

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**18 December 2023 / 18 décembre 2023**

**Submitted by / Soumis par:**

**Executive Director, Ottawa Police Services Board / Directrice exécutive,  
Commission de services policiers d'Ottawa**

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**SUBJECT: BOARD DISCRETIONARY FUND: 2023 ANNUAL REPORT**

**OBJET: FONDS DISCRÉTIONNAIRES DE LA COMMISSION: RAPPORT  
ANNUEL 2023**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board receive this report for information.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa prenne connaissance du  
présent rapport à titre d'information.**

**BACKGROUND**

In 1998, the Ottawa Police Services Board approved a Discretionary Fund Policy to assist in determining how to fairly allocate the limited discretionary funds available within its budget that are used to support community organizations and events that complement the work of the Police Service and Board. A copy of that Policy, GA-7, is attached at Document 1.

The Policy includes a direction to the Executive Director to prepare and submit an annual report to the Board summarizing for the completed fiscal year all funding requests approved by the Board.

The report is intended to provide the Board with an opportunity to review the policy on an annual basis to ensure that the funding priorities and criteria remain reasonable and reflective of the Board's own priorities.

The funds have traditionally been used to cover requests for purposes such as: making donations to fundraising events held by organizations working closely with the Police Service; funding members of the Police Service to participate in police-sponsored community events; or contributing to programs/projects that further the work of the Police Service in the areas of crime prevention, community policing or other public safety initiatives.

The Discretionary Fund Policy sets out four categories for priority funding:

1. Community Relations through Involvement with Police-Related Organizations

Intended to enable the Board to purchase tickets or contribute donations to fundraising events. Financial contributions as well as the attendance of Board members at fundraising events for organizations that work closely with the Ottawa Police Service allows the Board to demonstrate its support for the ongoing work of partner agencies.

2. Board/Police Service Relations

To assist members of the police service in participating in police-sponsored events, and to support events organized by members of the Ottawa Police, with the goal of enhancing the image of the OPS in other communities as well as at home and fostering a good relationship between the Board and the OPS membership.

3. Public Education/Awareness

To provide funding to projects outside of routine advertisements and the approved Communications Strategy of the Police Service, that assist the Board in communicating to the general public information related to crime prevention, community policing or other public safety issues.

4. Special Board Requirements

To provide flexibility to the Board to fund one-time requirements associated with Board functions, such as the sponsorship of board-related conferences or special meeting requirements outside of normal budgetary provisions.

## **DISCUSSION**

Discretionary funds in the amount of \$121,500 were initially included in the Board's approved 2023 budget (Accounts 507212 & 502928). Of this amount, \$50,000 was

earmarked for the Boys and Girls Club of Ottawa. The remaining \$71,500 was available to meet all other requests, including attendance at events.

All requests and approved funding are outlined on the attached Document 2. The chart includes all grants provided over the past five-year period, from 2018 to 2023, to provide an idea of which groups historically request and receive funding.

Document 2 also includes a column for Projected 2024 requests identifying groups that are expected to submit requests based on past funding patterns and known requests. The projected total at this time for 2024 is \$60,900.

Discretionary spending in 2023 amounted to \$60,600, which came in under budget by \$60,900. Reductions in spending can be attributed in part to less attendance at events and less funding requests.

Since the Board's budget is part of the overall OPS budget, any surplus within the Board's budget is netted against the overall OPS budget; any surplus within the overall budget is returned to the City's Tax Stabilization Reserve.

Given the surplus experienced in this account over the last several years, some funding from this account has been reallocated in 2024 to other Board budget accounts, to address other emerging needs. This accounts for the reduction in available discretionary funds for 2024.

### **CONSULTATION**

Not applicable.

### **FINANCIAL IMPLICATIONS**

As described in this report.

**SUPPORTING DOCUMENTATION**

Document 1: Ottawa Police Services Board Policy GA-7 Board Discretionary Fund

Document 2: Discretionary Funding: 2018 - 2023

**CONCLUSION**

The Board's Discretionary Fund Policy #GA-7 requires annual reporting to the Board on how discretionary funds within the Board's budget are spent. In 2023, \$121,500 was available to the Board to distribute to: community groups with whom the Police Service works, and the Board wishes to support; Police Service groups that participate in police-community events; and Board-related conferences and meetings. The actual amount spent in 2023 was \$60,600, under budget by \$60,900. This report fulfils the Discretionary Fund reporting requirement for the fiscal year 2023.

**Document 1**

Policy Number:	Policy Subject:
<b>GA-7</b>	<b>BOARD DISCRETIONARY FUND</b>
LEGISLATIVE AUTHORITY	REFERENCE / <i>Police Services Act</i> , section 37
DATE APPROVED	11 May 1998
DATES AMENDED	May 2003 01 November 2010 28 October 2013
DATE TO BE REVIEWED	2020
REPORTING REQUIREMENT	Annual report to Board in December

**LEGISLATIVE REFERENCE / AUTHORITY**

Section 37 of the *Police Services Act* states that the board shall establish its own rules and procedures in performing its duties under the *Act*. This policy was created to provide direction to the Board in allocating discretionary funds at its disposal.

