



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD TRUST FUND	<b>NUMBER:</b> PSB009
<b>ORIGINATING DATE:</b> April 12, 2010	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual or as requested by the Board.	

### 1.0 **GENERAL**

- 1.1 The Greater Sudbury Police Service Board maintains a Trust Fund to deposit funds received pursuant to Sections 258 and 259 of the *Community Safety and Policing Act* to be used for any purpose the Board considers is in the public interest, including for such charitable events as the Board deems suitable.
- 1.2 The Trust Fund was established through the *City of Greater Sudbury's By-Law 2020-56* which Establishes and Continue Reserves, Reserve Funds and Trust Funds.
- 1.3 This policy establishes the guidelines that shall be utilized by the Board when considering requests for funding from the Trust Fund.

### 2.0 **FUNDING REQUESTS**

- 2.1 The Board shall give preference to funding requests that fall into one of the following categories:
  - a. **Community Relations through Involvement with Police-Related Organizations:**  
Intended to enable the Board/Service to purchase tickets or contribute donations to fundraising events. The attendance and participation of the Board and Service members at fundraising events for organizations that work closely with the Greater Sudbury Police Service serves to demonstrate the Board's goodwill and community involvement;

b. **Board/Police Service Relations:**

To assist members of the Service to participate in police sponsored events, with the goal of enhancing the image of the Service in other communities as well as in the Sudbury community;

c. **Public Education/Awareness:**

To provide funding to projects that assist the Board and/or the Service in communicating to the general public information related to crime prevention, community policing or other public safety issues;

d. **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 of police-related conferences or special meeting requirements outside of normal budgetary provisions.

### **3.0 ELIGIBILITY CRITERIA**

3.1 All requests for funding shall be considered on an item-by-item basis.

3.2 Requests must reflect initiatives by members of the Police Service or by the Service itself.

3.3 The Organization receiving the funding must clearly provide a benefit for the Greater Sudbury Police Service and the community.

3.4 Where possible, all financial contributions should be recognized in marketing and promotional materials (signage at an event, etc.).

3.5 Each request for funding must include details of any other grants received, denied or applied for during the previous and current year, and any fund-raising initiatives underway or to be undertaken.

3.6 Where requested by the Board, the organization must provide financial statements for the previous year, the budget documents for the current year and where a grant is approved, an accounting for the disposition of the Board's contribution following the completion of the project or activity.

### **4.0 FUNDING LIMITATIONS**

4.1 The Trust Fund shall not be used for any item that would normally be funded through the current operating or capital budget.

4.2 The Trust Fund shall not be used to support political or partisan events or activities.

4.3 The Trust Fund shall not be used for capital costs.

4.4 Funds shall not be used to cover a deficit from a previous year.

- 4.5 The use of funds shall not extend beyond the current fiscal year unless otherwise approved by the Board.
- 4.6 The Board shall not commit to ongoing programs, recurring donations, capital costs or administrative funding.
- 4.7 Funds will only be provided to the group directly responsible for the activity or project being funded.
- 4.8 The Board shall not commit to any single disbursement over \$2,500.00 unless there are special circumstances.
- 4.9 Funds that are not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Board.
- 4.10 The Board will not fund Member or community activities that are personal hobbies or that are otherwise not associated with a Board- or Service- sanctioned event or organization.
- 4.11 The Board will not fund third-party donations (e.g., "Group X raising funds for Group Y").
- 4.12 Tables: The Board will coordinate seats at tables purchased for events with the Service to maximize donated funds.
- 4.13 Should the Fund reach \$5,000 the Board will not disperse further funds until the balance of the Fund is increased.

## **5.0 FUND ADMINISTRATION**

- 5.1 The Chief of Police or designate, under the direction of the Board, has primary responsibility for the Trust Fund.
- 5.2 The Chief of Police or designate is responsible for the accounting and day to day handling of the Trust Fund through general accounting procedures.
- 5.3 The Chief of Police or designate shall ensure the appropriate processes are in place for the collection, maintenance and disbursement of funds from the Trust Fund.
- 5.4 The Chief of Police or designate shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the Trust Fund.

**6.0 REPORTS TO THE BOARD/CITY OF GREATER SUDBURY**

- 6.1 The Chief of Police or designate shall provide an annual report to the Board, or more frequently, if requested by the Board, containing all activity in the Trust Fund.
- 6.2 The Chief of Police or designate shall provide a Statement of Revenues and Expenditures to the Financial Services Division of the City of Greater Sudbury no later than March 15<sup>th</sup> of each year, prepared as at December 31<sup>st</sup> of the previous year.

**7.0 FUNDING APPROVALS:**

Funding requests shall be considered by the Board at each Board meeting.