

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**25 January 2016 / 25 janvier 2016**

**Submitted by / Soumis par:**

**Policy and Governance Committee / Comité des politiques et de la gouvernance**

**Contact Person / Personne ressource:**

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**SUBJECT: AMENDMENT TO BOARD TRAINING POLICY**

**OBJET: MODIFICATION À LA POLITIQUE DE LA COMMISSION SUR LA  
FORMATION**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve amending its Training Policy GA-3 by adding the following as a new clause 7: When learning opportunities outside of the City of Ottawa are offered by webinar as well as by attendance in person, members are encouraged to participate by webinar.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la décision de modifier sa Politique sur la formation GA-3 en ajoutant le libellé suivant comme nouvelle disposition 7 : Lorsque des occasions d'apprentissage à l'extérieur de la ville d'Ottawa sont offertes par webinaire ainsi que par participation en personne, les membres sont encouragés à suivre la formation par webinaire.**

**BACKGROUND**

The Ottawa Police Services Board (Board) has a Training Policy (GA-3) that sets out required training by board members and provides guidance on other learning opportunities. Currently the policy does not speak specifically to educational events

offered by webinar. The Board recently received an invitation to attend an event in Toronto that was also offered by webinar. In an effort to minimize expenditures and contribute to the effort by the police service to find efficiencies, Member Harder proposed that when learning opportunities are offered both by attendance in person and by webinar, board members participate by webinar.

## **DISCUSSION**

The Board's Policy & Governance (P&G) Committee discussed the proposal at a meeting on 11 January 2016 and agreed with the principle that members should participate in events by webinar when that option is available. The Committee proposes that the Board's Training Policy be amended by adding the following new clause to the section entitled **Other Learning Opportunities**:

When learning opportunities outside of the City of Ottawa are offered by webinar as well as by attendance in person, members are encouraged to participate by webinar.

The amendment is reflected in the attached Training Policy.

## **CONSULTATION**

Consultation was not required.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **SUPPORTING DOCUMENTATION**

Attached as Document 1 is the Board's Training Policy GA-3 with the proposed amendments indicated.

## **CONCLUSION**

The Policy & Governance Committee is recommending the amendment set out in this report be approved by the Board. It conveys that the Board shares in the responsibility to be mindful of expenditures while at the same time, it understands the importance of continuing to avail itself of valuable learning opportunities. With an increasing number of seminars being offered by electronic means, this amendment is timely and reflects the changing way in which learning is delivered.

**Document 1**

Policy Number:                      Policy Subject:	
<b>GA-3              BOARD TRAINING</b>	
LEGISLATIVE AUTHORITY	REFERENCE / <i>Police Services Act</i> , section 31(5)  <i>Accessibility for Ontarians with Disabilities Act</i> , S.O. 2005 and Integrated Accessibility Standards Regulation, O. Reg. 413-12
DATE APPROVED	27 February 2006
DATE REVIEWED	2007, 2010, 2012, 2013, 2015
DATES AMENDED	24 September 2007, 01 November 2010 22 October 2012, 28 October 2013, 26 October 2015
DATE TO BE REVIEWED	2018
REPORTING REQUIREMENT	Annual Report to Board

**LEGISLATIVE REFERENCE / AUTHORITY**

Section 31(5) of the *Police Services Act* requires the Police Services Board to ensure that its members undergo any training that the Solicitor General may provide or require.

The Integrated Accessibility Standards Regulation (IASR), O. Reg. 413-12 enacted under the *Accessibility for Ontarians with Disabilities Act*, S.O. 2005, requires all persons who deal with the public on behalf of the Ottawa Police Services Board or who are involved in Board policy development to receive training on accessibility standards as set out in the IASR.

The Ottawa Police Services Board recognizes the importance of pursuing excellence in governance through an ongoing commitment to training, education and development, and has adopted this policy to formalize training and ongoing learning requirements for its members.

**BOARD POLICY****Required Training**

1. Each member of the Ottawa Police Services Board during his or her first year of appointment is required to attend:
  - a) Any training sessions provided or required by the Ontario Ministry of Community Safety & Correctional Services.
  - b) Any orientation sessions for new members provided by the Chief of Police, Board Executive Director and Board Solicitor
2. Within the first two years of being appointed to the Board, each member is encouraged to attend the annual conferences of both of the following organizations at least once:
  - a) Ontario Association of Police Services Boards (OAPSB)
  - b) Canadian Association of Police Governance (CAPG).
3. The Board shall be represented by at least one member at each of the following:
  - a) meetings of OAPSB Zone 2 boards;
  - b) annual OAPSB conferences;
  - c) annual CAPG conferences;
  - d) meetings of Ontario large boards ("Big 12").
4. Each member of the Board must complete training on the AODA and Integrated Accessibility Standards Regulation as outlined in the training program of the City of Ottawa.
5. Each member of the Board shall complete the online training modules on the Ontario Association of Police Services Boards website.

#### **Other Learning Opportunities**

6. Having satisfied the requirements set out in 1 and 2 above, and provided sufficient funds remain in the annual budget, board members are encouraged to attend other learning opportunities related to governance or policing such as those offered by (but not limited to):
  - a) the Canadian Police College
  - b) the Police Association of Ontario
  - c) the Ontario Association of Chiefs of Police
  - d) the Canadian Association of Chiefs of Police
  - e) the Canadian Police Association

f) the Canadian Association of Civilian Oversight of Law Enforcement.

- 7. When learning opportunities outside of the City of Ottawa are offered by webinar as well as by attendance in person, members are encouraged to participate by webinar.**

### **Board Training As A Whole**

8. Board training as a whole will take place through inviting guest speakers to make presentations or deliver workshops on issues pertinent to board governance, board responsibilities or emerging trends in policing, with an emphasis placed on issues of a strategic nature.

### **Annual Reporting**

9. Individual Board member training and Board training as a whole will be reported on as part of an annual report on Board Activity, Training and Performance in the first quarter of each year.