



## Windsor Police Services Board

# POLICY

Policy Name: <b>Financial Management Policy</b>		Policy Number: <b>FIN - 01</b>
Responsible Manager: <b>Administrative Director, WPSB</b>	Review Schedule: <b>Every 3 years.</b>	Effective Date: May 19, 2022
Repeals: <b>NEW</b>	Reporting: <b>Annual</b>	Next Review Date: May 2025
Reference: <b>Finance</b>		
Related Documents:		

### 1. POLICY STATEMENT:

- 1.1. Under Section 31(1) (c) of the Police Services Act, the Board shall establish policies for the effective management of the Police Service.
- 1.2. The Board is committed to ensuring that the principles of fiscal integrity and accountability govern the financial planning and financial management practices of the Windsor Police Service.
- 1.3. The Board ensures that policing programs and initiatives are consistent with the goals, objectives and priorities outlined in its Business Plan. Furthermore, the Board also ensures that services are provided in an efficient matter and in a way that provides the greatest value to the taxpayer.
- 1.4. The Chief of Police shall comply with the requirements set out in this policy in directing the Windsor Police Service.

### 2. PURPOSE:

- 2.1. This policy establishes key objectives with respect to financial governance to ensure:
  - Accountability to the taxpayer;
  - Financial commitment to the Business Plan;
  - Efficient use of police resources/funding and;
  - Long-term financial sustainability by optimizing cost, risk and performance.
- 2.2. This policy provides direction to the Chief of Police in establishing procedures with respect to sound financial planning and effective financial management of the Windsor Police Service budget.

### 3. STATUTORY AUTHORITY:

- 3.1. Section 39 of the Police Services Act requires the Board to submit operating and capital estimates to Regional Council in order to maintain the Police Service, provide it with the necessary equipment and facilities, and pay the expenses of the Board's operation.
- 3.2. Subsection 30 (1) of the Adequacy Standards Regulation requires the Board to prepare a Business Plan at least once every three years.
- 3.3. Sections 132 and 133 of the Police Services Act govern property and monies seized by members of the Windsor Police Service in the lawful execution of their duties.

#### **4. FINANCIAL PLANNING:**

- 4.1. The Board recognizes that stewardship for the use of corporate funds is primarily the responsibility of the Windsor Police Service. Therefore, the Board holds the Chief of Police accountable for the deployment of financial resources within the approved annual budget, for compliance with legal and administrative policies, for efficiency and economy in operations, and for the achievement of annual objectives as set out in the Business Plan.
- 4.2. The Chief of Police shall develop annual operating and capital budgets in formats and timelines established by Council for Board approval which are sustainable, responsible and affordable in current and future years and further which ensure adequate and effective services to the public.
- 4.3. The annual budget shall provide projections that adopt policing practices that align with changing needs, standards and legislation and support industry-leading objectives.
- 4.4. The Chief of Police shall not exceed the approved operating and capital budgets without prior approval from the Board.

#### **5. REPORTING REQUIREMENTS:**

- 5.1. The Chief of Police shall ensure that financial reporting is timely, accurate and relevant. In addition, the Chief of Police shall ensure compliance with all external reporting requirements and establish internal reporting mechanisms within the organization. The reports to the Board shall include:
  - Quarterly reporting;
  - Annual reporting;
  - Annual Operating and Capital Budget which will be presented first to the Board's Finance Committee and then to the regularly scheduled board meeting prior to being submitted to the City of Windsor;
  - A detailed budget document should be posted on the Windsor Police Service website once approved by the Board and before discussed by City Council;
  - The Board approves the City of Windsor Auditor General to include the Windsor Police Service for consideration in developing their audit plan subject to all applicable legislation;
  - Other financial reporting, as requested by the Board or the City of Windsor Auditor General.



