

Report to / Rapport au:

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

23 September 2019 / 23 septembre 2019

Submitted by / Soumis par:

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

Contact Person / Personne ressource:

**Krista Ferraro, Executive Director / Directrice exécutive
*krista.ferraro@ottawa.ca***

**SUBJECT: CANADIAN ASSOCIATION OF POLICE GOVERNANCE: HOSTING OF
2021 CONFERENCE**

**OBJET: ASSOCIATION CANADIENNE DE GOUVERNANCE DE POLICE :
ACCUEIL DE LA CONFÉRENCE DE 2021**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve hosting the 2021 Canadian Association of Police Governance annual conference.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa accepte d'accueillir la conférence annuelle de l'Association annuelle de gouvernance de police de 2021.

BACKGROUND

Since 1989 the Canadian Association of Police Governance (CAPG) has held an annual professional development conference over a three-day period each August in a different city across Canada. The event brings together members of police boards, board staff, senior police personnel, provincial officials and others to network, hear from expert speakers and discuss issues of relevance to police governors and police services. Programming includes extensive workshops, training sessions, panel discussions and plenary presentations to further the professional development of those involved in

civilian oversight and governance of municipal police. It is one of the two most important professional development opportunities each year for board members, the other being the annual conference of the Ontario Association of Police Services Boards (OAPSB).

The Conference draws more than 200 police governors to the host community. In addition to economic benefits to local businesses, hosting the conference would provide an opportunity for the Ottawa Police Service (OPS) to showcase some of its innovative programs and approaches to policing.

In the past, the CAPG conference has occasionally ran back-to-back in the same city as the Canadian Association of Chiefs of Police (CACP) annual conference, when there was a host board. This was advantageous because delegates could attend both conferences without incurring additional travel expenses, thereby increasing their learning and networking opportunities.

The CACP is confirmed to be hosted in Ottawa in 2021 and, recognizing the benefits to be gained from holding the conferences in the same location, a request has been made to have the Ottawa Police Services Board serve as the host for CAPG in 2021 as well.

HOST RESPONSIBILITIES

Attached at Document 1 is the CAPG conference contract outlining CAPG and host responsibilities. Among the host responsibilities are the following:

- Funding of \$5,000 in 2020 to host a 2021 Kick-off Breakfast at the 2020 conference.
- A minimum contribution of \$25,000 towards the 2021 conference.
- In collaboration with CAPG, identifying sponsors, developing recognition for sponsors, sponsor liaison services.
- In collaboration with CAPG, planning and executing opening and closing ceremonies, receptions, dinner and luncheons, entertainment and décor.
- In collaboration with CAPG, preparation and dissemination of media releases prior to and during conference, media interviews and press conference arrangements.
- In collaboration with CAPG, selection of a sign company to prepare conference banners and signs which cannot be prepared in house, layout, graphic design and print coordination for welcome and sponsorship banners, meeting and event signs, conference vehicle identification and on-site sign preparation, placement and storage.

- Solely responsible for providing at least 10 volunteers: recruitment, selection, allocation, orientation/training, screening, on-site management (parking, reporting lines, clothing, food and beverage requirements), identify trouble shooters, and plan and coordinate volunteer orientation and appreciation events.
- Solely responsible for coordinating and assembling letters of welcome from the Host Chair, the Lieutenant Governor, the Police Chief and local, provincial and national politicians for inclusion in the program guide.
- Companion Program
- Transportation to all off-site events
- Photography for events as required.

The Ottawa Police Services Board has hosted provincial or national conferences in the past. Most recently it hosted the 2016 CACP conference. In that case and in other previous conferences hosted in Ottawa, the Board was responsible for the costs of specific events and services, such as a host evening dinner with entertainment, transportation, companion program, signage and volunteer costs. In contrast, the CAPG requests a \$25,000 contribution towards the 2021 conference but then pays for everything from its budget. There should be no additional costs to the host board assuming the Board does not add items that are out of scope of what CAPG covers, including the optional golf tournament described below.

If the Board were to decide to hold an optional golf tournament, it would be responsible for any costs incurred as a result. The last time a golf tournament was held as part of CAPG was in 2015, due in a large part to the amount of work involved in organizing it. It is the only event that is entirely the responsibility of the host board to fund, plan and execute. In the past, boards have used the golf tournament as a way to fundraise for a local charity and have been successful in raising enough funds to finance the costs of the tournament as well. However, it would be difficult for the Board to undertake such an event without OPS assistance, given its limited resources.

As is evident from the list of responsibilities, the host's role is significant and will require human resources to plan and execute. The Board would require assistance from the OPS in areas such as: the provision of volunteers including recruiting and training; media services; photography; participation in the opening and closing ceremonies; and obtaining sponsorship / in-kind donations from local businesses. An initial request for assistance been put forward through Interim Chief Bell, should the Board choose to approve the hosting of the conference in 2021.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

The host board is required to make a \$5,000 contribution for a Kick-Off Breakfast at the 2020 conference, and a minimum contribution of \$25,000 for the 2021 conference.

SUPPORTING DOCUMENTATION

Document 1 – Host Contract CAPG Conference

CONCLUSION

The Canadian Association of Police Governance annual conference is one of the two most important networking and professional development opportunities each year for members of police services boards. The Ottawa Police Board has been a strong supporter of the CAPG since 1995 when local police services in Ottawa were amalgamated. Past members of the Ottawa Board have served on the CAPG Board of Directors, including as President, and member Smallwood is currently on its Board as the Vice President. Hosting the annual conference in 2021 would provide a unique opportunity for the Ottawa Police Services Board to demonstrate its support for the work of the CAPG and at the same time, showcase the City of Ottawa and the many innovative programs of the Ottawa Police Service.