

Subject: Appointment to the Police Services Board

File Number: ACS2023-OCC-CCS-0059

Report to Council 26 April 2023

Submitted on April 21, 2023 by Selection Panel, Police Services Board

Contact Person: Eric Pelot, committee coordinator, Office of the City Clerk

(613) 580-2424, ext. 22953, eric.pelot@ottawa.ca

Ward: Citywide

Objet : Nomination à la Commission de services policiers

Dossier : ACS2023-OCC-CCS-0059

Rapport au Conseil le 26 avril 2023

Soumis le 21 avril 2023 par le Jury de sélection, Commission de services policiers

Personne ressource : Eric Pelot, coordonnateur du comité, Bureau du greffier municipal

(613) 580-2424, poste 22953, eric.pelot@ottawa.ca

Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That, further to the deliberations of the Selection Panel, Council:

- 1. Approve the appointment of Gail Beck to the Police Services Board, with her term to be effective upon Council approval, for the 2022-2026 Term of Council;**
- 2. Recommend that the Police Services Board appoint Gail Beck as Chair for the 2022-2026 Term of Council.**

RECOMMANDATION(S) DU RAPPORT

Qu'à la suite des délibérations du jury de sélection, le Conseil :

- 1. approuve la nomination de Gail Beck à la Commission de services policiers**

pour le mandat du Conseil 2022-2026, son mandat entrant en vigueur à l'approbation du Conseil;

- 2. recommande que la Commission de services policiers d'Ottawa nomme Gail Beck à titre de présidente pour le mandat du Conseil 2022-2026.**

BACKGROUND

The *Police Services Act* requires City Council to appoint two Members of Council to the Ottawa Police Services Board (in addition to the Mayor), as well as a Public Member who is neither a Member of Council nor an employee of the municipality.

The *Appointment Policy – Council-Appointed Public Members of Committees, Boards and other External Authorities*, revised and approved by City Council on December 7, 2022, outlines the process and requirements for recruiting public members to the City's Committees, Boards and Task Forces, as well as to its External Boards, Commissions and Authorities, for which public members are required.

Advertisements for the current recruitment drive were placed in the Ottawa Citizen and Le Droit beginning December 1, 2022. In addition, ads were posted on the City website, on social media (Facebook, Twitter and LinkedIn), in the Ottawa Business Journal, and were sent to a number of organizations and professional associations with a potential interest. The recruitment ad was also circulated to community service centers, community centers, and recreation facilities, were posted to the City's digital billboards including at bus shelters and other facilities, and Volunteer Ottawa. Gender and equity-specific communications are also described in further detail below.

The application deadline for the Ottawa Public Library Board, as well as the conservation authorities was January 3, 2023. The deadline for all other public member positions for the current recruitment drive was January 23, 2023. The deadline to apply to the Police Services Board was then extended to February 28, 2023 by Council Motion No. 2023 - 05/14, moved by Councillor C. Curry and seconded by Councillor M. Carr. This motion was approved at the [City Council meeting of January 25, 2023](#).

As part of its Governance Review, the [City Council meeting of December 7, 2022](#) approved Motion No. 2022 - 03/21, moved by Councillor C. Curry, and seconded by Councillor J. Leiper. The resolutions of the motion were as follows:

THEREFORE BE IT RESOLVED that Council approve an increase in the honorarium for a Public Member of the Ottawa Police Services Board who is elected as Chair to \$54,000, to be funded from the existing honorarium

and the Council Administration budget credit that would otherwise go to the Constituency Services Budget of a Member of Council who is elected as Chair of the Board; and

BE IT FURTHER RESOLVED that Council direct the Office of the City Clerk to revise the recruitment process and advertisements for the Ottawa Police Services Board Public Member to reflect that Council may recommend to the Board that this Public Member be appointed as Chair, and that the candidate recommended for appointment may be required to undertake a Police Records Check; and

BE IT FURTHER RESOLVED that the Selection Panel for the Ottawa Police Services Board be directed to take into account the provisions of the *Community Safety and Policing Act, 2019*, when recommending the appointments to Council.

A copy of the advertisement for the Public Member position, revised pursuant to the above motion, is attached as Document 1 (Police Services Board – description of Public Member position).

