**Minutes – Executive Policy Committee – December 11, 2013**

## REPORTS

**Minute No. 61 Winnipeg Police Service Endowment Fund By-law – Memorandum of Understanding with the Winnipeg Foundation**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That the Winnipeg Police Service Endowment Fund By-law (draft attached as Appendix A) be enacted, which will authorize the establishment of the Winnipeg Police Service Endowment Fund.

2. That the City enter into an agreement with the Winnipeg Foundation that sets out the terms and conditions pursuant to which the Winnipeg Foundation will administer the Winnipeg Police Endowment Fund.

3. That the Chief of Police be delegated the authority to negotiate and approve the terms and conditions of the agreement with the Winnipeg Foundation, in accordance with the terms and conditions as set out in this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

4. That the Chief of Police be delegated the authority to negotiate and approve the terms and conditions of grant agreements with successful grant applicants, in accordance with the terms and conditions of the By-law and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

6. That the Winnipeg Police Board be advised.

DECISION MAKING HISTORY:

Moved by Deputy Mayor Swandel,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Carried

# ADMINISTRATIVE REPORT

**Title:** **Winnipeg Police Service Endowment Fund By-law and MOU with the Winnipeg Foundation**

**Critical Path:** **Executive Policy Committee – Council**

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| M. Musgrove | Chief D. Clunis | M. Ruta,. CFO | D. Joshi, A-CAO |

## RECOMMENDATIONS

1. That Council enacts the Winnipeg Police Service Endowment Fund By-law (draft attached as Appendix A), which will authorize the establishment of the Winnipeg Police Service Endowment Fund.

2. That the City enter into an agreement with the Winnipeg Foundation that sets out the terms and conditions pursuant to which the Winnipeg Foundation will administer the Winnipeg Police Endowment Fund.

3. That the Chief of Police be delegated the authority to negotiate and approve the terms and conditions of the agreement with the Winnipeg Foundation, in accordance with the terms and conditions as set out in this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That the Chief of Police be delegated the authority to negotiate and approve the terms and conditions of grant agreements with successful grant applicants, in accordance with the terms and conditions of the By-law and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

6. That the Winnipeg Police Board be advised.

## REASON FOR THE REPORT

The recommendations of this Report require enactment of a By-law; only Council can enact a by-law.

Approval by Council is required for the City to enter into an agreement with the Winnipeg Foundation.

## EXECUTIVE SUMMARY

In establishing the Endowment Fund, the Winnipeg Police Service positively impacts communities by subsidizing initiatives that support the Service vision of *Creating a Culture of Safety*.

More specifically, the Fund supports the well-being of the community through long-term social, health and educational improvements by investing in the lives of children, youth and families to impact them in a positive way.

## IMPLICATIONS OF THE RECOMMENDATIONS

If the recommendations of the report are concurred with, the Winnipeg Police Service will establish the endowment fund and disperse the income in accordance with the By-law.

## HISTORY

The Winnipeg Police Service Endowment Fund will be authorized by by-law and will be administered by the Winnipeg Foundation pursuant to the terms and conditions of an agreement between the City and the Winnipeg Foundation. The creation of a permanently established Endowment Fund is a long term strategy to generate an annual revenue stream to provide much needed support for at-risk families and children, who for various reasons require additional support from the community.

The Endowment Fund supports the philosophy of crime prevention through social development, which is an approach to crime prevention that deals with socio-economic risk factors that cause crime. The WPS Endowment Fund has been designed for the advancement and enrichment of underserved and at-risk families and children. The goal of the Endowment Fund is to subsidize recognized projects within the community, which support the Service vision of creating a culture of safety.

The WPS Endowment Fund will give grant recipients the tools to provide at-risk members of our community the chance to seize opportunities, and enjoy a healthy and meaningful life, and in so doing, reduce the risk of falling into an unhealthy live style.

The Fund will be overseen by the Winnipeg Police Service Endowment Fund Committee on behalf of the City of Winnipeg. The Committee is made up of the Chief of Police and the Deputy Chiefs for Police Operations and Support Services. Its duties will include distributing the proceeds of the fund in accordance with policies as detailed in the Endowment Fund Policies and Guidelines, reviewing reports on the projects that have been funded, and publishing an annual report on the Fund's activities.

Grants from the Fund are designed to support crime prevention through social development and, more specifically, to support the well-being of the community through long-term social, health and educational improvements by investing in the lives of children, youth and families to provide them with positive life experiences. Disbursements of grants will occur during the first week of April each calendar year. The project or activity for which the grant is made must occur within the geographical area of the City of Winnipeg and last for not more than one year. Grants will not support capital projects, including property renovations, or projects normally funded by schools or government.

The Committee is authorized to refuse contributions to the Fund which may tarnish the reputation of the Fund.

The $20,000.00 seed money required to establish the Fund has been obtained from donations received from the community at the "One Heart" event, which is an annual multi-church gathering in the city.

## FINANCIAL IMPACT

# Financial Impact Statement

**Date:** October 23,2013

**Project Name:**
WPS Endowment Fund

**First Year of Program** **2014**

| | 2014 | 2015 | 2016 | 2017 | 2018 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants (Enter Description Here) | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other - Enter Description Here | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ - | $ - | $ - | $ - | $ - |
| Less: Incremental Revenue/Recovery | - | - | - | - | - |
| Net Cost/(Benefit) | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | - | - | - | - | - |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments: No financial impact.**

original signed by Ron Smolik Oct 23/13
Manager of Finance
Winnipeg Police Service

## CONSULTATION

**In preparing this report there was consultation with:**

**Legal Services Division**

## OURWINNIPEG POLICY ALIGNMENT

## SUBMITTED BY

| | |
|---|---|
| Department: | Winnipeg Police Service |
| Division: | Organizational Development, Division 32 |
| Prepared by: | M. Musgrove, Research Analyst |
| Date: | December 6, 2013 |
| File No. | ODS 13 – 073 |
| | |
| Attachment(s): | Appendix “A”: Draft By-law |

