



Ontario Homicide Investigator's Association

Ontario Homicide Investigator's Association

Business Rules

May 2018





Business Rules

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INTERPRETATION

1. The Ontario Homicide Investigator's Association (herein referred to as the Association) is comprised of members of police services and related government agencies that are involved in the investigation of unlawful death.
2. The member agencies are drawn from the Province of Ontario.
3. Membership in the Association may only be granted to a bona fide police agency or government agency directly involved in unlawful death investigation and whose members are subject to an oath of secrecy.

This should be interpreted as:

- Any member of an OHIA member agency has standing within OHIA.
- They are therefore entitled to all aspects of OHIA membership with the exception of executive appointment.
- An Executive member must be or have been a member of a unit mandated to investigate unlawful death.

OHIA General Procedures

General Meetings

1. General Meetings shall be conducted twice per year at a member agency location.



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2. The Chair is to ensure a full and informative agenda for the meeting.
3. A training component will be considered for each meeting.
4. Meeting locations shall be rotated among member agencies on a voluntary basis.
5. The Chair is responsible to coordinate with the hosting agency regarding the reasonable costs for the venue and refreshments.
6. The hosting agency is required to submit for prior approval an estimate of the costs for the venue and refreshments. This submission is through the Chair to the Executive for approval.

Travel Costs

1. Travel costs include accommodation and meals.
2. Costs will not be covered for members attending meetings.
3. Costs for executive members attending meetings will be covered by OHIA where their respective service will not cover such costs.
4. Costs for speakers attending a meeting may be covered by OHIA if required and pre-approved by the Executive.
5. Costs for executive members attending executive meetings will be covered by OHIA.

Executive Meetings

Executive meetings may be called by the Chair or any member of the executive as required.

Data Management

1. The Treasurer and Secretary will maintain electronic and hard copy files to capture all OHIA information relating to their positions.
2. Electronic files and backup copies will be maintained by the Executive.

OHIA Representatives

1. Each OHIA member agency will have an identified OHIA Representative who will be responsible for the dissemination of OHIA minutes, material and events within their respective agencies.



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2. The OHIA Representative will be the primary point of contact between the OHIA and the member agency.

Website

1. The OHIA website will have a "Members Only" component accessible by members through an assigned password. The passwords will be assigned by OHIA to individual members

2. The Officer in Charge (OIC) of any OHIA member agency may authorize any member of that agency to have access to the "Members Only" component of the OHIA website.

3. The OHIA Representative for each agency will be responsible, in conjunction with the OIC, to compile and maintain a list of members requiring passwords for access to the "Members Only" component of the website. This list will be submitted to the Secretary for access.

Promotional Material

Any OHIA commercial branding or partnering with sponsors must be approved by the Executive prior to its use.

Financial Procedures

General

1. The Treasurer will be responsible for creating and maintaining an accounting system of financial records for the OHIA.

2. The OHIA fiscal year will commence September 1st of each calendar year and end August 31st of the following calendar year.

3. OHIA accounts will be reviewed annually, in a manner determined by the Executive.

4. This review will be completed by the end of the calendar year, for the previous fiscal year.

5. Membership dues will be set annually by the Executive.

Homicide Workshop

1. In addition to the roles set out in the OHIA Charter, the Treasurer will be responsible for creating and maintaining an accounting system for the annual Homicide Workshop.



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2. The Homicide Workshop accounting records will be submitted annually to the Ontario Association of Chiefs of Police (OACP) in accordance with the Letters of Agreement

3. The Treasurer will be a standing member of the Homicide Workshop Committee and will work in conjunction with the Committee to create a budget for each Homicide Workshop.

OHIA Awards

Awards Committee

1. The OHIA will maintain a standing Awards Committee composed of a Chair and at least two delegates.

2. This Committee will solicit written nominations from within Ontario for the three sponsored homicide awards and the OHIA Merit Award.

3. Nominated cases must have completed the judicial process with the exception of appeals.

4. The Committee will establish a deadline for the submission of Homicide Award nominations.

5. All submissions will be reviewed by the Committee and categorized as to the most appropriate award related to the submission material.

6. The Committee will then review the submissions and validate the information provided. The unit commander or section head of the nominee should be contacted as part of the validation process.

