



Ottawa Police Services Board
Special Meeting
Minutes 20

Thursday, 16 April 2020, 2:00 PM

This meeting was held through electronic participation using [Zoom](#).

Krista Ferraro, Executive Director

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Board Members:

Chair: Councillor D. Deans (*medical leave of absence*)

Vice Chair: L.A. (Sandy) Smallwood (Acting Chair)

Members: Councillor C. Meehan, D. Nirman, R. Swaita, S. Valiquet, Mayor J. Watson

CONFIRMATION OF AGENDA

That the Ottawa Police Services Board confirm the Agenda of the 16 April 2020 meeting.

CARRIED

DECLARATIONS OF INTEREST

There were none.

ITEMS OF BUSINESS

1. **MOTION TO AMEND THE PROCEDURE BY-LAW 2014-3 TO PERMIT REMOTE PARTICIPATION AS A RESULT OF THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC**

Document 1: Amended Procedure By-law (2014-3)

Moved by L.A. Smallwood

BE IT RESOLVED THAT the Rules of Procedure be suspended to permit the introduction of the following motion, in order to enable the Ottawa Police Services Board and its committees to respond in a timely manner to the restrictions in place as a result of the Novel Coronavirus (COVID-19) pandemic;

BE IT FURTHER RESOLVED THAT the Rules of Procedure be suspended to provide that Members of the Board may participate in consideration of, and vote on, this and the following motion through electronic participation by way of Zoom at the Special Meeting of the Ottawa Police Services Board on April 16, 2020;

WHEREAS the Novel Coronavirus (COVID-19) pandemic continues to evolve and is causing significant effects across the world and in the City of Ottawa, and

WHEREAS the ongoing COVID-19 situation and associated recommendation from Ottawa Public Health that physical distancing be practiced in order to decrease transmission will result in Members of the Board being unable to physically attend the Board meeting of April 16, 2020 and other Board and Committee meetings for an unknown period of time thereafter; and

WHEREAS Section 37 of the *Police Services Act*, R.S.O. 1990, c. P.15, as amended, provides that a Board shall establish its own rules and procedures in performing its duties under the Act; and

WHEREAS the *Municipal Emergency Act 2020*, S.O. 2020, c. 4 provides that a local board, including a Police Services Board, may hold a special meeting to amend a procedure by-law where an emergency has been declared to exist in all or part of the municipality under section 4 or section 7.0.1 of the *Emergency Management and Civil Protection Act* and a member participating electronically in such a special meeting may be counted in determining whether or not a

quorum of Members is present at any time during the meeting; and

WHEREAS on March 17, 2020, an emergency related to the COVID-19 outbreak was declared in the whole of the Province of Ontario, pursuant to Section 7.0.1 of the *Emergency Management and Civil Protection Act*, as set out in Order in Council 518/2020; and

WHEREAS the Acting Chair has convened the special meeting of April 16, 2020 as a Special Meeting of the Board; and

WHEREAS the Board's *Procedure By-law* (No. 2014-3) does not provide for electronic participation at meetings of the Board nor its Committees, and Section 27 of the *Procedure By-law* requires that, "When the Chair calls for the vote on a question, each Member shall remain seated until the result of the vote has been declared by the Chair, ..." and that, "A Member not seated shall not be entitled to vote"; and

WHEREAS, under the current circumstances relating to COVID-19, allowing Board Members to participate electronically in a meeting of the Board or its Committees pursuant to the Board's discretionary authority would provide an opportunity for Members unable to physically attend the meeting to participate and exercise their statutory roles and responsibilities; and

Therefore Be It Resolved that the Ottawa Police Services Board approve that the *Procedure By-law* (2014-3) be amended, as such forth in Document 1, to provide for Members to participate electronically in the Board meeting of April 16 2020 and in all meetings of the Board and its Committees held thereafter while the emergency declaration set out in Order in Council 518/2020 remains in effect in accordance with the parameters described in this motion; and

Be It Further Resolved that the Board waive the requirement under Section 27 of the *Procedure By-law*, such that during the continuation of the State of Emergency when the Chair calls for the vote on a question, any Member participating electronically at that time shall be entitled to vote; and

Be It Further Resolved that, in order to respond to evolving circumstances, the Board suspend the notice requirements set out in subsection 35(3) of the *Procedure By-law* such that these emergency provisions may be amended or revisited by a majority of the Board at a future meeting.

CARRIED

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting adjourned at 2:11 p.m.

NEXT MEETING

Regular Meeting - Monday, 27 April 2020 - 4:00 PM

Krista Ferraro
Executive Director

Sandy Smallwood
Acting Chair