MATTAWA REGIONAL OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT RÉGIONAL DE MATTAWA DE LA POLICE PROVINCIALE

NORTH BAY OPP DETACHMENT
DÉTACHEMENT DE NORTH BAY DE LA POLICE PROVINCIALE

#2025-03	
Donation & Sponsorship Policy	
Date of Board Approval: 03/25/2025	Date of Next Review: 03/25/2030

1. Purpose:

This policy establishes guidelines for the consideration, approval, and administration of donation requests made to the Mattawa Regional OPP Detachment Board (the "Board").

2. Scope:

This policy applies to:

- All requests for donations, sponsorships, or financial contributions.
- The administration of annual secondary school bursaries.

3. General Principles:

The Board shall:

- Ensure all donations are transparent, accountable, and consistent with its mandate.
- Consider available budget allocations prior to approving any donation.
- Ensure equitable and fair consideration of all requests.
- Avoid donations that may create conflict of interest, perceived bias, or reputational risk.

The Board:

- Is not obligated to approve all requests
- Reserves the right to decline applications at its discretion.

4. Eligibility for Donations

The Board may consider donation requests from:

- Registered non-profit organizations
- Educational institutions
- Community-based initiatives
- Youth programs
- Public safety or community well-being initiatives

The Board will not provide donations to:

- Individuals (except as provided under the Secondary School Bursary section of this policy)
- For-profit organizations
- Political parties or political campaigns
- Religious organizations or religious activities

5. Application Process:

1. All donation requests must be submitted in writing to the Board by email.
2. Requests must include:
    - Name and contact information of the organization
    - Description of the initiative or event
    - Amount requested
    - Explanation of how the initiative aligns with community safety or well-being
3. Requests will be considered at a regular Board meeting.
4. Approval requires a majority vote of the Board members present.
5. For Secondary School Bursaries:
    a. The Board shall not participate in the individual student selection process, in keeping with its governance role.
    b. In April of each year, a letter will be sent to each school outlining the bursary criteria and process.
    c. By end of May each year, the school should confirm that a student has been selected and request the funds.
    d. A cheque will be forwarded directly to each school prior to the annual graduation ceremony.
    e. The award is to be titled the Mattawa Regional OPP Detachment Board Community Safety Bursary.
    f. An Officer from the Detachment, will be asked to attend the ceremony at each school and award the bursary to each recipient. In the event that an Officer is not available, a Board member may be asked to complete this role.

6. Annual Budget allocation

Each year, the Board may allocate a specific amount within its approved budget for donations and bursaries. All approved contributions must fall within the allocated amount unless otherwise approved by formal Board resolution.

7. Secondary School Bursaries

7.1 Purpose

The Board is committed to supporting youth within the Mattawa region by providing annual bursaries to graduating secondary school students.

7.2 Eligible Schools

There are two secondary schools within the Mattawa region:

- F.J. McElligott Secondary School
- École secondaire catholique Élisabeth-Bruyère

7.3 Annual Contribution

Subject to annual budget approval:

- The Board shall provide one bursary in the amount of $200.00 to each eligible secondary school
- The total annual bursary allocation shall be $400.00

7.4 Selection Criteria and Administration

- Each secondary school shall be responsible for selecting the bursary recipient in accordance with its established award selection process.
- The bursary should be awarded to a graduating student who demonstrates:
  - Integrity and responsibility
  - Respect for others and inclusivity
  - Positive citizenship and community involvement
  - Leadership in promoting safety and well-being
  - Constructive conflict-resolution skills

8. Financial Accountability

The Board secretary or designate shall:

- Maintain a record of all donation requests and decisions;
- Ensure all approved contributions are properly documented;
- Report annually to the Board regarding donations and bursary disbursements.

9. Policy Review

This policy shall be reviewed every five (5) years or as necessary in alignment with the Board's strategic planning cycle, to incorporate feedback and evolving best practices.

10. Approval

This policy is approved by resolution of the Mattawa Regional OPP Detachment Board and may be amended by majority vote at any official meeting of the Board.