**THE CITY OF WINNIPEG**

**BY-LAW NO.**

A By-law of THE CITY OF WINNIPEG to authorize the establishment of a Winnipeg Police Service Endowment Fund and to regulate the use of its income

**THE CITY OF WINNIPEG**, in Council assembled, enacts as follows:

**Short title**

**1** This By-law may be cited as the Winnipeg Police Service Endowment Fund By-law.

**Definitions**

**2** In this By-law

**"Chief"** means the Chief of Police of the Winnipeg Police Service;

**"Committee"** means the Winnipeg Police Service Endowment Fund Committee established in section 4;

**"Fund"** means the Winnipeg Police Service Endowment Fund established in section 3;

**"member"** means a member as defined in the Winnipeg Police Service Regulation By-law No. 7610/2000.

**Winnipeg Police Service Endowment Fund authorized**

**3(1)** The establishment of the Winnipeg Police Service Endowment Fund is hereby authorized for the purpose of supporting crime prevention through social development and, more specifically, to support the well-being of the community through long-term social, health and educational improvements by investing in the lives of children, youth and families to provide them with positive life experiences.

**3(2)** The Fund is to be established and maintained on the books of the Winnipeg Foundation in accordance with *The Winnipeg Foundation Act* and the policies adopted from time to time by the Winnipeg Foundation.

**WPS Endowment Fund Committee established**

**4** The Winnipeg Police Service Endowment Fund Committee is hereby established in order to carry out the responsibilities assigned to it in this By-law.

**Committee membership prescribed**

**5(1)** The Committee shall consist of

(a) the Chief;

(b) the Deputy Chief – Police Operations; and

(c) the Deputy Chief – Support Services.

**5(2)** A member of the Committee may, in writing, delegate his or her responsibilities as a member of the Committee to another member of the Winnipeg Police Service.

**5(3)** The Chief is the Chair of the Committee but may delegate this function to another member of the Committee, including the Chief's delegate.

**5(4)** The Committee may invite other members of the Winnipeg Police Service to serve as a resource for the Committee.

**Responsibilities of Committee**

**6(1)** The Committee must ensure that the Fund is established with the Winnipeg Foundation and that the rules, obligations and other requirements set out in this By-law are observed.

**6(2)** The Committee must meet at least once each calendar year.

**6(3)** The Committee is responsible for

(a) making grants in accordance with this By-law from the revenue that has been generated by the Fund;

(b) ensuring that grant recipients comply with this By-law and with grant agreements they have entered into with the City of Winnipeg;

(c) receiving and reviewing reports from grant recipients with respect to the activities funded by the grants;

(d) submitting to the Council of the City of Winnipeg and publishing electronically or on hard copy or both an annual report of the activities of the Committee and the activities funded by grants from the fund;

(e) making rules not inconsistent with this By-law for contributions to and grants from the Fund;

(f) creating and supervising the activities of a sub-committee responsible for fundraising in accordance with section 8.

**6(4)** The Committee may meet *in camera* to consider applications for grants and other matters that are confidential in nature.

**6(5)** The Chair must ensure that minutes are kept for each meeting of the Committee and are approved by the Committee at the next meeting of the Committee.

**6(6)** The Committee may adopt any rules of procedure for the conduct of its meetings that are not inconsistent with this By-law.

**Rules for grants from Endowment Fund**

**7(1)** The Committee may make grants only within the following parameters:

(a) the activity for which the grant is made must be consistent with the purpose of the Fund as set out in subsection 3(1);

(b) the activity or project for which the grant is made must take place within the geographical area of the City of Winnipeg;

(c) the activity or project for which the grant is made must be completed within one year or such other limited period of time as may be determined by the Committee;

(d) grants may not be made for

(i) capital projects,
(ii) renovations to properties, or
(iii) projects funded by a school, school division or one of the three levels of government:

(e) no more than one grant may be issued to a person or organization in a 12 month period, although the same person may be associated with two or more organizations that obtain grants within the 12 month period.

**7(2)** Grant recipients must enter into a grant agreement with the City of Winnipeg before receiving their grants.

**7(3)** Grant recipients who fail to comply with the grant agreement are no longer eligible to receive grants from the Fund.

**7(4)** Where the Committee chooses in a year not to use all of the revenue received from the Winnipeg Foundation for the purposes of making grants, the excess revenue must be returned to the Winnipeg Foundation for investment in the Fund by the end of June of that year.

**7(5)** Where portions of grants made are returned unused by the grant recipient or are recovered by the City due to a failure on the part of the grant recipient to comply with the grant agreement, the funds must as soon as possible be returned to the Winnipeg Foundation for investment in the Fund.

**Fundraising**

**8(1)** The Committee shall create a sub-committee, which may consist entirely of individuals who are not members of the Committee, to encourage contributions to the Fund and to operate or endorse fund-raising events whose net proceeds are to be contributed to the Fund.

**8(2)** The Committee shall supervise the activities of the sub-committee created pursuant to subsection (1). The sub-committee is responsible to the Committee for its actions.

**8(3)** The Committee may determine an appropriate size for the sub-committee created pursuant to subsection (1) and may at any time appoint or remove members of the sub-committee.

**8(4)** The Committee may refuse to accept any contributions to the Fund which, in the view of the Committee, would diminish or tarnish the reputation of the Fund.

**DONE AND PASSED**, this day of , 2013.

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Mayor

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City Clerk

Approved as to content:

_____
Winnipeg Police Service Chief

Approved as to form:

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For Director of Legal Services/City Solicitor