for funds. The application process would bring the Board's PR Fund review process in line with the standard practices for grant funding organizations.

The proposed application process offers the opportunity for the Board to review community needs and seek to address those gaps through strategic advocacy and stakeholder engagement.

As community needs have grown so have funding requests to organizations with funding programs. The Board, through its PR Fund is unique in that the disbursements under this increase its understanding of the wide range of needs serviced through YRP and to exercise

its governance role by engaging with community partners and stakeholders in strategic advocacy to appropriately address gaps currently being filled by police services.

Attachment 1 is the proposed application form which includes the eligibility criteria, information requirements, application guidelines and submission deadlines with decision dates set for specific Board meetings. The Policy in Attachment 2 includes amendments that incorporate these deadlines, the eligibility criteria and consequential amendments to ensure cohesion between the Policy and the Application and the proposed process.

Table 1: Proposed Application Deadlines and Decision Dates

Application Deadline	Board Meeting for Decision
2 nd Monday in November	January
2 nd Monday in March	April
1 st Monday in May	June
2 nd Monday in September	October

6. Financial

There are no financial impacts associated with the implementation of the recommendations in this report.

7. Conclusion

The PR Fund is intended to be used for any purpose the Board considers in the public interest and the recommendations in this report will support the Board's efforts to respond to community needs through the implementation and administration of a consistent funding application review process. The proposed process and the policy changes will take effect upon Board approval and the first application submission under this proposed process will be considered at the January 2024 meeting of the Board.

Approved for Submission: Anitra Basant Sisavang
Interim Executive Director