7. The Committee's selection of an award recipient must be unanimous.

8. The selected awards recipients and all documentation related to the submission will be presented to the OHIA Executive for review and final approval prior to any announcement.

9. The Awards Committee will prepare letters to the Chief of Police or Commissioner of each award recipient notifying them of the award presentation. These letters will be prepared for the Chair of OHIA's signature.

10. It will be the responsibility of the award recipient's service to recognize all of the individual officers involved in the investigation and deserving of recognition.

11. Those cases nominated for an award but not successful shall be retained and considered for an award in following years. They will be retained for consideration for three years.



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Annual Awards

OHIA has identified a number of awards that are presented annually at the OHIA Homicide Workshop. These awards consist of:

The Lynda Shaw Award is sponsored by the Ontario Provincial Police (OPP) Criminal Investigation Branch and presented to the investigator or team demonstrating vigilance and dedication in Historic (Cold Case) Homicide Investigations.

The Mike Matthews Award is sponsored by OHIA and presented to the homicide investigator who has displayed the courage, tenacity and compassion that are the hallmarks of Mike Matthews' legacy.

The Major Case Management Award is sponsored by Ontario Major Case Management and presented to the individual, team or service that has exhibited outstanding innovation and achievement in case management in a homicide investigation.

The OHIA Award is sponsored by OHIA and presented to persons that throughout the Province of Ontario have made a significant contribution to homicide investigations and to OHIA homicide training and education.

Merit Award is sponsored by OHIA and presented to persons that throughout the Province of Ontario have made a significant contribution to homicide investigations or to homicide training and education.

Awards Presentations

1. **Mike Matthews Award** - The family of Mike Matthews will be given the opportunity to present the Mike Matthews Award. Should they be unable to attend the award will be presented by the Chair of the OHIA.
2. **Lynda Shaw Award** – The Lynda Shaw Award will be presented by the Director of the OPP Criminal Investigation Branch or his/her designee.
3. **Major Case Management Award** – The Major Case Management Award will be presented by Director of Ontario Major Case Management or his/her designee.
4. **OHIA Awards** – The OHIA Awards will be presented by the Chair of OHIA in alphabetical order.
5. **Merit Awards** – The Merit Awards will be presented by the Chair of OHIA in alphabetical order and narrated by the Chair of the Awards Committee.



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Cost of Awards

1. The cost of plaques for the Mike Matthews Award, OHIA Awards and Merit Awards will be covered by OHIA.
2. The cost of the Lynda Shaw Award plaque will be invoiced to the OPP Criminal Investigation Branch.
3. The cost of the Major Case Management Award plaque will be invoiced to Ontario Major Case Management.
4. The recipients of the Lynda Shaw, MCM and Mike Matthews Awards will be invited to attend the annual Homicide Workshop Banquet to receive their awards. OHIA will cover the cost of one night's hotel accommodation and two banquet tickets for the recipient and a guest from each agency receiving awards.
5. The recipients of the OHIA Awards will be invited to attend the annual Homicide Workshop Banquet to receive their awards. The OHIA will cover the cost of one night's hotel accommodation and one banquet ticket.
6. The recipients of the Merit Awards will be invited to attend the annual Homicide Workshop Banquet to receive their awards. OHIA will cover the cost of up to two banquet tickets-and may cover the cost of one night's accommodations.
7. Award graphics will be made available to an award recipient's agency in order that other team members may be recognized however OHIA will not cover the costs of additional awards.

OHIA Homicide Workshop

Homicide Workshop

1. In 2005 members of OHIA (formerly GHIA) met the OACP and proposed a partnership to conduct an annual Homicide Workshop (See Appendix A). That meeting established the following themes of the Homicide Workshop:
 - The Workshop should be focused on the investigation of homicides within Ontario, dealing with issues that impact local police under Canadian law but with consideration to international trends,
 - The Workshop should be held annually and be open to all law enforcement officers involved in homicide investigation, however OACP member agencies would be given priority,



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- The Workshop would be held in the spring of each year.

2. In addition to the above themes the following have been identified as beneficial to the annual Workshop:

- Each workshop will have a specific theme on which to build the 5 day syllabus.
- The Workshop will encourage the presentation of both successful and unsuccessful cases in order that we may learn from both.
- Every effort will be made to present at least one Cold Case annually.
- The Workshop will generally be focused on Canadian content.

