



**Ottawa Police Services Board  
Policy and Governance Committee  
Minutes**

**Meeting #:** 11  
**Date:** December 19, 2022  
**Time:** 10:00 am  
**Location:** Colonel by Room

**Members:** Chair: Michael Doucet, Salim Fakirani, Mark Sutcliffe

**Others:** Suzanne Valiquet, Interim Chair; Cathy Curry, Councillor; Peter Henschel; Marty Carr, Councillor; Krista Ferraro, Executive Director, Randa Ben Guedria; Board Assistant; Paul Burnett, Acting Deputy Chief; John Steinbachs, Director.

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1. Confirmation of Agenda

**That the Ottawa Police Services Board confirm the agenda of the 19 December 2022 meeting.**

Carried

2. Confirmation of Minutes

2.1 Minutes #10 of 12 May 2022

**That the Ottawa Police Services Board confirm Minutes #10 of the 12 May 2022 meeting.**

Carried

3. Declarations of Interest

No declarations of interest were filed.

4. Items of Business

4.1 Review of Board Procedure By-law No.3 of 2014

It was noted that the Board does routine reviews of its policies and bylaws from time to time and this review was part of the Board's 2022 workplan. Further, City Council recently passed a motion requesting that the Police Board, in addition to the Board of Health and Library Board, allow electronic participation in meetings and hold hybrid meetings. While the City cannot direct the Board's procedures, it was noted the Committee and Board can take the request into consideration in terms of its review of the Bylaw.

The Committee, in reviewing its Procedure Bylaw, considered whether current procedures were still assisting the Board in performing its governance and oversight responsibilities effectively and efficiently.

The Committee discussed proposed changes and directed that the Executive Director work with legal counsel to develop the specific wording in the bylaw. A report will be brought forward from the Committee to the Board at the January meeting.

The Committee went over proposed housekeeping changes that would ensure the Board's procedures are reflective of current practice, as well as assisting the Board in carrying out its duties more efficiently. These included:

- Including a provision in the bylaw that would allow the Board to hold a special meeting for an emergency or extraordinary situation by telephone or electronic polling, or other communication method. The Board's decision could be reported back publicly at the next regularly scheduled meeting.
- Correcting the reference to Ontario Regulation No 421/97 (it previously indicated incorrectly 421/07)
- Ensuring the current practice of providing agendas and minutes in either electronic or hardcopy formats is reflected in the bylaw.

The Committee went on to discuss the section of the bylaw which deals with the hearing of delegations at Board meetings.

It was noted that the current process for hearing delegations at the Board's monthly meetings is not meeting community needs for various reasons such as:

- Some community members feel it is not a safe space due to the presence of police officers; others feel it is not a safe space as there have been instances where delegates have been targeted as a result of speaking at Board meetings.
- The process is not accessible since meetings are held in person.
- Some delegations have been disruptive to the Board's proceedings, whereby delegates have ignored the Chair's orders.

The changes discussed by the Committee included the following:

- Holding a separate, virtual session over Zoom for public delegations on the same day as the Board's regular meeting but prior to the meeting rather than during the meeting. The session would be one hour in length. The Committee discussed holding it around lunch hour, from 12-1pm.
- Delegates will be registered on a first come first serve basis however priority would be given to those speaking to topics listed on the upcoming agenda, as well as those who have not previously delegated within the preceding three months.
- The Chair could present a high-level summary of the comments made during the virtual session at the following public meeting.
- All Board members would be invited to attend however the session would require a minimum of a quorum – the Board Chair plus three other Board members.

- Representatives from the Police Service would also be invited to attend the virtual session, such as the Chief and other representatives, depending on the topics being addressed.
- Delegates would be asked to send their comments in writing ahead of time.
- Requests to delegate would be required one full business day before the start of the virtual session to allow staff time to sort through the requests and provide the Board with time to review the written comments.
- The current time limit of five minutes would be maintained however if more than 12 delegates register, time limits could be reduced to 3 minutes to allow more people to speak.
- The Board would move its public meeting to 2pm, followed by its in-camera meeting.
- The “Order of Business” listed in the bylaw would be amended to allow more flexibility.

It was noted that there is a need for a broader and more long-term strategy for engaging with the public in a more meaningful and productive way that ensures members of the Board are hearing from a variety of voices from the community. The Committee discussed the possibility of the Board holding other sessions throughout the year on topics of public interest or other topics that may fall outside of the Board’s regular agendas.

A question was raised on whether there would be any costs associated with the virtual session. The Executive Director confirmed there would be no additional costs as the Board already has a Zoom subscription.

**That the Policy and Governance Committee:**

- 1) Review and discuss possible amendments to the Procedure By-law No. 3, of 2014;**
- 2) Forward any proposed amendments to the Board in the form of a notice of motion at its January 23, 2023, meeting, in order to enact the amendments at the 27 February 2023 meeting.**

**Carried**

5. Other Business

There was no other business

6. Adjournment

The meeting adjourned at 10:41 am.

DRAFT