

Report to / Rapport au:

**POLICY AND GOVERNANCE COMMITTEE
COMITÉ DES POLITIQUES ET DE LA GOUVERNANCE**

1 August 2023 / 1er août 2023

Submitted by / Soumis par:

**Executive Director, Ottawa Police Services Board / Directrice exécutive,
Commission de services policiers d'Ottawa**

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**SUBJECT: REVIEW OF BOARD POLICY GA-1 BOARD MEMBER JOB
DESCRIPTION**

**OBJET: EXAMEN DE LA POLITIQUE DE LA COMMISSION GA-1 –
DESCRIPTION DU POSTE DE MEMBRE DE LA COMMISSION**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board's Policy and Governance Committee review Board Policy GA-1 Board Member Job Description and endorse the recommended changes for Board approval.

RECOMMANDATIONS DU RAPPORT

Que le Comité des politiques et de la gouvernance de la Commission de services policiers d'Ottawa examine la politique de la Commission GA-1- Description du poste de membre de la Commission, et entérine les modifications recommandées en vue de leur approbation par la Commission.

BACKGROUND

In March of 2022, the Ottawa Police Services Board (Board) requested the assistance of the City's Auditor General in reviewing the response of the Ottawa Police Service to the convoy protest that took place in January and February 2022. The Auditor General accepted the request and in February 2023, delivered her reports to the Board, the

Service, and the City, depicting key events and describing how all parties could improve from similar future events. The Board subsequently accepted her report and developed an action plan to address all eleven of the recommendations directed at the Board.

The final report, including the Board's action plan, is available [online](#).

One recommendation arising out of the Auditor General's (AG) review concerned the time commitment required of Board members to fulfill their roles, particularly the additional time required of the Chair (Section 3.2, Recommendation 9).

The AG recommended the following:

“When appointing a Chair, the Board should consider the expected workload as compared to the candidates’ portfolios/commitments.

The Executive Director, in collaboration with the City Clerk’s Office, should ensure that members of Council are made aware of the likely time commitment prior to any appointments being made, so that Councillors appointed to the OPSB can determine if they will have sufficient time to execute their roles and responsibilities once appointed.

In addition, job descriptions for Board members as well as the Chair and Vice-Chair should be reviewed and amended to ensure they accurately reflect the time commitment required.” (p. 22 of the Audit of OPS’ Response to the Convoy Protest – The Role of the Ottawa Police Services Board)

In response to the AG's recommendation, the Board committed to having its Policy and Governance Committee complete a review of the Board's Policy on Board Member Job Descriptions to ensure it accurately reflects the time and commitment required of Board members, as well as the Chair and Vice Chair.

City Council also recommended the Board consider reviewing and updating its policy on Board Member Job Descriptions while it was undertaking the recruitment of the Council-appointed public member of the Board to ensure it accurately reflected the time commitment required of Board members, including the Chair and Vice Chair, given the changing legislative scheme and evolving public expectations (Motion No. 2023 – 05/14 January 25, 2023).

This policy was last reviewed in 2017.

DISCUSSION

Attached at Document 1 is a copy of Board Policy GA-1 Board Member Job Description.

Board staff have conducted an initial review of the policy to ensure it accurately reflects the time and commitment required of Board members, as well as the Chair and Vice Chair, and to ensure it remains current. Recommended changes for the consideration of the Committee are highlighted.

The Committee is being asked to review the changes and recommend them to the Board for approval, and/or suggest other amendments in keeping with the recommendation by the AG or other considerations.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

There are no financial implications.

SUPPORTING DOCUMENTATION

Document 1: GA-1 Board Member Job Description with recommended changes

CONCLUSION

The Policy and Governance Committee is being asked to review Board Policy GA-1 Board Members Job Description and recommend the proposed changes to the Board for approval.

Document 1

Table GA-1 – Policy Number: GA-1 – Board Member Job Description

GA-1 BOARD MEMBER JOB DESCRIPTION	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Ontario Police Services Act, 1990, and Ontario Regulation 3/99 – Adequacy and Effectiveness of Police Services</i>
DATE APPROVED	25 September 2006
DATE REVIEWED	2007, 2010, 2013, 2017, 2023
DATES AMENDED	24 September 2007, 01 November 2010, 28 October 2013, 7 February 2017, TBD
DATE TO BE REVIEWED	2026
REPORTING REQUIREMENT	N/A

LEGISLATIVE REFERENCE / AUTHORITY

The *Ontario Police Services Act* and the *Adequacy and Effectiveness of Police Services Regulation* set out the responsibilities that must be fulfilled by a police services board in Ontario. The Ottawa Police Services Board has deemed it desirable to itemize these legislated responsibilities as part of a Board Member Job Description. The purpose of the Job Description is to provide a clear understanding of what is expected of Board members in the way of responsibilities, time commitment, level of involvement, required skills and attributes to assist both prospective and existing members of the Police Services Board in understanding the role of a Board member.

BOARD POLICY**SCOPE/ACCOUNTABILITIES**

The Ottawa Police Services Board is legally responsible for the provision of adequate and effective police services in the City of Ottawa. The Board represents the public interest in determining appropriate organizational performance of the Ottawa Police Service, and in providing civilian oversight and governance of the activities of the Police Service.