Outside content may be considered if there is significant learning component for death investigators and it is approved by the Executive

3. The Workshop will be open to law enforcement personnel only unless approved by the Workshop Committee.

4. The Workshop Committee will consider non-law enforcement personnel based on their role within homicide/death investigation.

General Procedures

1. The Workshop Chair will provide each Workshop Committee member's Commissioner or Chief of Police with a letter acknowledging their participation in the Workshop.
2. Committee members shall wear business attire throughout the formal component of the Workshop.
3. Committee members shall attempt to be present for the entire workshop.
4. The Workshop Chair will ensure that each Workshop Committee member has accommodations for the duration of the Workshop, paid for by OHIA.

Homicide Workshop Committee Composition

1. The Homicide Workshop Committee will consist of a maximum of 10 members selected by the Homicide Workshop Committee Chair Person.



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2. OHIA Executive Committee members will be standing members of the Homicide Workshop Committee.

3. The Committee will consist of a Chair and Vice-Chair to be selected annually by the Workshop Committee.

4. The following portfolios will be assigned to the Committee Members:

- OACP Liaison
- Speakers
- Registration
- Sponsors
- Venue
- Delegate and Speaker Packages
- Promotion & Marketing
- Graphics
- Awards
- Entertainment
- Website

Workshop Committee Costs

1. Workshop Committee meal costs for attending regular planning meetings will be covered by the OHIA through the Homicide Workshop budget.

2. Workshop Committee meal and room costs for attending the annual Homicide Workshop will be covered by the OHIA through the Homicide Workshop budget.

Workshop Committee Meetings

1. The Committee Chair is responsible for setting regular meetings for the organization of the annual Workshop.

2. The Committee meetings may be rotated among member agencies.

3. The Committee Chair will coordinate with the hosting agency regarding the reasonable costs for the venue and refreshments.

4. The hosting agency is required to submit for prior approval an estimate of the costs for the venue and refreshments.

5. The Committee Chair is to ensure a full and informative agenda for the meeting.



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6. OHIA shall be responsible for all reasonable costs incurred by the host agency.

Sponsorship

1. Corporate sponsorship as an OHIA "Partner" or as a "Sponsor" is available to companies and corporations approved by the OHIA Executive.

2. "Premier" level corporate "Partnership" is available for \$5,000.00 each year.

3. "Standard" level corporate "Sponsorship" is available for \$1,500.00 each year.

4. Partners and Sponsors may provide promotional materials to be included with the delegate packages. The associated costs for the package inserts are the responsibility of the Partner or Sponsor and are subject to approval to the Workshop Committee.

5. Sponsors and Partners will receive the following for their financial contribution to the Homicide Workshop:

"Standard" Level Corporate Sponsors

- One day of the Workshop will be recognized as that sponsor's day and they will have the opportunity to display products and distribute literature throughout the session breaks.
- On their allotted day each sponsor will be formally recognized by OHIA at the beginning of the day and will be provided the opportunity to address the delegates and highlight their company's services and products
- Sponsors will be formally recognized by OHIA for their contribution and will be recognized in a manner deemed appropriate by the Workshop Committee at the end of the day acknowledging their support.
- Sponsors will have their logo or trademark appear on:
 - OHIA Homicide Workshop signage throughout the Workshop;
 - Workshop Schedule of Events;
 - The OHIA website with links to their individual websites for the year of their sponsorship, and;
 - An identification badge provided for their Workshop day.
- Sponsors will be provided with invitations and complimentary tickets for two persons at the Awards Banquet.
- Sponsors will receive formal recognition for their contributions at the Awards Banquet.

"Premier" Level Corporate Partners

Partners will receive all of the benefits of a "Standard" level Corporate Sponsor and in addition will receive:



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- Acknowledgment as the Workshop “Partner” including larger logo coverage on signage and the website;
- A significant role in opening the Workshop;
- Invitations and complimentary tickets for four persons at the Awards Banquet;
- A seat at the Head Table for the Awards Banquet.
- An opportunity to provide sponsored entertainment on the first evening of the Workshop at their own expense. This entertainment will be approved and arranged by the Workshop Committee.

