



## TORONTO POLICE SERVICES BOARD

### SPECIAL FUND

<b>DATE APPROVED</b>	November 4, 1993	Minute No: P624/93
<b>DATE(S) AMENDED</b>	May 1, 2000 January 25, 2007 May 21, 2009 November 15, 2010 February 16, 2012 March 27, 2013	Minute No: P156/00 Minute No: P32/07 Minute No: P149/09 Minute No: P292/10 Minute No: P44/12 Minute No: P73/13
<b>DATE REVIEWED</b>	May 12, 2005 November 15, 2010 March 27, 2013	Minute No: P157/05 Minute No: P292/10 Minute No: P73/13
<b>REPORTING REQUIREMENT</b>	Quarterly unaudited financial reports Annual Procedural Audit Chair to report annually on requests authorized by Chair and Vice Chair Program evaluation report	
<b>LEGISLATION</b>	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 132(2).	
<b>DERIVATION</b>		

Section 132(2) of the *Police Services Act* establishes that the Toronto 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."

It is the policy of the Toronto Police Services Board with respect to the approval of expenditures from the Special Fund that expenditures will fall within one of the following five categories:

1. Community Outreach

Initiatives supporting community-oriented policing that involve a co-operative effort on the part of the Toronto Police Service and the community.

- a. Initiatives benefiting children and/or youth and/or their families. Initiatives must involve members of the Toronto Police Service. For example, the project must reduce the need for

- policing intervention or strengthen the relationship between police and the community, particularly with marginalized youth; and
- b. Initiatives addressing violence prevention or prevention of repetition of violence or the root causes of violence. Initiatives must involve members of the Toronto Police Service.

## 2. Awards and Recognition Programs

Expenditures related to recognition of the work of Board Members, Toronto Police Service members, auxiliary members, other volunteers and school crossing guards.

- a. 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; and
- b. The Chair is required to report to the Board annually, all approved requests.

## 3. Toronto Police Amateur Athletic Association

Funding to offset the expenses of members participating in Toronto Police Amateur Athletic Association ("TPAAA") sponsored events and competitions

- a. The Special Fund will be used for funding the TPAAA sponsored sporting events and competitions to a maximum of \$200.00 per member, per event;
- b. The Chair and the Vice Chair have been granted standing authority to approve these requests; and
- c. The Chair is required to report to the Board annually, all approved requests.

## 4. Fitness Facilities

Shared funding of fitness equipment for police facilities.

- a. The Board will offset the cost of equipment located in police facilities;
- b. To offset the cost of equipment for fitness facilities, and, as referenced in the collective agreement, the Board will endeavour to obtain the maximum amount of government funding possible. The balance of the cost will be shared according to the Board's current policy: 1/3 payable by the Board; 1/3 payable by the TPAAA (assuming that the TPAAA agrees) and 1/3 payable by the members;
- c. The Chair and the Vice Chair have been granted standing authority to approve these requests; and
- d. The Chair is required to report to the Board annually, all approved requests.

## 5. Consultative Committees

In accordance to the Board's Community Consultative Groups Policy, the Board will provide an annual contribution to each of the following:

- a. Divisional and Traffic Services Community Policing Liaison Committee
- b. Chief's Consultative Committees

- c. Chief's Advisory Council
- d. Chief's Youth Advisory

## 6. Victim Services Toronto

The Board will provide an annual contribution to Victim Services Toronto of up to \$25,000:

- a. The Chair and Vice Chair have been granted standing authority to approve this request;
- b. Victim Services Toronto will submit an annual report outlining its activities for the year in which funding was received; and
- c. Should Victim Services Toronto wish to apply for an amount above \$25,000 the request must be submitted in writing for consideration by the Board subject to a satisfactory annual report.

### Application Assessment Criteria

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

- a. Falls within one of the six delegated categories;
- b. Proposes clear, measurable objectives and benefits;
- c. Involves both community partners and the Toronto Police Service;
- d. Clearly indicates how funded initiatives will be evaluated;
- e. Where appropriate, applicants must indicate how they propose to sustain the initiative after Board funding has been utilized; and
- f. Provides evidence of management and fiscal responsibility with respect to funds granted by the Board.

### Application Procedures

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

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

- a. Project/initiative mandate
- b. Budget
- c. Timelines for completion
- d. One or more letters of endorsement

### Assessment Procedures

Requests for funding will be forwarded to the Board's regular monthly meeting for consideration, with a recommendation from the Chair, based on assessment of the request for completeness, accuracy and compliance with this policy.

Applications not complying with this policy will be deemed incomplete and will not be forwarded to the Board for consideration.

### Administration

It is the policy of the Toronto Police Services Board with respect to the administration of the Special Fund that:

1. All approval of funding is subject to the availability of funds as outlined in this policy;
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;
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;
4. The Special Fund will not support retroactive funding of events that have already taken place;
5. The Special Fund must maintain a minimum balance of \$150K (one hundred and fifty thousand) in order to meet its corporate recognition obligations;
6. 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;
7. Recipients of funding must provide this report to the Board within 60 days of the conclusion date noted in their application;
8. All unaudited expenditures will be reported to the Board on a quarterly basis. Expenditures will be compared to the Fund balance;
9. The Special Fund will be audited by independent external auditors annually;
10. The cost of auditing the Special Fund will be borne by the Special Fund; and
11. 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.