

**Report to / Rapport au:**

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

**25 April 2016 / 25 avril 2016**

**Submitted by / Soumis par:**

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

**Contact Person / Personne ressource:**

**Wendy Fedec, Executive Director / Directrice exécutive  
*wendy.fedec@ottawa.ca***

**SUBJECT: ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS' ANNUAL  
CONFERENCE: FUNDING REQUEST**

**OBJET: DEMANDE D'AIDE FINANCIÈRE : CONGRÈS ANNUEL DE L'ONTARIO  
ASSOCIATION OF POLICE SERVICES BOARDS**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve a \$1,000 sponsorship contribution to the Ontario Association of Police Services Boards' 2016 Annual Conference being held in Niagara Falls on May 11 - 14, 2016.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve un parrainage de 1 000 \$ au congrès annuel de 2016 de l'Ontario Association of Police Services Boards, qui se déroulera à Niagara Falls, Ontario, du 11 - 14 mai 2016.**

**BACKGROUND**

Attached at Document 1 is a letter from Russ Bain, President, regarding sponsorship opportunities for the 2016 OAPSB Annual Conference being held from May 11 - 14, 2016.

The Ottawa Police Services Board has contributed financially to the OAPSB Conference each year since 2005, with the contributions typically being in the \$1,000 range.

In exchange for a contribution of this amount, the Ottawa Police Services Board will be recognized as a “Silver Sponsor”, which includes recognition in the conference program, recognition on the OAPSB website, and a letter of appreciation

The Board’s Discretionary Fund Policy attached at Document 2 sets out four categories for priority funding. This request would fall under the category of “Special Board Requirements”, which is intended to provide flexibility to the Board to fund requirements associated with Board functions, such as sponsoring events at board-related conferences.

### **FINANCIAL IMPLICATIONS**

Discretionary funds in the amount of \$30,000 have been included in the Board’s 2016 budget, with \$17,000 of that earmarked for specific purposes (\$10,000 for the Street Ambassador Program, and \$7,000 for the Police Association Scholarship Fund). Based on projected requests for discretionary funding in 2016, there are sufficient funds to cover this expenditure.

### **SUPPORTING DOCUMENTATION**

Document 1 – Letter of Request from Russ Bain, President, OAPSB

Document 2 – GA-7 Board’s Discretionary Fund Policy

## Document 1

**From:** OAPSB <[admin@oapsb.ca](mailto:admin@oapsb.ca)>

**Sent:** Friday, April 8, 2016 9:42 AM

**To:** 'OAPSB'

**Cc:** [jdavis47@sympatico.ca](mailto:jdavis47@sympatico.ca); [djelly@temiskamingshores.ca](mailto:djelly@temiskamingshores.ca); [Tariss14@live.ca](mailto:Tariss14@live.ca); [salpolito@gmail.com](mailto:salpolito@gmail.com); [vstewart@sympatico.ca](mailto:vstewart@sympatico.ca); [kevin.eccles@grey.ca](mailto:kevin.eccles@grey.ca); [patrickj@weavergroup.ca](mailto:patrickj@weavergroup.ca); El-Chantiry, Eli; [Lloyd.Ferguson@hamilton.ca](mailto:Lloyd.Ferguson@hamilton.ca); [francaldarelli@gmail.com](mailto:francaldarelli@gmail.com); [russ2@execulink.com](mailto:russ2@execulink.com); [rock3@rogers.com](mailto:rock3@rogers.com); [keneast@nexicom.net](mailto:keneast@nexicom.net); [fjk.consulting@rogers.com](mailto:fjk.consulting@rogers.com); [dsmith@shuniah.org](mailto:dsmith@shuniah.org); [etheline.komoseng@tpsb.ca](mailto:etheline.komoseng@tpsb.ca); Bell, Sylvia

**Subject:** OAPSB 2016 Spring Conference - Sponsorship Opportunities

Greetings Fellow Members!

Our annual Spring Conference is fast approaching, and the program looks very exciting!

Several members have asked how they can become more involved and further support the conference. Accordingly, we've put together an array of more focussed sponsorship opportunities, available to all members. Please see the attached list of sponsorship opportunities.

When we last held our conference at Niagara Falls, just 5 years ago, members contributed **over \$43,000** in sponsorships. Let's do our best to match that again this year!

See you at the conference!

Russ

President

**Document 2**

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
DATE REVIEWED	2003, 2007, 2010, 2013
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 funding requests 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.