



York Regional Police Services Board

Public Relations Reserve Fund Policy

Policy No. 08/23

Date Approved:	July 26, 2000
Dates Amended:	October 25, 2023
Reporting Requirement:	Semi-Annually
Legislative Authority:	Section 132 and 133 of the <i>Police Services Act</i> .

1. POLICY STATEMENT

It is the policy of the Regional Municipality of York Police Services Board that the Public Relations Fund be used to support and encourage the participation of members of York Regional Police and citizens of York Region in policing and justice initiatives that promote positive community partnerships and enrich the quality of life in York Region.

And further, it is the policy of the Police Services Board that all expenditures related to requests for financial assistance be made within the limits of its Public Relations Reserve Fund, and satisfy the Eligibility Criteria and Funding Guidelines outlined in this policy document.

Policy requirements set out in this document shall form part of the Police Services Board Policy Manual and the Chief of Police shall comply with these requirements in directing the York Regional Police.

2. STATUTORY AUTHORITY

2.1 Section 132 and 133 of the *Police Services 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.

2.2 Pursuant to its statutory authority, the Board has established the *Public Relations Reserve Fund* to be used in accordance with this policy.

2.3 Any unused monies in the *Public Relations Reserve Fund* shall be carried forward in the Board's Operating Budget to the next fiscal year.

3. GOALS

3.1 To support participation by members of YRP and citizens in York Region in community events, activities and fundraisers.

3.2 To increase public understanding of community-based policing and police understanding of citizens' needs and interests.

3.3 To respond to community needs and to promote local identity, vitality and quality of life within York Region.

3.4 To build effective partnerships between York Regional Police and other stakeholders in the criminal justice system in Ontario.

4. OBJECTIVES

4.1 To evaluate all funding requests equitably and consistently.

4.2 To provide limited funding to eligible applicants.

4.3 To ensure value for funding that creates a positive impact for the community through service, education and governance programming.

4.4 To recognize the continual efforts of the Board, YRP and the community at large to improve the quality of life in York Region.

5. ELIGIBILITY CRITERIA

5.1 Priority will be given to requests that directly support the delivery of programming and services that are consistent with the following areas of focus:

- a) Community Partnership: agencies or organizations that work with YRP to provide a variety of interventional support and support services throughout York Region, including but not limited to programs that are provided by: shelters, food banks and victim support.
- b) Governance and Justice: Activities and initiatives that grow the knowledge, skills and capacity of police services boards, police services and members of the justice community to better serve their communities. This includes educational conferences and events, activities that support the sharing and collective development of best practices in governance and the engagement of community stakeholders to support improvements in community policing and governance.
- c) Special Events: Activities where the Board and/or YRP are the host, are active organizing participants, or visibly demonstrate support for the Board, YRP and community partners through fundraising or recognition initiatives.

5.2 Applicants should be able to demonstrate many of the following competencies and attributes

- a) Proven ability to carry out the activity and achieve the desired results.
- b) Significant need for Board funding.
- c) Capacity to manage the requested funds in accordance with sound financial management policies and practices.
- d) Provides programming and opportunities that increase community safety and equitably supports the needs of the diverse communities with York Region.
- e) Supports co-operative initiatives between the Board, YRP and the wider York Region community.
- f) Supports public awareness and knowledge of community policing and justice initiatives locally, provincially and nationally.
- g) Involves multiple community stakeholders in planning and implementing the activity.
- h) Recognizes the work of members of the Board, YRP and their community partners.

5.3 Project Experience/Financial Criteria

- a) Proven ability to carry out the activity and achieve the desired results.
- b) Significant need for Police Services Board funding.
- c) Capacity to manage the requested funds in accordance with sound financial management policies and practices.

6. FUNDING GUIDELINES

6.1 All requests for financial support must be made in writing to the Police Services Board.

6.2 Priority will be given to those requests that are consistent with the operational priorities governed by the York Regional Police Strategic Plan.

6.3 Recipients of financial support shall only use funds for the purpose approved by the Police Services Board.

6.4 The Police Services Board shall advise community groups that a condition of receiving financial support is the filing of the previous year's annual audited statement.

6.5 The Police Services Board shall advise applicants that the approval of the financial assistance is conditional upon the applicants agreeing to submit a report to the Police Services Board accounting for the use of the funds consistent with their authorized purpose and the return of any unexpended monies to the Board within 30 days following completion of the event/activity.

6.6 The financial contribution of the Police Services Board must be acknowledged in marketing and promotional materials.

7. LIMITATIONS OF PUBLIC RELATIONS RESERVE FUND

7.1 The Fund will not be used:

- a) for any item funded through the current or capital budget of the Board or York Regional Police;
- b) to cover an accumulated deficit;
- c) to support political events or activities;
- d) for capital costs; and
- e) under normal circumstances, as additional support of any group or organization that has received funding from the Regional Municipality of York in the current fiscal year.

The Police Services Board does not commit to ongoing funding of or recurring donations to any community program or activity. Recipients cannot expect that subsequent requests for financial support will be approved automatically by the Board.

8. FUNDING APPROVAL

8.1 The Police Services Board is responsible for approving all requests for financial support from the Public Relations Reserve Fund.

8.2 The Police Services Board will not commit to a single disbursement over \$5,000.00 without considering the effect of such a disbursement on the balance of the Public Relations Reserve Fund.

8.3 The approval of funding for a particular purpose shall not be considered a binding precedent on the Police Services Board.

9. FUND ADMINISTRATION/REPORTING

9.1 The Manager of Financial Services or designee, York Regional Police, shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the *Public Relations Reserve Fund*.

9.2 In consultation with the Manager of Financial Services or designee, York Regional Police, the Executive Director, Police Services Board, shall monitor expenditures and shall report semi-annually all activity in the *Public Relations Reserve Fund*, including revenue, disbursements and balance.

10. FUNDING DEADLINES AND APPLICATION

10.1 All requests for funding must be made to the Board through the:

- a) completion of the application form
- b) provision of all supplementary information required in the application and
- c) additional information that strengthens the merit of the request for funding.

10.2 The Board will consider applications at the public meetings as set out in the below table:

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

- 10.3 Recipients of funding will only use funds for the purpose approved by the Board.
- 10.4 Funding is conditional upon the applicant agreeing to submit a report to the Board on the use of the funds consistent with their authorized purpose and the return of any unexpended monies to the Board within 60 days following completion of the event/activity.
- 10.5 The financial contribution of the Board must be acknowledged in marketing, and promotional materials including any media communication that may be used to promote the program, project or event that has received Board funding. The Board requests that it be provided prior notice of any media and marketing information to be circulated.

Wayne Emmerson
Board Chair

Anitra Basant Sisavang
Interim Executive Director