DISCUSSION

The Selection Panel for the Police Services Board was comprised of the following:

1. Councillor Rawlson King
2. Councillor Cathy Curry
3. Mayor Mark Sutcliffe

The Selection Panel considered 113 applications and interviewed 4 candidates. Their recommendation to Council for the appointment of one public member to the Police Services Board is listed in the Recommendations section of this report.

Further, in accordance with the December 7, 2022 Council motion, and given the recommended candidate's extensive board, chairing and other experience, the Selection Panel is recommending that Council recommend that the Police Services Board appoint the Council-appointed public member as Chair of the Police Services Board.

Appointment Reports considered in Open Session

As part of the process to be more proactively transparent about its appointment

process, on December 8, 2010, during the 2010-2014 Governance Review, Council approved that going forward reports for Appointments to Agencies, Boards, Committees and Commissions would be considered in open session.

Since Council enacted this change, few privacy issues have arisen. However, should a Member of Council wish to address any issue arising from such reports, it is suggested that they contact the City Clerk in advance of any meeting to discuss whether or not their concerns should be addressed in open or closed session.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There are no legal impediments to the implementation of the recommendation in this report.

COMMENTS BY THE WARD COUNCILLOR(S)

This report is City-wide in nature.

ADVISORY COMMITTEE(S) COMMENTS

Advisory committees were not consulted on the proposed candidates as applications are confidential.

CONSULTATION

Feedback received on past recruitment drives that had been documented was brought forward and considered as part of the planning for the current recruitment drive.

Members of Council were consulted as part of the governance review for 2022-2026, including on the Appointment Policy and recruitment of public members.

The Office of the City Clerk also consulted internally with Gender and Race Equity, Inclusion, Indigenous Relations, and Social Development Services, and Public Information and Media Relations on the current recruitment drive, as well as supporting staff of other committees and boards. Any feedback relayed from public members through their supporting staff was also considered in planning and implementing the current recruitment drive.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with the report recommendations.

Accessibility was considered as part of the recruitment process, including communication media, format and content, the application and interview process, and the opportunity for candidates to request accommodations should they be appointed.

INDIGENOUS, GENDER AND EQUITY IMPLICATIONS

A detailed history of recruitment initiatives relating to Indigenous, gender and equity is included in the [2022-2026 Council Governance Review report](#) approved by Council at its December 7, 2022 meeting. See the section of the report entitled “Public appointments to Advisory Committees and other bodies and related policies”.

As described in the report, the Office of the City Clerk consulted the Gender and Race Equity, Inclusion, Indigenous Relations, and Social Development Services, and the Public Information and Media Relations Services. The following measures were developed and implemented as part of the recruitment drive:

Improving content and plain language of recruitment communications

Improved communication makes the recruitment process more approachable and accessible to more residents with a variety of lived experiences. Examples include:

- Plain language changes to the Appointment Policy and the Participation Expense Policy
- Providing additional information for the public on ottawa.ca regarding qualifications for each committee and board, and on Selection Panels
- Hosting a [virtual question and answer session](#) which was also published to YouTube

Outreach and messaging to diversity- and equity-seeking groups and partners

Recruitment included proactive outreach, and updated messaging to signal to relevant groups that the City urges them to apply. Examples include

- The “Diversity on Boards” campaign launched in tandem with the current recruitment

- Outreach to external professional associations and affinity groups whose members may have relevant specialized qualifications and experience (such as technical or quasi-judicial committees)
- Outreach to the Anti-Racism Secretariat's network and the Anti-Racism Advisory Table, the Community Champions Table Network (CCTN), the Integrated Neighbourhood Services Team (INST)'s distribution list, which includes an extensive list of community partners
- Including a statement in communications urging a diversity of candidates to apply
- Translating some communication materials to Chinese, Spanish, Tagalog, Arabic and Farsi to be included in print ads, posters, and ottawa.ca.

Application form & applicant data

The application form for the current recruitment included optional self-identification questions, adapting the City's "Count me in" questionnaire for employees. These questions allowed applicants to disclose gender, indigeneity, race, disability, orientation, and newcomer status. This information is available to the Selection Panel members to increase the number of appointees from equity and diversity-seeking groups.

Supporting Selection Panels

The Office of the City Clerk is supporting Selection Panels to view the selection process with a gender and equity lens. Examples include:

- Preparing an applicant summary grid which includes self-identification information provided by candidates
- Providing a summary of gender- and equity-related resources relevant to public member appointments

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with the report recommendations.