**Drew Dilkins**  
Board Chair

May 26, 2022

Date



**Sarah Sabihuddin**  
Administrative Director

May 19/22

Date





## Windsor Police Services Board

### DIRECTIVE

Directive Name: <b>Grant Applications – Delegation of Signing Authority</b>		Directive Number: <b>FIN - 02</b>
Responsible Manager: <b>Administrative Director, WPSB</b>	Review Schedule: <b>Every 3 years.</b>	Effective Date: <b>May 19, 2022</b>
Repeals: <b>NEW</b>	Reporting: <b>Annual</b>	Next Review Date: <b>May 2025</b>
Reference: <b>Finance</b>		
Related Documents:		

#### 1. POLICY STATEMENT:

- 1.1. It is the policy of the Board that the Windsor Police Service pursue any grant programs which are consistent with the themes and goals contained in the current Windsor Police Service Strategic Plan.
- 1.2. To support this policy, administrative processes are required to ensure the legal requirements for these grant programs are met. This policy outlines the delegation of the Board's signing authority for administering these grant programs.
- 1.3. This policy also establishes a consistent approach for the processing of grant applications and contractual agreements. Any grant application or contractual agreement shall be processed in accordance with this policy.

#### 2. GENERAL:

- 2.1. Section 30 of the Police Services Act provides that a Board may contract in its own name. The Windsor Police Service does not have specific authority to contract with others or to bind the Board.
- 2.2. The Province of Ontario regularly announces grant programs, which align with the objectives, priorities and policies of the Board. The Grant Programs can be delivered through one-time funding, or for an ongoing basis.
- 2.3. These grant programs require that a grant application be submitted in order to determine eligibility for funding.
- 2.4. These contractual agreements generally have a short turnaround time frame and given the Board's schedule of monthly meetings, at times there is insufficient time to allow for formal Board approval to be obtained in order to meet the timelines of the grant process submission/application.

#### 3. DELEGATION OF SIGNING AUTHORITY:

##### 3.1. Grant Applications

If a grant application requires a signature of the Board Chair, provided no unbudgeted financial impact, the Board hereby delegates its authority to sign any

grant application to the Chief of Police or such designated officials as may be appointed from time to time by the Chief of Police to act on behalf of the Windsor Police Service for the submission of grant applications.

### 3.2. Contractual Agreements

The Board hereby delegates its authority to sign any contractual agreement as well as any ancillary documents for grant programs to the Board Chair, or in their absence, the Vice-Chair, provided the contractual agreement and ancillary documents have been prepared satisfactory to Legal Counsel.

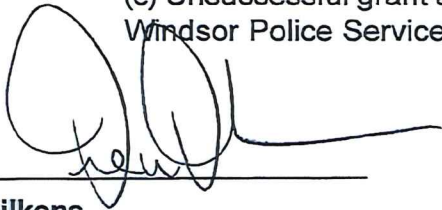
### 3.3. Grant Reporting

The Police Services Board hereby delegates its authority to sign any subsequent grant report or any ancillary document required as part of the contractual agreement to the Chief of Police, or in their absence, the Deputy Chief.

## 4. REPORTING:

4.1. On an annual basis, a report shall be submitted to the Board from the Administrative Director detailing any contractual agreements that have been executed by the Board Chair detailing the following information:

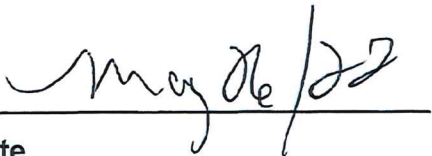
- (a) Name and purpose of the grant program;
- (b) Fiscal year(s) covered;
- (c) Amount of funds awarded;
- (d) Amount of funds received to date;
- (e) Unsuccessful grant applications submitted for inclusion from the Windsor Police Service.



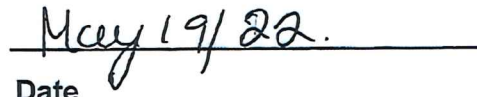
**Drew Dilkins**  
Board Chair



**Sarah Sabihuddin**  
Administrative Director



Date



Date





## Windsor Police Services Board

### DIRECTIVE

Directive Name: <b>Disbursement of Board Funds</b>		Directive Number: <b>FIN - 06</b>
Responsible Manager: <b>Administrative Director, WPSB</b>	Review Schedule: <b>Every 3 years.</b>	Effective Date: <b>May 19, 2022</b>
Repeals: <b>NEW</b>	Date Last Reviewed:	Next Review Date: <b>May 2025</b>
Related Documents:		

#### 1. POLICY STATEMENT:

1.1. Section 132(2) of the Police Services Act establishes that the Windsor Police Services Board has the sole authority for spending the proceeds from the sale of property which lawfully comes into the possession of the police service. The Act stipulates that "the Chief of Police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest."

