

**Report to / Rapport au:**

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

**24 September 2018 / 24 septembre 2018**

**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  
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**SUBJECT: ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS' LABOUR  
RELATIONS SEMINAR FUNDING REQUEST**

**OBJET: DEMANDE D'AIDE FINANCIÈRE : SÉMINAIRE SUR LES RELATIONS  
DE TRAVAIL DE L'ONTARIO ASSOCIATION OF POLICE SERVICES  
BOARDS**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve a \$1,500 Gold sponsorship for the Ontario Association of Police Services Boards' 2018 Labour Relations Seminar being held in Toronto on 20 – 21 September, 2018.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve une commandite d'or de 1 500 \$ pour le séminaire sur les relations de travail de 2018 de l'Ontario Association of Police Services Boards, qui se tiendra à Toronto du 20 au 21 septembre 2018.**

**BACKGROUND**

**Attached at Document 1 is a letter from Eli El-Chantiry, President, regarding sponsorship opportunities for the 2018 OAPSB Labour Relations Seminar being held from September 20 – 21, 2018.**

The Ottawa Police Services Board has contributed financially to the OAPSB Conference each year since 2005.

In exchange for a contribution of this amount, the Ottawa Police Services Board will be recognized as a “Gold Sponsor”, which includes breakfast/lunch sponsor, recognition in the conference program, and recognition on the OAPSB website.

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 2018 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 2018, there are sufficient funds to cover this expenditure.

### **SUPPORTING DOCUMENTATION**

Document 1 - PSB Members Partner Opportunities

Document 2 - Board’s Discretionary Fund Policy

## Document 1 - PSB Members Partner Opportunities

**ONTARIO ASSOCIATION OF POLICE SERVICE BOARDS****180 Simcoe Street, London Ontario, N6G 1H9****TEL. 1-519-659-0434****Seeking Your Help! – PSB Members**

The Ontario Association of Police Service Boards' 2018 Labour Seminar is being held from September 20-21, 2018 at the Four Points Sheraton Hotel at the Toronto Airport.

Each year our seminar features engaging speakers addressing topical subjects relating to labour. The program is shaping up to be really good this year – but we need your help!

Each year we rely on participation and sponsorship to help make the seminar successful. We ask that your board (and zone) consider sponsoring the seminar.

**Gold - \$1,500 to \$2,500**

- Breakfast/Lunch Sponsor
- Recognition in the conference program
- Recognition on the OAPSB website

**Silver - \$500 to \$1,500**

- Coffee break sponsor
- Recognition in the conference program
- Recognition on the OAPSB website

**Bronze – Up to \$500**

- Recognition in the conference program
- Recognition on the OAPSB website

Please contact us at [admin@oapsb.ca](mailto:admin@oapsb.ca) or 1-800-831-7727 to take advantage of one or more of these unique sponsorship opportunities listed below.

Respectfully,

Eli El-Chantiry, Chair

Fred Kaustinen, Executive Director

## Document 2 - Board's Discretionary Fund Policy

<b>GA-7 BOARD DISCRETIONARY FUND</b>	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Police Services Act</i> , section 37
DATE APPROVED	11 May 1998
DATE REVIEWED	2003, 2007, 2010, 2013, 2017
DATES AMENDED	1 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 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

1. 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

1. 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

2. 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.