

**Report to / Rapport au:**

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

**22 March 2021 / 22 mars 2021**

**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: ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS' ANNUAL  
CONFERENCE: ATTENDANCE, BOARD OF DIRECTORS  
NOMINATION, AND SPONSORSHIP**

**OBJET: LA CONFÉRENCE ANNUELLE DE L'ONTARIO ASSOCIATION OF  
POLICE SERVICES BOARDS : PRÉSENCE, NOMINATION AU  
CONSEIL D'ADMINISTRATION, ET COMMANDITE**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve:**

- 1. The attendance of Chair D. Deans, Vice Chair L.A. Smallwood, Members B. Johnson, R. King and D. Nirman, and Executive Director K. Ferraro at the Annual Conference of the Ontario Association of Police Services Boards, to be held virtually 26 – 28 May 2021;**
- 2. The nomination of Board Member D. Nirman to serve on the board of directors of the Ontario Association of Police Services Boards for the 2021 - 2022 term; and,**
- 3. A \$1,500 Silver Sponsorship of the Ontario Association of Police Services Boards' 2021 Annual Conference.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve :**

- 1. la présence du présidente D. Deans, vice-président L.A. Smallwood, membres B. Johnson et D. Nirman, et la directrice exécutive K. Ferraro au congrès annuel de l'Ontario Association of Police Services Boards, qui aura lieu du 26 – 28 mai 2021 virtuellement,**
- 2. la nomination de son membre D. Nirman au conseil d'administration de l'Ontario Association of Police Services Boards pour le mandat 2021 – 2022, et**
- 3. une commandite d'argent de 1,500 \$ pour le congrès annuel de l'Ontario Association of Police Services Boards.**

## **DISCUSSION**

### Attendance at Conference

The Ontario Association of Police Services Boards (OAPSB) will be holding its annual Spring Conference & Annual General Meeting virtually on 26 – 28 May 2021. All members of the Board received the information attached at Document 1 and were canvassed as to their interest in attending.

Chair Deans, Vice Chair Smallwood, Member B. Johnson, Member R. King and Executive Director Ferraro have indicated they would attend on behalf of the Ottawa Police Services Board. Member Nirman will also be attending as he is a member of the Board of Directors.

### Nomination for Board of Directors

At the Annual General Meeting during the conference, the membership will be electing a slate of candidates to serve as the Board of Directors from May 2021 to May 2022. Member Nirman has served on the Board of Directors for the past year, and it is recommended that the Board endorse his nomination so he may have an opportunity to serve for a second term.

### Sponsorship

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

Sponsorship of the conference assists the OAPSB in minimizing costs to members to attend the seminar; offsetting the expenses related to delivering the virtual event and training; purchasing of virtual technology; supporting the marketing and outreach

required to inform and communicate with members; and delivering upgrades to their education and training offered to the membership.

## **BACKGROUND**

The OAPSB is the leading voice of police governance in Ontario. They serve their members and stakeholders, as well as the general public, by:

- helping local police services boards fulfill their legislated responsibilities by providing training and networking opportunities and facilitating the transfer of knowledge;
- advocating for improvements in public safety laws and regulations, practices and funding mechanisms.

Their membership includes police services board members, police and law enforcement officials, and other persons involved in policing and public safety.

The OAPSB Conference is one of two annual conferences available in Canada specifically designed for members of police boards, and Ottawa Police Services Board members are encouraged to attend both, particularly within their first two years on the Board. The Ottawa Police Services Board has recognized the importance of ongoing training and education for its members through its policies and in particular through the training policy adopted in response to a recommendation from the City's Auditor General. The Board also ensures that sufficient funds are included in its budget each year to support its commitment to ongoing education and enable Board members to attend various learning opportunities throughout the year.

Attached at Document 2 is a letter from Patrick Weaver, OAPSB Chair, regarding sponsorship opportunities for the 2021 OAPSB Annual Conference being held from May 26 – 28, 2021.

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

In exchange for a contribution of this \$1,500, the Ottawa Police Services Board will be recognized as a "Silver Sponsor," which includes recognition on the virtual platform of the conference program, and recognition on the OAPSB website.

The Board's Discretionary Fund Policy attached at Document 3 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.

**CONSULTATION**

Board members were canvassed for their interest in attending the conference and serving on the Board of Directors.

**FINANCIAL IMPLICATIONS**

The cost of attending this conference is estimated at \$350 per person. There are sufficient funds in the 2021 Police Services Board budget to accommodate this request.

The Board is being asked to approve a \$1,500 sponsorship, consistent with previous years' sponsorship of this same event. The proposed \$1,500 sponsorship would be deducted from the Board's discretionary funds. Discretionary funds in the amount of \$121,500 have been included in the Board's 2021 budget.

Based on projected requests for discretionary funding in 2021, there are sufficient funds to cover this expenditure.

