

OTTAWA POLICE SERVICES BOARD  
**POLICY & GOVERNANCE COMMITTEE MEETING**

MINUTES 5

20 December 2016, 9:30 a.m.

Honeywell Room, 2<sup>nd</sup> floor, Ottawa City Hall

Committee Members: C. Nicholson (Chair); L.A. Smallwood; T. Tierney

Present: Board Chair E. El-Chantiry, C. Nicholson, L.A. Smallwood

CONFIRMATION OF AGENDA

**That the Policy & Governance Committee confirm the Agenda of the 20 December 2016 meeting.**

CARRIED

CONFIRMATION OF MINUTES

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**That the Policy & Governance Committee confirm the Minutes from the 20 June 2016 meeting.**

CARRIED

BUSINESS ARISING FROM MINUTES

**Board Policy CR-18: Collection of Identifying Information in Certain Circumstances**

Committee Chair Nicholson asked how the Board's policy on the Collection of Identifying Information in Certain Circumstances differs from the template developed by the Ontario Association of Chiefs of Police (OACP). This information will be provided to Chair Nicholson.

Chief Bordeleau advised that the OACP is writing to the Province about the short timeframe given in which to train police officers on the new Regulation, which has caused a delay in implementing it in Ottawa until February 2017, and also expressing concern that the Province's educational campaign has not yet been launched, as it is a critical piece. He suggested the Ontario Association of Police Services Boards (OAPSB) might want to send a similar letter.

## ITEMS OF BUSINESS

### 1. BOARD 2016 WORK PLAN: YEAR-END STATUS

2016 Work Plan

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**That the Policy & Governance Committee receive this item for information.**

RECEIVED

### 2. DRAFT BOARD 2017 WORK PLAN

Draft 2017 Work Plan

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The Committee reviewed the draft 2017 Board Work Plan and made the following suggestions:

- Identify which Board committee is responsible for tasks where appropriate.
- Add the Chief's requirement to report annually on Board Policy CR-18: Collection of Identifying Information in Certain Circumstances – beginning in January 2018.
- Specify in Item 10 (meet with targeted community partners) that meetings are to be held with: the Community Police Action Committee (COMPAC), Youth Advisory Committee (YAC), and the LGBT Liaison Committee. The meetings could be with either this Committee or the full Board, and/or representatives from the Board could attend a meeting of the group. The groups will be consulted as to their preferences.
- Add a comprehensive Board performance review to the 2017 work plan and bring a proposal for the review to the next Committee meeting.

**That the Policy & Governance Committee endorse the 2017 Board Work Plan as amended and recommend its approval to the Ottawa Police Services Board.**

RECEIVED as amended

### 3. BOARD COMMITTEES: REVIEW

#### Executive Director's report

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Committee Chair Nicholson advised that this report was before the Committee for two reasons: 1) to address the Board's motion to review the committees' structure and mandates; and 2) to review committee membership as there is a new Board member who wishes to participate in the committees.

After hearing from Board Solicitor D. White, the Committee agreed that membership on each committee must remain at three people to avoid issues with quorum. Chair El-Chantiry pointed out that committee meetings are open to all board members who wish to attend even if they are not on the committee.

Some suggestions for the review of committee mandates and structure included:

- Pay more attention to issues of risk. Incorporate this function into the Finance & Audit Committee's mandate and perhaps rename that committee to give greater emphasis to risk management. Review how risk is handled by other police services boards.
- Give greater emphasis to issues of diversity, inclusion and gender within the mandate of the Human Resources Committee.

It was agreed that the Executive Director would prepare an amended Board Committee Policy to incorporate the feedback provided, and bring it back to this Committee for review prior to seeking comments from all Board members.

**That the Policy & Governance Committee receive this report for discussion.**

RECEIVED

#### NEXT MEETING

February – date to be determined.

Dates for three additional meetings in 2017 to be set early in the new year.

#### ADJOURNMENT

The meeting adjourned at 10:30 a.m.