



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

**Meeting #:** 17  
**Date:** March 13, 2024  
**Time:** 3:00 pm  
**Location:** Electronic Participation

**Present:** Chair: Michael Doucet, Salim Fakirani, Mayor Mark Sutcliffe

**Others:** D. Donaldson, Member; K. Ferraro, Executive Director; R. Ben Guedria, Board Assistant; E. Stubbs, Chief; G. Christie, Legal Counsel.

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1. Confirmation of Agenda

**That the Ottawa Police Services Board's Policy and Governance Committee confirm the agenda of the 13 March 2024 meeting.**

**Carried**

2. Confirmation of Minutes

2.1 Minutes #16 of 22 February 2024

**That the Ottawa Police Services Board's Policy and Governance Committee confirm Minutes #16 of the 22 February 2024 meeting.**

**Carried**

2.2 Confidential Minutes #16 of 22 February 2024

Confidential Minutes are on file with the Executive Director.

**That the Ottawa Police Services Board's Policy and Governance Committee confirm Confidential Minutes #16 of the 22 February 2024 meeting.**

**Carried**

3. Declarations of Interest

No Declarations of Interest were filed.

4. Items of Business

4.1 Implementation of Board Requirements Under the Community Safety and Policing Act (CSPA)

Executive Director's report

The Executive Director provided an overview of the report and walked through each of the policies, noting where content was taken from the CSPA or relevant regulations.

It was clarified that these policies can be further tailored in the future. The Board is currently in the process of hiring a Senior Policy Advisor who will have as a priority to review the requirements of the CSPA as well as conduct an overall assessment of Board policies in terms of gaps or updates needed.

The following comments were provided with respect to the policy drafts:

**1. Doc 2: Policy Number GA-3-Board Training** – It was noted that if a Board member does not complete the mandatory training prescribed by the Minister, their powers will be suspended.

For 3(a), it was suggested to replace “Board designate” with “Executive Director”.

For 6(a), remove the word “provided” which is large in scope and just keep the word “required”.

In terms of 6(b), add “Chair of the Board” as they may wish to provide orientation sessions with new members.

For 10, replace “shall” with “encouraged”.

For 11, ensure reference is made to annual budget considerations.

For 12, add reference to taking costs into consideration.

- 2. Doc 3: Disclosure of Personal Information by the Chief of Police** – The Committee requested that a requirement be added for a yearly attestation from the Chief on compliance. Further feedback included adding a reference to the relevant regulation under “Legislative Reference” and ensuring the remaining parts of the policy more closely reflect the language and requirements from the regulation.
- 3. Doc 4: Adequate and Effective Policing** – It was noted the draft policy does not contain the expansive requirements found under the corresponding regulation. It was suggested that this policy not go forward in its current form but rather, when the Board’s Senior Policy Advisor is onboarded, they can provide a plan of action to work through a more substantive policy that incorporates the requirements of the regulation and recommends areas that might be further expanded upon by the Board.

Legal counsel G. Christie noted there was no harm in the Board either proceeding with a minimalist policy or choosing to hold off and develop the policy further before presenting it to the Board. The Committee directed that the draft policy not go forward to the Board and instead come back to the Committee once further developed.
- 4. Doc 5: Restriction on Membership in Police Association** – A comment was made to ensure improved clarity around

responsibilities under “Terms and conditions of employment” as it is the Board who established terms and conditions of employment however the recruitment for jobs still lies with the Chief.

A question was raised concerning the timeline for implementing the changes in the policy. It was noted that these discussions will continue to take place through the Board’s HR Committee.

5. **Doc 7: Disclosure of Misconduct And Reprisals** – A question was raised with respect to investigations and if there is a policy that highlights how they should be carried out. Legal Counsel G. Christie noted the Service needs to decide the type of investigation to conduct when dealing with a particular allegation; internally or externally, however, the Board can ask the Chief to include information on how an investigation might generally take place.

It was suggested that the policy be reviewed in six months in consultation with the Service to see how it is working.

6. **Doc 8: Secondary Activities For Police Service Members** – It was suggested to add “perceived conflict” after the “BOARD POLICY” paragraph, specifically after “..lead to conflicts of interest” and also after “..likely to do so.”

In 1(b) Prohibited Activities, a question was raised with regards to 1(c) on whether to add at the end of the sentence “or organization or another entity”. Legal Counsel G. Christie noted he would need to take that feedback away to reflect on it further as these are statutory provisions designed to allow police officers to engage in a secondary activity. The Board may not be able to have a policy that is more restrictive than the statute would authorize.

7. **Doc 9: Appointment and Duties of Special Constables and Complaints Against Special Constables** – It was noted that the information regarding the complaint process will be published on the OPS and OPSB website.

The ED will connect with the Professional Standards Unit (PSU) and Supt. Rob Drummond to further refine the complaint process and form.

Legal Counsel G. Christie clarified that there are two categories of special constables: those who are members of the police service who the Chief directs and recruits and those who fall under authorized special constable employers, who do their own recruiting. The Board will need to ensure they have completed all requirements of the hiring process.

**That the Ottawa Police Services Board's Policy and Governance Committee:**

- 1. Receive this item for review and input.**
- 2. Forward the draft policies to the Board for approval and adoption at the March meeting.**

Received and carried *per the discussion*

5. Other Business

6. Adjournment

The meeting adjourned at 3:53 pm.

7. Next Meeting

Friday, May 17, 2024 - 1:00 PM