**SUPPORTING DOCUMENTATION**

Document 1 - 2021 Spring Conference & Annual General Meeting Preliminary Conference Program

Document 2- PSB Members Partner Opportunities

Document 3- Board's Discretionary Fund Policy

Document 1 – 2021 Spring Conference & Annual general Meeting Preliminary  
Conference Program



***Good Policing through Good Governance***

ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS

2021 Virtual  
SPRING CONFERENCE and  
ANNUAL GENERAL MEETING

May 26-28, 2021

***New Regulatory Changes***

Conference Program

**Wednesday, May 26, 2021**

<p>1:00 pm – 4:30pm</p>	<p style="text-align: center;"><b>OPP Boards - Board Training</b></p> <p style="text-align: center;">12:30 pm – 2:00 pm</p> <p style="text-align: center;"><b>Setting Objectives for Local Policing</b></p> <p style="text-align: center;"><i>Fred Kaustinen, Executive Director, Ontario Association Police Services BoardsTBD, Ontario Provincial Police</i></p> <hr/> <p style="text-align: center;"><b>Municipal Boards - Board Training</b></p> <p style="text-align: center;">2:30 pm – 4:00pm</p> <p style="text-align: center;"><b>New Strategic Planning Requirements</b></p> <p style="text-align: center;"><i>Fred Kaustinen, Executive Director, Ontario Association Police Services BoardsTBD, Solicitor General of Ontario</i></p>
<p>4:30 pm – 5:30 pm</p>	<p style="text-align: center;"><b>Virtual Welcome Reception &amp; Social</b></p>

**Thursday, May 27th, 2021**

9:00 am - 9:10am	<p><b>OPP Boards - Opening Ceremony &amp; Greetings</b>  <i>Patrick Weaver, Chair Ontario Association Police Services Boards</i>  <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i>  <i>Anthem</i></p>
9:15 – 10:15 am	<p><b>OPP Boards - Update on OPP Detachment Boards</b>  <i>TBA, Solicitor General</i></p>
10:15 – 10:30	<p><b>Refreshment Break</b></p>
10:30 am – 11:45 am	<p><b>OPP Boards - Update on OPP Detachment Boards (Continued)</b>  <i>TBA, Solicitor General</i></p>
11:45 am	<p><b>Section 10 Elections</b></p>
12:15 pm – 1:00 pm	<p><b>Lunch Break</b></p>
1:00 pm - 1:10pm	<p><b>Municipal Boards - Opening Ceremony &amp; Greetings</b>  <i>Patrick Weaver, Chair Ontario Association Police Services Boards</i>  <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i>  <i>Anthem</i></p>
1:15 pm– 2:15pm	<p><b>Municipal Boards - Update on Municipal Board Regulations</b>  Board Member Code of Conduct New  Special Constable Regulations  Update on Advocacy Standards</p> <p><i>TBA, Solicitor General</i></p>
2:15 pm – 2:30 pm	<p><b>Break</b>  <i>Sponsored by</i></p>

2:30 pm– 4:00pm	<p style="text-align: center;"><b>Municipal Boards - Update on Municipal Board Regulations (continued)</b></p> <p>Board Member Code of Conduct New Special Constable Regulations Update on Advocacy Standards</p> <p style="text-align: right;"><i>TBA, Solicitor General</i></p>

**Friday, May 28<sup>th</sup>, 2021**

9:00 am - 9:10 am	<p style="text-align: center;"><b>Opening Ceremony &amp; Greetings</b> <i>Patrick Weaver, Chair Ontario Association Police Services Boards</i> <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i></p>
9:00 am-10:00 am	<p style="text-align: center;"><b>Mental Health during a Pandemic</b> Keynote Address <i>Speaker TBA</i></p>
10:00 am – 10:30 am	<p style="text-align: center;"><b>OCPD Lessons Learned</b> <i>Speaker TBA</i></p>
10:30 pm- 11:55 pm	<p style="text-align: center;"><b>OAPSB Annual General Meeting <b>Restricted to member boards &amp; their staff</b></b></p>
11:55 pm – 12:00 pm	<p style="text-align: center;"><b>Closing Remarks</b> <i>Chair-Elect, Ontario Association Police Services Boards</i> <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i></p>
1:00 pm – 1:30 pm	<p style="text-align: center;"><b>OAPSB Board of Directors' Meeting</b> Election of Officers</p>



**ONTARIO ASSOCIATION OF POLICE SERVICE BOARDS**



**180 Simcoe Street, London Ontario, N6G 1H9**

**TEL. 1-519-659-0434**

**OAPSB Members - Seeking Your Support!**

The Ontario Association of Police Service Boards' 2021 Spring Conference and AGM is being held virtually on May 27-28, 2021.

Each year we rely on participation and sponsorship. We ask that your board (and zone) consider sponsoring the conference.

Added benefits: Funding received for OAPSB events is used to:

- Minimize costs to members to attend the seminar
- Offset the expenses related to delivering the virtual event and training
- Purchase of virtual technology
- Support the marketing and outreach required to inform and communicate with members
- Provide your organization recognition on our website, eblasts and at the virtual event.
- Deliver upgrades to our education & training to membership

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

Respectfully,

Patrick Weaver

Chair

Fred Kaustinen

Executive Director

**2021 Spring Conference & Annual General Meeting  
Member Sponsorship Opportunities**

**Platinum - \$5,000 +**

- Premium Exposure on Virtual Platform as Platinum Sponsor
- Recognition on the OAPSB website
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. Welcome / Virtual reception)

**Gold - \$3,000 - \$5000**

- Recognition Virtual Platform as Gold Sponsor
- Recognition on the OAPSB website
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. virtual breaks)

**Silver - \$1,000 to \$2,000**

- Recognition Virtual Platform as Silver Sponsor
- Recognition on the OAPSB website

**Bronze – Up to \$999**

- Recognition Virtual Platform as Bronze Sponsor
- Recognition on the OAPSB website

## Document 3 - 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
  - 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.