

## **Diversity Plan for City Council appointments to the Ottawa Police Service Board**

Approved by: City Council

Approval date: XXX, 2025

### **A. Background**

This Diversity Plan is meant to ensure that the members of the Ottawa Police Service Board appointed by Ottawa City Council are representative of the diversity of the population in the City of Ottawa, in accordance with Subsection 28(1) of the *Community Safety and Policing Act, 2019*.

This plan shall be considered in any appointment or reappointment by Council of a member of the Ottawa Police Service Board. Specifically, Subsection 33(1) of the act states that, "In appointing or reappointing a member of a police service board, the appointing person or body shall consider,

- (a) the need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;
- (b) the need for the police service board to have members with the prescribed competencies, if any; and
- (c) any applicable diversity plan."

### **B. Application**

This Diversity Plan applies to all Council appointments and reappointments to the Ottawa Police Service Board. In accordance with composition requirements under Section 31 of the act, and depending on the size of the board, Council appointments will include:

1. **One or** more Members of Council appointed by resolution of Council (One Member for a five-member board, two Members for a seven-member board, and three Members for a nine-member board);
2. If the Mayor chooses not to be or is ineligible to be a member of the board, another Member of Council who is appointed by resolution of Council (otherwise the Mayor is automatically appointed as an ex officio member); and
3. One person appointed by resolution of Council, who is **neither a Member of Council nor a City employee** (the "public member").

This plan supplements any other policy and legislative requirements that may apply to an Ottawa Police Service Board appointment or reappointment.

## **Use of this Diversity Plan**

To ensure compliance with statutory requirements, this Diversity Plan shall be provided to all decision-making bodies for consideration in any process to appoint or reappoint a Member of Council or public member to the Ottawa Police Service Board, as applicable. This includes but is not limited to the following, as applicable:

- All members of the Nominating Committee established in accordance with the Procedure By-law.
- All members of a selection panel established in accordance with the Appointment Policy.
- All Members of City Council, which is the statutory appointing body that is required to consider this Diversity Plan in accordance with Subsection 33(1)(c) of the act, as set out in **Section A**.

City staff who administer the appointment process for a public member in accordance with the Appointment Policy (undertaking, for example, matters such as outreach, recruitment, communications, initial application screening, providing support to decision-making bodies, and writing relevant reports) must also consider the requirements of this plan in any applicable activities.

Additional requirements are provided in **Section D** of this plan.

## **C. Legislative requirements relating to diversity and representation on police service boards**

This Diversity Plan is required under Subsection 28(1) of the act, which provides that every municipality that maintains a municipal police service board “shall prepare and, by resolution, approve a diversity plan to ensure that the members of the municipal board appointed by the council are representative of the diversity of the population in the municipality.” Subsections 28(2) to 28(4) of the act provide requirements with respect to publishing, reviewing and reporting on the diversity plan, as noted in **Section E** of this plan.

The act includes other provisions regarding the need for a police service board to be representative of the area it serves, having regard for the diversity of the population in the area. These provisions include as follows:

- Section 1 states that policing shall be provided throughout Ontario in accordance with various principles, including, “The need to ensure that police services and police service boards are representative of the communities they serve.”
- Subsection 29(1) provides that, “If the need to appoint a new member of a police service board by resolution of a municipality is reasonably foreseeable, the municipality shall take reasonable steps to promote the availability of the

appointment, having regard to the need to ensure that police service boards are representative of the communities they serve.”

- Subsection 33(1) sets out specific matters an appointing body is required to consider in any appointment or reappointment, including representation and diversity, as noted in **Section A** of this plan.

## **D. Diversity Plan requirements**

### **Appointment of Members of Council to the Ottawa Police Service Board**

Processes to appoint a Member of Council to the Ottawa Police Service Board may include but not be limited to the following:

- The Nominating Committee process at the beginning of a term of Council, as set out in sections 94 and 95 of the Procedure By-law. All Members of Council receive a survey requesting their preferences for appointments to various bodies, including the Ottawa Police Service Board. The Nominating Committee reviews the information and makes recommendations to Council.
- A survey (for example, a memorandum or circulation of interest) used to identify potential appointees based on interest if a vacancy arises during the term of Council.

The following measures are meant to ensure that Members of Council are aware of statutory requirements related to diversity and representation, and to encourage Members representative of the diversity of the City’s population to express interest in a position on the board so that they may be considered for an appointment in accordance with all other applicable considerations and requirements:

- This Diversity Plan will be provided to all Members of Council in orientation materials at the beginning of their term of office;
- Matters Council is required to consider in making an appointment or reappointment under Subsection 33(1) of the *Community Safety and Policing Act, 2019*, will be noted in any survey, memorandum or circulation of interest provided to Members regarding an appointment opportunity, and in any relevant reports to Nominating Committee and/or Council.