RURAL IMPLICATIONS

There are no rural implications. The Selection Panel considered geographic representation among other selection criteria, in accordance with the Appointment Policy.

TERM OF COUNCIL PRIORITIES

There is no direct impact of the proposed appointments on the Term of Council Priorities.

SUPPORTING DOCUMENTATION

Document 1 Police Services Board – description of Public Member position

Document 2 Application of recommended member (confidential – held on file with the City Clerk)

DISPOSITION

Council and Committee Services, Office of the City Clerk, will notify all applicants upon approval by City Council.

Document 1 – Police Services Board – description of Public Member position

CITY COUNCIL SEEKS CITIZEN APPOINTMENT TO THE OTTAWA POLICE SERVICES BOARD

The City of Ottawa is seeking applications from individuals interested in serving as a Citizen Appointee to the Ottawa Police Services Board, for a four-year term coinciding with the term of City Council.

What does the Board do?

The Ottawa Police Services Board is a provincially legislated body accountable to the Province and operates under the authority of the *Police Services Act*. It is responsible for providing governance and oversight to the Ottawa Police Service and for ensuring the provision of adequate and effective police services in the City of Ottawa.

What level of commitment is required?

The position requires a significant time commitment, an average of 25-40 hours a month, which includes time for reviewing agendas and other materials. 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, there are between 3 and 7 meetings/events per month (5 on average), some of which are optional. Monthly In-Camera Board meetings are currently held in-person at City Hall at 2:30pm, followed by a public meeting starting at 4 pm, typically on the fourth Monday of each month,; in addition the Board has four sub-committees that meet during the day. Board members are expected to serve on at least one committee, attend monthly Board meetings, committee meetings and certain police functions, and are strongly encouraged to participate in ongoing training.

In addition to the expectations above for a public member serving at large, a motion was approved at the [City Council meeting of December 7, 2022](#) to increase the honorarium for the public member should they serve as Chair of the Board. Council would consider at the time of appointment, in early 2023, whether to recommend to the Board that the public member serve as Chair. Applicants should note that, if they are elected as Chair of the Police Services Board, this position is one of significant responsibility, requiring a substantial personal commitment of time and resources. Currently, it is estimated that Board members spend between 25-40 hours a month on Board business; the Chair, on average, can expect to spend an additional 10 hours per week on tending to Board matters.

Remuneration

As noted above, Council approved an increase in the honorarium for a Public Member of the Ottawa Police Services Board should they be elected as Chair. The honorarium is increased to \$54,000 per year.

Who is eligible?

Applicants must meet the following eligibility requirements:

- Must be a resident of the City of Ottawa, or an owner or tenant of land in the City of Ottawa, or the spouse of such a person
- Canadian citizen at least 18 years of age
- not a member of the Legislative Assembly, the Senate or House of Commons, nor an elected official of municipal council
- not an employee of a municipality, a judge, a justice of the peace nor a police officer
- not otherwise disqualified from holding office or voting
- not a person who practices criminal law as a defence counsel
- must be willing to provide authorization for a background check / Police Records Check.

What skills or experience would be beneficial to the Ottawa Police Services Board?

Relevant skills include leadership skills, knowledge and experience in the area of board governance, interest or skills in policy and planning, experience in financial management, budget development, risk management/audit, legal matters, labour relations and human resources, skills in conflict management, negotiation and mediation, and voluntary or non-profit sector experience through membership on boards and committees or professional associations.

A detailed [Member Job Description](#) is available online through the Board's [Policy Manual](#) that includes a Statement of Qualifications. See below for information on how to obtain a copy.

Applicants should also be aware of the [Community Safety and Policing Act, 2019](#) which may come into force during the 2022-2026 Term of Council.

When do we meet?

The PSB generally meets on the fourth Monday of every month, beginning with an in-camera meeting at 2:30pm, followed by a public meeting beginning at 4 pm at Ottawa City Hall, 110 Laurier Avenue West. There may occasionally be a need for special meetings to be called in the event the PSB must consider time sensitive matters.

The Board also has four standing committees which meet as needed, usually during the day.

All meetings are held in-person.

Additional information about the Ottawa Police Services Board is available at ottawapoliceboard.ca/opsb-cspo.

How to apply

All applicants are encouraged to review the recruitment information and apply using the online form on ottawa.ca/committees.