

Subject: Appointment to the Police Services Board

File Number: ACS2024-OCC-CCS-0025

Report to Council 6 March 2024

Submitted on March 5, 2024 by Selection Panel, Police Services Board

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Ward: Citywide

Objet : Nomination à la Commission de services policiers

Dossier : ACS2024-OCC-CCS-0025

Rapport au Conseil le 6 mars 2024

Soumis le 5 mars 2024 par le Jury de sélection, Commission de services policiers

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

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

- 1. Suspend the Rules of Procedure to consider this report to allow the appointment of the public member of the Police Services Board;**
- 2. Approve the appointment of David Donaldson to the Police Services Board, with his term to be effective upon Council approval, for the remainder of the 2022-2026 Term of Council.**

RECOMMANDATION(S) DU RAPPORT

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

- 1. suspende les Règles de procédure afin que soit examiné ce rapport pour**

permettre la nomination du membre du public de la Commission de services policiers;

- 2. approuve la nomination de David Donaldson à la Commission de services policiers d'Ottawa pour le reste du mandat du Conseil 2022-2026, son mandat entrant en vigueur à l'approbation du Conseil.**

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.

The public member position on the Ottawa Police Services Board became vacant on December 13, 2023. Advertisements for the recruitment drive to fill the vacancy were placed in the Ottawa Citizen (in print) and Le Droit (online only as the print edition has been discontinued) beginning January 5, 2024. In addition, ads were posted on the City of Ottawa website, the Ottawa Police Service Board website, and on social media (Facebook, Twitter and LinkedIn). The recruitment ad was also circulated through the City of Ottawa's newsletter, the ottawa.ca volunteer platform and Volunteer Ottawa. Gender and equity-specific communications are also described in further detail below.

The application deadline for the Police Service Board position was extended from January 19 to February 2, 2024.

It is anticipated that the *Police Services Act*, which governs appointments to the Police Services Board, will be repealed on April 1, 2024, and be replaced by the *Community Safety and Policing Act, 2019* ("CSPA"). The CSPA states that Members of the Board who were appointed prior to the enactment of the new legislation may continue to serve the remainder of their Term and until their successor is appointed. Accordingly, the new legislation would not impact the term or eligibility of the new Public Member if appointed by Council prior to March 31, 2024.

Although the CSPA is not yet law, on November 30, 2022, Council directed the Selection Panel to take into account the provisions of the CSPA when recommending

the appointments to the Police Services Board. Among other changes, the CSPA includes additional requirements regarding diversity and competency considerations, as well as the promotion of available board appointments, police record checks for board appointments, and new restrictions on board member eligibility.

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 96 applications from the 2022-2023 applicant pool, as well as 165 new applications received during the 2023-2024 recruitment which concluded on February 2, 2024. The Selection Panel interviewed 5 candidates. The Selection Panel further considered the provisions of the *Community Safety and Policing Act, 2019*, as directed by Council.

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. A confidential copy of the candidate's application is held on file with the City Clerk as Document 2.

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.

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. Some additional outreach and messaging was included as part of the 2022-2023 recruitment drive. Communications at that time also encouraged residents to sign up for notices of future recruitment drives. Those who signed up would have received notice of the 2023-2024 recruitment drive. Examples from the 2023-2024 recruitment drive include

- 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. For example, the Selection Panel received an applicant summary grid which includes self-identification information provided by candidates.

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 appointment 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 three-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 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 5 and 12 meetings/events per month, some of which are optional. Monthly *in camera* Board meetings are currently held virtually at 2:00 pm, 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 2024, 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 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
- At least 18 years of age
- Not an elected official of municipal council
- Not an employee of the municipality, a judge, a justice of the peace nor a police officer
- Not otherwise disqualified from holding office
- 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](#) (page 12) that includes a Statement of Qualifications. See below for information on how to obtain a copy.

Applicants should also be aware the [Community Safety and Policing Act, 2019](#) will be coming into force on April 1, 2024.

When do we meet?

The PSB generally meets on the fourth Monday of every month, beginning with an in-camera meeting at 2:00pm, followed by a public meeting beginning at 4 pm. 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 currently held virtually however this could be subject to change should the Board so choose.

Additional information about the Ottawa Police Services Board is available at ottawapoliceboard.ca.

How to apply

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