Registration

1. Registration will be conducted by the OACP Event Coordinator in conjunction with Workshop Committee as per the OACP/OHIA agreement.
2. Registration will be linked with the OHIA website.
3. The registration fee will be set annually by the Homicide Workshop Committee, recognizing that the intent of the workshop is to provide training to death investigators at a reasonable cost.

Delegate Packages

Packages provided to the Homicide Workshop delegates during registration will include:

- A workshop syllabus and speaker information;
- Any promotional materials as provided by the sponsors and;
- Promotional items as determined by OHIA Workshop Committee

Speakers

1. Potential speakers will be discussed and approved by the committee.
2. Speakers will provide their presentation materials in advance to ensure content suitability and compatibility with electronic equipment.
3. Speakers are welcome to attend the Awards Banquet at their own cost.
4. Costs for speakers from within Ontario will be provided as follows:
 - One night's accommodation;
 - Three meals at a rate set by the Workshop Committee and;
 - Travel costs at the discretion of the Workshop Committee.
5. Costs for speakers from outside of Ontario will be provided as follows:



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- Two night's accommodation;
- Six meals at a rate set by the Workshop Committee, and
- Any required transportation costs including transfers.

Opening Ceremonies

1. Each Homicide Workshop will be opened with a formal ceremony.
2. The following persons will be invited to participate in the opening ceremonies:
 - The local mayor;
 - The Chief of Police of the host jurisdiction;
 - The Chair of OHIA and;
 - The Chair of OHIA Homicide Workshop.
3. The ceremonies will be conducted as follows:
 - The participating delegates will be led into the conference room by a piper to a head table,
 - The National Anthem will be sung or played. (Consideration may be given to any other nation's anthem if there is significant attendance by a particular nation),
 - Each participant will be introduced by the Chair of the Homicide Workshop Committee and each will be provided with an opportunity to welcome the delegation
 - The delegation will then be piped out and the Workshop will commence.
4. Police Officers participating in the Opening Ceremony will do so in Dress Uniform.

Security and Transportation

1. Security and transportation requirements for the Workshop will be assessed each year and addressed accordingly.

Hospitality

1. A hospitality room will be provided each evening during the workshop to foster a positive networking and social atmosphere.

Awards Banquet

1. OHIA will host an annual Awards Banquet to be held on the Thursday evening of the Homicide Workshop. The order of dress will be business attire.
2. The banquet will be held to acknowledge those persons involved in the investigation of death within the Province of Ontario who are receiving awards.



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3. Each OHIA member agency's Director or Officer in Charge of the unit responsible for death investigation will be invited to attend the Awards Banquet. The banquet fee will be covered by OHIA.

4. The following members will be invited to attend as Head Table guests, the cost of which will be covered by OHIA:

- The local Mayor
- The President of OACP
- The local Chief of Police
- The Chair of OHIA
- The Chair of the OHIA Workshop Committee
- The Director of the Centre of Forensic Science
- The Chief Coroner of the Province of Ontario
- The OACP Executive Director
- Keynote Speaker
- The OHIA Sponsorship Partner

5. A complimentary beverage will be provided for each of the OHIA member agencies Directors or Officers in Charge, Head Table Guests and each Award Winner.

6. The Banquet ceremonies will proceed as follows:

- The Head Table guests will be piped into the banquet hall to begin the evening and the President of OACP will be invited to toast the Piper.
- The National Anthem will be sang or played
- The Master of Ceremonies will introduce the Head Table guests.
- The President of OACP will be invited to speak a few words of welcome.
- The Chair of OHIA will be invited to speak a few words of welcome.
- A guest will be invited to say Grace.
- Dinner will be served.
- The Keynote Speaker will speak at the conclusion of the meal.
- The Awards Presentation will then take place.
- The Chair of the OHIA Homicide Workshop Committee will close the banquet.

7. Post Banquet entertainment will be provided by the Workshop Committee.

Awards Presentations

1. The presentation of Awards will normally take place during the annual Homicide Workshop Awards Banquet.

2. The Chair of the OHIA Awards Committee will host the Awards component of the banquet.



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3. The Awards will be presented as follows:

- The Lynda Shaw Award.
- The Mike Mathews Award.
- The MCM Award.
- The OHIA Awards and Merit Awards