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|  | <b>Abbotsford Police Department<br/>Policy</b> |  |
|   | <b>Administration</b>                          | <b>Financial Management</b>                        |
|   | <b>I.D.160</b>                                 | <b>Sponsorships, Donations and<br/>Fundraising</b> |

## PREAMBLE

The Abbotsford Police Department (APD) recognizes that sponsorship and donations can be legitimate sources of funding for equipment and initiatives that benefit the police department and the community. The APD also recognizes the important role that charitable fundraising has in contributing to the social fabric of Abbotsford. Historically, the APD has supported several charitable causes, and many people and organizations have benefited from the benevolence of APD staff.

It is imperative that the APD maintains the highest ethical standards with regard to donations, sponsorships and fundraising activities. All activities must be conducted in a professional, accountable and transparent manner, without real or apparent conflict of interest. This policy establishes a process through which the APD may effectively and ethically accept donations, participate in sponsorship arrangements and raise funds for charitable causes.

## DEFINITIONS

- (1) **“Charitable Organization”** - A charity registered in compliance with the Canadian Income Tax Act.
- (2) **“Donation”** – The receipt of money, goods or services without the creation of any obligation (with the exception being that a donation has been provided and accepted for a specific project or initiative).
- (3) **“Fundraising”** – The solicitation of money, goods or services by requesting Donations from individuals and organizations.
- (4) **“Sponsorship”** - A commercial relationship in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits.

## DONATIONS AND SPONSORSHIPS

- (5) Donation or Sponsorship proposals will be reviewed to determine whether the proposal:

- (a) supports the objectives of the APD;
  - (b) does not compromise police impartiality or objectivity;
  - (c) is consistent with the principle that core policing functions should be publicly funded, and the impact, if any, on operational funding is understood;
  - (d) does not erode the City of Abbotsford's responsibility for funding core police services;
  - (e) can be accounted for through audits; and
  - (f) benefits the APD or the community without preference to the donor or sponsor.
- (6) Individuals and groups wishing to donate to or sponsor APD in amounts greater than \$100 will be asked to direct their gift to the Abbotsford Police Foundation (APF)<sup>1</sup>.
- (7) Donations and sponsorship proposals up to a value of \$100 (solicited by APD or offered by a third party) will be reviewed on a case-by-case basis by the Chief Constable.
- (8) Employees who directly receive a Donation for the benefit of APD must immediately forward the Donation to the Office of the Chief Constable for review.
- (9) Cash and cheque Donations approved by the Chief Constable are forwarded to the Finance and Budget Branch for deposit and dispersal. The Finance and Budget Branch will be advised of any conditions concerning the dispersal of funds (e.g. whether the Donation has an intended purpose). The APD is not a registered Charitable Organization and does not issue Donation receipts for tax purposes. In some cases, the City of Abbotsford may be able to issue a charitable tax receipt on behalf of APD.
- (10) Approved Donations of goods, services and gift cards received directly by APD will be dispersed by the Office of the Chief Constable. Donations not approved by the Chief Constable will be declined and returned to the donor.
- (11) The Office of the Chief Constable is responsible for maintaining a registry of all Donations and Sponsorship arrangements, and for sending the donor/sponsor a letter either accepting or declining the Donation/Sponsorship.

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<sup>1</sup> The Abbotsford Police Foundation (APF) is a registered Canadian Charitable Organization, operating at arm's length to the APD. The APF is responsible for the assessment, administration and dispersal of donations and sponsorships it solicits and receives. It has its own donation policy, which can be reviewed on its website. The APF follows its own internal policy for vetting potential donors and sponsors; donors and sponsors are subject to a background check for the purpose of identifying real, apparent or potential conflicts of interest, or concerns related to the integrity of the donor or sponsor.

- (12) The Finance and Budget branch reports Donation and Sponsorship activity to the Police Board annually, or more frequently at the request of the Board.

**FUNDRAISING**

- (13) All workplace charitable Fundraising proposals (including those for the benefit of APD employees) must be submitted for review and approval to the DCC-Admin.
- (14) Fundraising activities must not include any appearance of coercion or reprisal. Direct person-to-person solicitation of employees by managers or supervisors is prohibited.
- (15) The solicitation of staff members by global e-mails (“#All-Staff”) is only permitted with the approval of the DCC-Admin.
- (16) Soliciting businesses or individuals outside APD to donate goods or services to be used as Fundraising prizes or incentives (e.g. raffle prizes, silent auction items) for the benefit of APD is prohibited.
- (17) APD will not permit charitable fundraisers for countries stricken by emergencies or disaster, but will direct interested staff to contribute to the Canadian Red Cross or other reputable organizations that provide aid to these countries.
- (18) APD does not permit gambling-based Fundraising activities other than traditional raffles. Raffles must be appropriately licenced and comply with all reporting requirements of the BC Gaming Policy and Enforcement Branch.
- (19) Paragraph (13) notwithstanding, small amounts of Fundraising (e.g. selling chocolates or raffle tickets for a child’s sports team or school) without DCC-Admin authorization is permitted in the workplace, subject to it not being excessive, disruptive or inappropriate for the workplace. Advertising this type of Fundraising on the Department’s intranet ‘[Classifieds](#)’ page is permitted.
- (20) The Office of the DCC-Admin is responsible for maintaining a log of approved APD Fundraising activity.

**Charitable Fundraising Outside of the Workplace**

- (21) Employees wishing to conduct Fundraising activities outside of the workplace while identified as an employee of APD must obtain the approval of the DCC-Admin.

| RELATED DOCUMENTS |  |
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| Policy:           | <a href="#">I.C.040 Conflict of Interest</a> |

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| Website: | <a href="#">Abbotsford Police Foundation</a> |
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| <b>POLICY HISTORY</b> |                   |
| Effective:            | November 30, 2018 |