1.2. The Board, in the course of carrying out its duties and responsibilities, accrues funds through a number of avenues including: auctions held to sell unclaimed articles, found and forfeited funds amongst other avenues. These funds are deposited in a special board account (Special Fund) and reviewed periodically to ensure maximum investment benefits are earned.

1.3. It is the policy of the Board that these funds will be spent at the discretion of the Board and with the consensus of the Board, within the guidelines of the Police Services Act of Ontario.

#### 2. POLICY:

2.1. The Board is to utilize these funds in accordance within the guidelines of the Police Services Act, and more specifically, the Board will have the authority to commit these funds for items/issues directly related to 5 priority areas including:

##### 1. BOARD ADMINISTRATION

- Recruitment process of Chief of Police and Deputy Chiefs of Police.
- Facilitation of Board and Committee Meetings.
- Conferences, training and provincial meetings.

##### 2. COMMUNITY OUTREACH

- Supporting community policing programs.
- Enhancing community relationships with the Windsor Police Service.

- Supporting crime prevention and education programs.

### **3. AWARDS & RECOGNITION**

- Expenditures related to recognition of the work of board members, Windsor Police Service members and retirees, auxiliary members and volunteers.
- Rewards pertaining to criminal matters and informant fees.
- The Chair and the Vice Chair have been granted standing authority to approve expenditures from the Special Fund for costs associated with the Board's awards and recognition programs.

### **4. BURSARIES & SCHOLARSHIPS**

- Annual bursaries and scholarships with the University of Windsor and St. Clair College.

### **5. WINDSOR ESSEX COUNTY CRIME STOPPERS**

- Transfer of funds to Windsor Essex County Crime Stoppers for the sale of bicycles.

### **3. APPLICATION ASSESSMENT CRITERIA:**

3.1. Requests for funding will be evaluated according to the following criteria:

- 3.1.1. Falls within one of the five delegated categories;
- 3.1.2. Proposes clear, measurable objectives, and benefits;
- 3.1.3. Involves both community partners and the Windsor Police Service;
- 3.1.4. Clearly indicates how funded initiatives will be evaluated;
- 3.1.5. Where appropriate, applicants must indicate how they propose to sustain the initiative after Board funding has been utilized.

### **4. APPLICATION PROCEDURES:**

4.1. Request for funding must be made in writing, signed and forwarded to the Chair of the Board.

4.2. In addition to the requirements stated in the Application Assessment Criteria section, requests must include:

- 4.2.1. Project/initiative mandate;
- 4.2.2. Budget;
- 4.2.3. Timelines for completion;
- 4.2.4. One or more letters of endorsement.

### **5. ADMINISTRATION:**

5.1. It is the policy of the Board with respect to the administration of the Special Fund that:

- 5.1.1. All approval of funding is subject to the availability of funds as outlined in this policy;
- 5.1.2. All requests for funding with the exception of initiatives that have been granted standing authority, will be considered as part of the Board's public agenda;
- 5.1.3. The Board will not commit to recurring donations or to the on-going funding of particular initiatives/projects. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board;

- 5.1.4. The Special Fund will not support retroactive funding of events that have already taken place;
- 5.1.5. Recipients of funding will be advised that as a condition of receiving funds, they must file a report that accounts for and evaluates the effectiveness of the event or project which was funded, the use of the funds and, further, they must return any unexpended monies;
- 5.1.6. Recipients of funding must provide this report to the Board within 60 days of the conclusion date noted in their application;
- 5.1.7. The Board, on a case-by-case basis, may consider exceptions to this policy. Exceptions must be clearly stated in the Board report requesting funding;
- 5.1.8. The Board will receive a semiannual financial report of the Special Fund account;
- 5.1.9. All funds committed require the majority support of the Board.



**Drew Dilkens**  
Board Chair

May 26/22  
Date



**Sarah Sabihuddin**  
Administrative Director

May 19/22  
Date