TIME COMMITMENT

A significant time commitment is required from each member of the Board. In addition to regular **public and in-camera** monthly Board meetings held on the fourth Monday of the month **at 4:00 p.m.** and regular meetings of the Board's four committees, there are occasionally community meetings, **training opportunities**, and numerous other events that Board members are invited to attend, such as recruit swearing-in ceremonies, police-community award ceremonies, media conferences, **webinars**, police association functions, meetings with representatives from other police services boards, and other special police events. Committee meetings usually occur during the day. While the time commitment required will vary for each Board member depending on individual level of participation, the committees they serve on, and how busy those committees are, a Board member can attend an average of **5-12** meetings/events per month, for an average time commitment of 40 hours per month. Approximately ~~three~~ **four** hours per month is also required for reviewing agendas and other material.

DUTIES AND TIME COMMITMENT OF BOARD CHAIR AND VICE CHAIR

The position of Chair is one of significant responsibility, requiring a substantial personal commitment of time and resources. The position of Chair receives a higher level of compensation commensurate with the complexity and time requirements of the position.

The Board's Procedure By-Law contains a list of specific duties of the Chair. In addition to presiding at all meeting of the Board and setting the related agendas, the Chair also acts as the spokesperson for the Board, sits ex-officio as a Member of all Committees of the Board, signs all documents for an on behalf of the Board, and represents the Board at official functions. As a result of these additional duties, the Chair spends an additional 10 hours per week on Board business, over and above the previously stated average time commitment of 40 hours a month.

The Vice Chair acts for the Chair in the absence of the Chair.

TRAINING REQUIREMENTS

Members of police services boards in Ontario are required by legislation to take any training provided or required for them by the Ministry **of the Solicitor General** ~~Community Safety & Correctional Services~~. In addition, the Ottawa Police Services Board has adopted a policy of pursuing excellence in governance through an ongoing commitment to training, education and development that requires all Board members to participate in orientation training and encourages them to attend two specific police governance conferences at least once in the first two years of their term.

RESPONSIBILITIES

In accordance with the Ontario *Police Services Act, 1990* and Ontario *Regulation 3/99 – Adequacy and Effectiveness of Police Services*, as well as their other responsibilities, police services board members are collectively required to:

- (a) Appoint the members of the municipal police force;
- (b) Generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality;
- (c) Establish policies for the effective management of the police force;
- (d) Recruit and appoint the chief of police and any deputy chief of police, and annually determine their remuneration and working conditions, taking their submissions into account;
- (e) Direct the chief of police and monitor his or her performance;
- (f) Establish policies respecting the disclosure by chiefs of police of personal information about individuals;
- (g) Receive regular reports from the chief of police on disclosures and decisions made under section 49 (secondary activities);
- (h) Establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50;
- (i) Establish guidelines for dealing with complaints made by members of the public under Part V (*of the Police Services Act*);
- (j) Review the chief of police's administration of the complaints system under Part V and receive regular reports from the chief of police on his or her administration of the complaints system.
- (k) Consider requests to review complaints about policies or services of the Police Service.
- (l) Review complaints referred to the Board by the Office of the Independent Police Review Director about the conduct of the chief of police or a deputy chief.
- (m) Determine and monitor the annual police service budget.
- (n) Bargain in good faith with the associations representing police employees.
- (o) Consider requests for reviews of employee grievances.
- (p) Prepare a business plan/**strategic plan** for the police service at least once every three years.

- (q) Implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the *Act* and its regulations.
- (r) Abide by the Code of Conduct for Members of Police Services Boards (*Ontario Regulation 421/97*).

RESTRICTIONS

In accordance with section 31(4) of the *Police Services Act*, the Board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.

STATEMENT OF QUALIFICATIONS

EXPERIENCE	<ul style="list-style-type: none"> * Experience in one or more of the following fields: <ul style="list-style-type: none"> - business management - finance / budgetary - legal - governance - strategic planning - policy making - risk management / audit - municipal government - communications - human resources / labour relations - conflict resolution - information technology * Have served on other boards or governance bodies * Community outreach / leadership (or involvement)
LANGUAGE	<ul style="list-style-type: none"> * Oral fluency, reading and writing ability in English * Fluency in French considered an asset
KNOWLEDGE OF	<ul style="list-style-type: none"> * Responsibilities and functioning of a municipal police governing body

	<ul style="list-style-type: none"> * Public safety or law enforcement issues * Ottawa's social, cultural and political environments
ABILITIES	<ul style="list-style-type: none"> * Strong communication skills * Effective listener * Strong analytical skills * Strong decision-making skills * Exceptional interpersonal skills * Ability to interact cooperatively, effectively and efficiently with others
PERSONAL SUITABILITY	<ul style="list-style-type: none"> * Integrity and high ethical standards * Strong public service orientation * Values diversity * Discretion, objectivity and good judgement * Ability to meet time commitments of the job * Willingness to participate in ongoing training & development * Resident of the City of Ottawa * Criminal reference check required
ANNUAL REMUNERATION (not applicable to members of City Council)	<p>\$8,000 Board Member*</p> <p><i>*Additional remuneration is provided for non-Council Board Members elected to the role of Chair and Vice Chair</i></p>