

OTTAWA POLICE SERVICES BOARD
FINANCE AND AUDIT COMMITTEE MEETING

MINUTES 3

14 May 2019, 12:02 p.m.

Pat Hayes Boardroom, 2nd floor, 474 Elgin Street, Ottawa

PRESENT: L.A. Smallwood (Chair), D. Deans, C. Meehan

Others: Board Members A. Blaustein; S. Valiquet; D. Nirman; Interim Chief S. Bell; Acting Deputy Chief J. McKenna, Acting Director General J. Letourneau; Director J. Steinbachs; C. Clark; J. Sweet; Executive Director K. Ferraro; Committee Assistant T. Anderson

CONFIRMATION OF AGENDA

That the Finance and Audit Committee confirm the Agenda of the 14 May 2019 meeting.

CARRIED

CONFIRMATION OF MINUTES

Minutes 2 of 1 April 2019

That the Finance and Audit Committee confirm Minutes 2 from the 1 April 2019 meeting.

CARRIED

BUSINESS ARISING FROM MINUTES

There was no business arising from the Minutes

ITEMS OF BUSINESS

1. BACKGROUND CHECK FEE STRUCTURE

Presentation

Interim Chief S. Bell and Acting Director General J. Letourneau provided a presentation on background check fee adjustments options. The following points of clarification were made during subsequent discussions. *(A copy of the presentation is kept on file with the Board's Executive Director)*

- The current \$90 fee for employment checks is based on full cost recovery and volunteers continuing to pay \$0.
- Each organization is different in terms of how current a check needs to be to be accepted. Most organizations deems a check good for 2-3 years.
- 20-25% of those who purchased checks prior to the change also paid the \$42 surcharge for express "while you wait" service.
- The OPS also charges a \$42 out of jurisdiction fee. The OPS receives about 2,000 requests of this type, which represents approximately 3% of all checks.
- It was noted that every comparator city in Ontario charges for volunteers.
- Under the *Youth Criminal Justice Act*, youth no longer require record checks (unless it is for the City).
- The average cost of the service is \$65.

The Committee discussed the various options. The OPS recommended option 3a as it is most in line with comparator cities across the province; it ensures the OPS isn't subsidizing the service; and it is line with the general principles of treating all categories of checks equitably; maintaining an efficient administrative process; and minimizing cross segment subsidization.

It was noted that should fees for volunteers be introduced, many organizations would not have been able to budget for this change. However, the Board could use the 2019 budgeted revenue reduction for record checks to phase in a fee for volunteers, starting with \$10 in July and moving up to \$20 at the beginning of next year (2020).

The Committee noted that it was important to reach impacted groups before any decisions on changes to the fee structure were made.

The Finance and Audit Committee directed that a presentation and report be tabled at the May Board meeting that provide the following two options for consideration:

- 1) The fee structure remains status quo;
- 2) The fee structure is changed and includes a staged \$10 charge for volunteers beginning July 1, 2019, with a planned increase to \$20 effective January 2020, reducing employment check fees to \$65.

The Board would wait until its June meeting to make a final decision, allowing ample time for community outreach to impacted groups.

That the Finance and Audit Committee:

- 1. Receive this presentation for information.**

RECEIVED

- 2. Recommend a fee structure option for approval by the Ottawa Police Services Board at the May meeting.**

DEFERRED per above

2. POLICE OFFICERS SCHOLARSHIP AND CHARITABLE FUND

Executive Director's Report

The Committee discussed the auction proceeds that form part of the Board's overall budget and the lack of stability of that revenue source; namely that proceeds have been trending much lower than estimated in recent years. Some of the causes of this reduction in revenue are that OPS bicycles are being held onto longer before resale and auction commission rates have increased substantially.

The Committee decided to recommend that the Board remain a party to the Police Officers Scholarship and Charitable Fund however cease further contributions until further notice, given the above.

It was also discussed that should the OPA approach the Board for more funds in order to sustain it, there was always the option of running out the existing capital that the Board had previously invested.

That the Finance and Audit Committee make a recommendation to the Ottawa Police Services Board with respect to funding of the Police Officers Scholarship and Charitable Fund.

CARRIED per above

OTHER BUSINESS

None

NEXT MEETING

Thursday, 20 June 2019 at 10:00 a.m.

ADJOURNMENT

The meeting was adjourned at 1:08 p.m.

DRAFT