### **Appointment of public members to the Ottawa Police Service Board**

The [Appointment Policy](#) applies to Council’s appointment or reappointment of a public member to the Ottawa Police Service Board. The policy governs the recruitment and selection process for all Council-appointed public members to various City committees, boards, task forces, sub-committees, commissions and quasi-judicial committees, as well as external boards and commissions. The Appointment Policy generally provides

for Council to establish a selection panel composed of at least two Members of Council to review applications and make recommendations to Council.

Provisions within the Appointment Policy and other considerations described below would ensure that public members of the Ottawa Police Service Board appointed by Council are representative of the diversity of the population in the City of Ottawa.

### *Appointment Policy*

The Appointment Policy includes various provisions that address diversity and representation. For example, the Purpose section of the policy states as follows:

“The City of Ottawa is committed to equitable and inclusive participation of the public in boards and committees and other bodies that govern and inform its work.

The City of Ottawa is committed to increasing meaningful and substantive representation by focusing on activities that will promote engagement with a diversity of communities to serve as members on City committees, boards, task forces, sub-committees, commissions and quasi-judicial committees, as well as external boards and commissions.

To encourage participation, the City will adopt proactive communications, policies and focused recruitment strategies that align with the City’s Accessibility Policy, Women and Gender Equity Strategy, and Anti-Racism Strategy. This proactive approach is adopted with the purpose of reflecting Ottawa’s diverse demography inclusive of Indigenous peoples, members of Black and other racialized communities, persons with disabilities, women, gender diverse people, members of the 2SLGBTQQIA+ communities, Francophones, as well as French speakers, and speakers of other language groups, and people from rural and urban locations.”

The Appointment Policy also sets out specific membership composition-related requirements, including that:

- The membership of City committees, boards, task forces, sub-committees, commissions and quasi-judicial committees, as well as external boards and commissions shall, as much as possible, achieve a balance between a variety of technical expertise, professional and lived experiences, knowledge and other representation; and
- As much as possible, the membership should reflect the diversity and demographics of the City of Ottawa in such areas as Indigeneity, disability, gender, francophones and other languages, geographic representation and race.

With respect to recruitment, the Appointment Policy includes as follows:

- The principles of equity and inclusion for all candidates shall be adopted and implemented by offering clear application deadlines, an inclusive campaign strategy, and selection process with build-in bias awareness, and interviewing procedures using the same questions and same evaluation criteria for all candidates, while integrating inclusive practices to accommodate diverse communication needs and styles.
- The recruitment and selection process for public members will include advertisements for interested applicants placed by the Office of the City Clerk, in the daily and/or weekly community newspapers in accordance with the City's advertising policy as well as on the City's website. Advertisements will also be distributed throughout Client Service Centres, libraries, and other City and community facilities as resources permit. In addition, an effort will be made to tailor the recruitment process specifically, but not exclusively, to reach community organizations that support diverse members from Indigenous, Black and other racialized communities. The recruitment process may also be targeted to groups that might have qualifications relevant to specific committees. For example, professional associations for architects, professional planners, and lawyers may be targeted, as well as related affinity groups.

#### *Other considerations*

As part of the appointment process for the public member of the Ottawa Police Service Board, City staff administering the process will also consider whether additional measures may be implemented to assist in ensuring that the members appointed by Council are representative of the diversity of the population in the City, such as:

- Improving outreach and messaging to diversity- and equity-seeking groups and partners, noting requirements under Subsection 29(1) of the *Community Safety and Policing Act, 2019* relating to promotion of the availability of reasonably foreseeable appointments, as set out in **Section C**.
- Improving content and plain language of recruitment communications to make the recruitment process more approachable and accessible to more residents with a variety of lived experiences.
- Improving application forms and application data through measures such as optional self-identification questions in the application form to allow applicants to disclose gender, indigeneity, race, disability, orientation, and newcomer status. This information may be made available to selection panel members to increase the number of appointees from equity and diversity-seeking groups.
- Supporting selection panels to view the selection process with a race, gender and equity lens.

Staff may also undertake additional consultation with Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services, and Public Information and Media Relations as part of the appointment process.

## **E. Publication, review and reports**

Subsections 28(2) to 28(4) of the act require the following with respect to this Diversity Plan:

- The plan shall be published on the Internet in accordance with the regulations made by the Minister, if any.
- The City shall review and, if appropriate, revise the plan at least once every four years.
- The City shall publish reports on the implementation of the plan on the Internet in accordance with the regulations made by the Minister, if any.

This Diversity Plan will be proactively posted to [ottawa.ca](http://ottawa.ca), subject to any specific requirements provided by any regulations. The plan will be reviewed every two years through the City's regular Governance Review process. Any reports on the implementation of the plan will be published online in accordance with any regulations.