

POLICY TITLE: Finance: Special Account	POLICY NUMBER: FIN- 001
DATE APPROVED: 21/11/2023	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2025
DATE(s) AMENDED:	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

“Act” means whichever of the *Police Services Act* (the “PSA”) or the *Community Safety and Policing Act* that is in force at the relevant time.

“Board” means the Thunder Bay Police Services Board.

“Chair” and “Vice-Chair” mean the Chair and the Vice-Chair of the Board respectively.

“Chief of Police” means the Chief of Police.

“Committee” is comprised of the Chair and the Vice-Chair, unless the Board chooses to appoint committee members in which case the Committee will be comprised of two Board members so appointed.

“Service” means the Thunder Bay Police Service.

“Special Account Funds” means money or the proceeds of sale of property that comes into possession of the Service under the circumstances described:

- a) described in section 132 of the PSA; or
- b) described in sections 258 and 259 of the CSPA, depending which statute is in force at the relevant time.

“Thunder Bay” means the city of Thunder Bay.

PURPOSE

- a) Special Account Funds be accounted for according to the prescribed method under the Act. The Board Secretary will report to the Board approximately every six months with respect to Special Account Funds receipts and disbursements and Committee decisions.

- b) Special Account Funds only be used for a purpose that the Board considers to be in the public interest.
- c) The authority of the Board under the Act with respect to use of the Special Account Funds is delegated to the Committee, with the assistance of the Chief of Police and Board Secretary as resources and advisors. While the authority of the Committee is not limited, disbursements from the Special Account Funds to a recipient will ordinarily not exceed \$2,500 annually. The Committee may decide not to exercise its authority in respect of a particular funding request and refer the issue to the Board for decision.

POLICY/PROCEDURE

- a) The Committee need not formally meet. In the event that both members of the Committee advise the Board Secretary that they approve a disbursement from the Special Account, the disbursement is authorized by the Committee.
- b) Requests to the Committee for disbursement decisions:
 - i. will be accompanied by a statement of the current balance of the Special Account, a listing of disbursements over the prior 12 months and a listing of anticipated disbursements over the next 12 months.
 - ii. will be accompanied by the request that has been made and a written short statement by administration addressing compliance with this policy and the basis for the submission that the disbursement is in the public interest. The administration may require disbursement applicants to provide their request in a standard form and may require subsequent reporting with regard to the use of the funds disbursed.
 - iii. will be copied, together with the written statement mentioned in subsection 5(b), to all members of the Board who may, prior to a decision being made, provide input to the Committee, including at a meeting of the Committee if requested.
 - iv. will not ordinarily be approved by the Committee until at least one week after all members of the Board have been notified in accordance with subsection 5(c).
- c) Special Account Funds will be used to advance objectives and priorities established in the Board's current strategic plan;
- d) Without limiting section 6 of this Policy, the following priorities will be considered by the Committee in their exercise of delegated authority under this policy:
 - i. supporting organizations such as Crime Stoppers, the Police Youth Corps and Victim Services whose goals are closely aligned with the Service and the Board;

- ii. supporting members of the Service in athletic, musical and other such activities that support and enhance reputation of the Service and the well-being of its members;
 - iii. supporting Indigenous initiatives to build better relationships and trust between the Service/ the Board and Indigenous peoples;
 - iv. supporting the work of the Ontario Association of Police Service Boards and the Canadian Association for Police Governance which builds capacity and permits access to resources and expertise;
 - v. supporting work of the Board in addressing recommendations made by inquest juries and in official reports, such as the 2018 OIPRD and OCPC reports, the 2021 Epstein Report and in the 2023 report of the TBPSB Expert Panel; and
 - vi. supporting special requests from the Service for unfunded special projects.
- e) Special Account Funds will not be used:
- i. for activities that do not support a Board objective or priority.
 - ii. to fund usual operating and capital expenses of the Board and of the Service.
 - iii. for political or partisan events or activities.