

Report to / Rapport au:

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

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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: 2015 ANNUAL REPORT

**OBJET: FONDS DISCRÉTIONNAIRES DE LA COMMISSION: RAPPORT
ANNUEL 2015**

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 such as Crime Stoppers, the Boys and Girls Clubs of Ottawa, and the Street Ambassador Program.

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

In 2015, discretionary funds in the amount of \$30,000 were included in the Board's annual budget. Of this amount, \$17,000 was pre-committed: \$10,000 for the ByWard Market Street Ambassador Program, and \$7,000 for the Board's annual contribution to the Police Officers' Scholarship and Charitable Fund. The remaining \$13,000 was available to meet all other requests. Discretionary spending in 2015 amounted to \$27,870, leaving a balance of \$2,130. All requests and approved funding are outlined on the attached Document 2. The chart includes all grants provided over the past six year period, from 2010 to 2015, to provide an idea of which groups historically request and receive funding.

Document 2 also includes a column for Projected 2016 requests identifying groups that are expected to submit requests based on past funding patterns and known requests. The projections include a one-time commitment of \$25,000 the Board made in 2014 as a contribution to the 2016 Canadian Association of Police Governance's (CAPG) annual conference, which the Ottawa Police Services Board is hosting next year. This has been taken into account in next year's budget projections and will result in the budget being over-spent. However, it is anticipated that it will be partially offset by savings in the Board's account for travel related to conferences and business meetings, as no costs will be incurred for members to attend next year's CAPG conference. The projected total at this time for 2016 is \$45,900 including the CAPG conference funding.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

The \$30,000 budget in 2015 met requirements, with \$2,130 remaining at year-end.

SUPPORTING DOCUMENTATION

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

Document 2: Discretionary Funding: 2010 - 2015

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 2015, \$30,000 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 2015 was \$27,870. This report fulfils the Discretionary Fund reporting requirement for the fiscal year 2015.

Document 1

Policy Number:	Policy Subject:
GA-7	BOARD DISCRETIONARY FUND
LEGISLATIVE AUTHORITY	REFERENCE / <i>Police Services Act, section 37</i>
DATE APPROVED	11 May 1998
DATES AMENDED	May 2003 01 November 2010 28 October 2013
DATE TO BE REVIEWED	2016
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 - 2010 TO 2015**

Organization	2010	2011	2012	2013	2014	2015 Actual	2016 Projected
Canadian Association of Chiefs of Police							
Canadian Association of Police Governance - Conference Sponsorship	\$1,300	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	\$25,000
Citizen Advocacy		\$875					
Council on Aging	\$461.90			\$150			
Crime Stoppers	\$100	\$275	\$1,375	\$150	\$150	\$150	\$150
Elizabeth Fry Society							
Emil Kolb Retirement Party					\$200		
Friends of L. Hill (retirement party)							
Guyana Ottawa Association							
Heart & Stroke Foundation (Cst. Murphy)							
Kids Come 1st Golf Tournament (Hole)			\$250				
National Capital Alliance on Race Relations - Youth Mentoring Program							
Odawa Native Friendship Centre (Pow Wow Aboriginal Art Auction)					\$40		
Ont Assoc of Police Services Boards	\$1,000	\$2,500	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000
Ottawa Centre for Crime Prevention							
Ontario Special Olympics - Support an Athlete						\$500	
Ottawa Boys & Girls Club	\$800	\$800	\$1,500	\$1,000	\$150	\$1,000	\$1,000
Ottawa Celtic Music & Dance Society (OPS Pipe Band) for B&G Club		\$60					
Ottawa Muslim Women Organization				\$100			
Ottawa Police Association (Big 10 Conf)	\$250						
Ottawa Police Dragon Boat			\$500		\$500		
Ottawa Police FOI Conference							
Ottawa Police Gala	\$1,250	\$1,750	\$1,500	\$2,100	\$1,750	\$2,450	\$1,750
Ottawa Police Pipes & Drums Band							
Ottawa Police Retirement G. Larochelle				\$400			
Ottawa Police Venturers				\$500			
Ottawa Police Women's Soccer Team							
Ottawa Street Ambassador Program 2004 - Byward Market Business	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Ottawa Victim Services AGM					\$61		
Plaza of Honour (J. Durrell Order of Ottawa)			\$62.15				
Police Association Scholarship Fund	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
Royal Ottawa Inspiration Awards	\$1,550	\$1,550		\$1,550			
Salvation Army Leadership Breakfast		\$250					
Shepherds of Good Hope Foundation		\$130					
St. Joe's Centre for Women							
Thomas G. Flanagan Scholarship Cultural Wine & Food Show			\$500				
Torch Run for Special Olympics							
United Way (Community Builder)		\$300					
United Way (Raising the Roof)							
Vanier Farewell Breakfast to Chief White for B&G Club			\$500				
Victims of Crime (D/C O'Sullivan Retirement Party)	\$1,000						
The Vision Awards	\$866						
Wabano Centre for Aboriginal Health			\$675		\$1,250	\$770	\$1,000
World Police and Fire Games							
Youth Services Bureau of Ottawa	\$1,000						
Youth Treatment Centre Project S.T.E.P.	\$1,875						
Total	\$28,453	\$26,490	\$29,862	\$24,950	\$23,101	\$27,870	\$46,900
Budget	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
(+/-)	1,546.85	3,510.00	137.85	\$5,050	\$6,899	\$2,130	-\$16,900