



Ottawa Police Service Board

Human Resources Committee Minutes

Meeting #: 23
Date: April 3, 2025
Time: 1:00 pm
Location: Electronic Participation

Present: Chair: Peter Henschel, Councillor Marty Carr, Michael Polowin

Others: S. Fakirani; D. Donaldson; H. Sayah, Executive Director; R. Ben Guedria, Board Assistant; S. Yasseen, Executive Assistant; Acting Chief, S. Bell; J. Steinbachs; C, Hopgood; D. Zackrias; M. Steele; N. Baldin; P. Jani; R. Drummond

1. Confirmation of Agenda

That the Ottawa Police Service Board's Human Resources Committee confirm the agenda of the 3 April 2025 meeting.

Carried

2. Confirmation of Minutes

2.1 Minutes #21 of 8 August 2024

A question was raised as to whether current Committee members can approve minutes of past meetings when they were not part of the committee. It was clarified that according to Robert's Rules of Order, approving minutes is about confirming the staff's proper preparation of them, even when membership of the Committee has changed: a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval. It was noted that the Board's Chair was in attendance at the August 8th, 2024, Human Resources (HR) Committee meeting as an *ex officio* member.

The recommendation was amended to accept the minutes instead of confirming it.

That the Ottawa Police Service Board's Human Resources Committee accept the Minutes #21 of the 8 August 2024 meeting.

Received

3. Declarations of Interest

No Declarations of Interest were filed.

4. Items of Business

4.1 Development of a Diversity Plan Pursuant to Section 37(1)(e) of the Community Safety and Policing Act, 2019

Executive Director 's report

The Service asked a question about item number 2 of the recommendation, specifically whether the coordination will include details such as who is leading the effort, where the information will be directed, or if the expectation is that the Service or the Board will manage it individually.

The Committee explained that the expectation is to align the work and determine who will be responsible for what. This process should be part of the Executive Director's work which the Service leads over the next month to finalize the details.

ACTION: Committee member M. Polowin requested a meeting with the Executive Director to discuss this process.

That the Ottawa Police Service Board's Human Resources Committee direct the Executive Director to:

1. In collaboration with the Service, initiate the development of a Board-level diversity plan pursuant to section 37(1)(e) of the *Community Safety and Policing Act*, 2019, complementing the Service's existing DRIVE2 Strategy. The Diversity plan shall include clear direction and measurable objectives across the areas of recruitment, selection, hiring, promotion, retention, professional development, training, transfers and other employee movements, with the aim of increasing the extent to which the Service reflects the diversity of the community it serves.
2. Coordinate with relevant Service leads to plan a member census and a member engagement survey and other required actions.
3. Report back to the Committee at its next meeting with an action plan outlining the proposed methodology, timeline, and any associated resource requirements for the development and implementation of the diversity plan.

Carried

5. Other Business
6. Consideration of Motion to Move In Camera

That the Ottawa Police Service Board's Human Resources Committee adjourn the public portion of its meeting to move In Camera to discuss two labour relations matters, and one matter involving information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation, pursuant to section 44(2)(g) of the Community Safety and Policing Act.

Carried

7. Adjournment

The meeting adjourned at 1:08pm.

8. Next Meeting

Tuesday, May 6, 2025 - 10:00 AM

DRAFT