**BOARD POLICY****Introduction**

The Ottawa Police Services Board has discretionary funds within its Budget to be used for such purposes as: purchasing tickets or making donations to fundraising events held by organizations working closely with the Police Service; funding members of the Police Service to participate in police-sponsored events; or contributing to programs/projects that further the work of the Police Service in the areas of crime prevention, community policing or other public safety initiatives.

**Goal**

To establish a Discretionary Fund Policy, consisting of a set of guidelines that identifies recognized funding priorities to assist the Board in allocating the discretionary funds contained within the Board's budget. The guidelines need not limit the Board in its

funding of unique projects/functions, but would provide some consistency and rationale in dealing with expenditures that come before the Board for consideration.

### **Priorities**

The Ottawa Police Services Board will give preference to funding requests that fall into one of the following categories:

- **Community Relations through Involvement with Police-Related Organizations**

Intended to enable the Board to purchase tickets or contribute donations to fundraising events. The attendance and participation of Board members at fundraising events for organizations that work closely with the Ottawa Police Service serves to demonstrate the Board's goodwill and community involvement.

For this funding priority, the Board Chair shall have delegated authority to approve expenditures up to \$1,500 from organizations that the Board has a history of supporting. Other requests will require Board approval.

- **Board/Police Service Relations**

To assist members of the police service to participate in police-sponsored events, with the goal of enhancing the image of the Ottawa Police Service in other communities as well as at home.

- **Public Education/Awareness**

To provide funding to projects outside of routine advertisements and the approved Communications Strategy of the Police Service, that assist the Board in communicating to the general public information related to crime prevention, community policing or other public safety issues.

- **Special Board Requirements**

Intended to provide flexibility to the Board to fund one-time requirements associated with Board functions, such as the sponsorship of functions at board-related conferences, or special meeting requirements outside of normal budgetary provisions.

### **Eligibility Criteria**

- Groups and organizations requesting funding must be based in Ottawa and organized along not-for-profit principles. Funding requests from individuals will not be considered.

- The organization receiving funding must clearly provide a benefit for the Ottawa Police Service and the community.
- The activities of the organization must reflect the Mission Statement of the Ottawa Police Service.
- Use of the funds must not extend beyond the current fiscal year.
- Funds cannot be used to cover a deficit from a previous year.
- Funds will only be provided to the group directly responsible for the activity or project being funded.
- As a condition of funding, the organization must be willing to make available, if requested, financial records indicating the disposition of the Board's contribution to the project or activity.
- Funds not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Board.

### **Reporting and Annual Review**

The Board Executive Director shall prepare and submit an annual report to the Board that will summarize for the completed fiscal year all requests for grants and those approved by the Board. This report shall be submitted to coincide with the annual Police budget review.

At this time the Board will review the policy to ensure that the funding priorities and criteria remain reasonable and reflective of the Board's own priorities.

**Document 2**

**OTTAWA POLICE SERVICES BOARD  
DISCRETIONARY FUNDING - 2017 TO 2022**

Organization	2018	2019	2020	2021	2022	2023	2024 Projected
Ontario Association of Police Services Boards - Conference Sponsorship (spring & labour seminar)	\$3,000	\$3,000	\$3,000	\$3,000	\$1,500	\$3,500	\$3,500
Canadian Association of Police Governance - Conference Sponsorship	\$1,500	\$1,000	\$5,000	\$25,000	\$1,500	\$1,000	\$1,000
Ottawa Police HoopStars	\$500	\$350					
Black Agenda Noir - Celebratory dinner for new OPS promotions (Granger, Cartright, Burnett)	\$500						
Crime Stoppers	\$150				\$300		\$300
Ottawa Boys & Girls Club	\$80,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Ottawa Police Chorus							
Ottawa Police Dragon Boat	\$500	\$500					
Ottawa Police Gala	\$1,750	\$1,982			\$1,750	\$2,600	\$2,600
Ottawa Street Ambassador Program 2004 - Byward Market Business	\$10,000	\$10,000					
Police Association Scholarship Fund							
Ottawa Police Veterans Association		\$500					
Ottawa Police Retirement C. Bordeleau		\$120					
Ottawa Police Retirement J. Skinner breakfast	\$120						
Senior Officers Association (summer & Christmas socials)	\$510						
To the Stan and Back							
Wabano Centre for Aboriginal Health	\$2,500	\$2,900	\$2,400		\$3,500	\$3,500	\$3,500
Tim Hortons Smile Cookie Campaign in support of The Snowsuit Fund			\$200				
Total	\$101,030	\$70,352	\$60,400	\$78,000	\$58,550	\$60,600	\$60,900
<b>Budget</b>	<b>\$121,500</b>	<b>\$121,500</b>	<b>\$121,500</b>	<b>\$121,500</b>	<b>\$121,500</b>	<b>\$121,500</b>	<b>\$104,500</b>
(+/-)	\$20,470	\$51,148	\$61,100	\$43,500	\$62,950	\$60,900	\$43,600