

OTTAWA POLICE SERVICES BOARD

POLICY & GOVERNANCE COMMITTEE MEETING

03 June 2016, 8:00 a.m.
Heritage Boardroom, Ottawa City Hall

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

Present: Board Chair E. El-Chantiry, Board members C. Nicholson, L.A. Smallwood, and S. Valiquet, Solicitor D. White, Executive Director W. Fedec
Item 2 only: Chief C. Bordeleau, Director General D. Frazer, Deputy Chief E. Keeley, Inspector M. Patterson, Director J. Steinbachs

CONFIRMATION OF AGENDA

That the Policy and Governance Committee confirm the Agenda for the 03 June 2016 meeting.

CARRIED

CONFIRMATION OF MINUTES

That the Policy and Governance Committee confirm the Minutes from the meeting on 09 March 2016.

CARRIED

BUSINESS ARISING FROM MINUTES

There was no business arising from the previous minutes.

ITEMS OF BUSINESS

1. BOARD COMMITTEES: REVIEW
 - a) Executive Director's report
 - b) Staff Survey Results of Large Boards
 - c) CAPG Survey Results

Executive Director W. Fedec provided a summary of the results of the survey of other large boards requested by the Board at the 25 April 2016 Board meeting.

It was noted that other boards in Ontario are facing similar attention with regard to their committee meetings and are moving in a direction that is more open and transparent. The Province is also addressing "Accountability to the Public" and the role of police services boards as one of the four themes of its consultations on reforming the *Police Services Act*. The Ottawa PSB is reviewing its procedures

related to committee meetings in light of these developments as well as recent media comment.

Board Solicitor D. White advised that there is nothing in the *Police Services Act* that speaks specifically to committees in terms of procedure. The *Act* only speaks to what can be discussed *in camera* at Board meetings and provides a fairly broad discretion to the Board, though it does reflect that the default is that meetings should be open to the public. This discretion is broader than that afforded to municipal Councils under the *Municipal Act*, due to the fact that the Board deals with matters involving public security. The same considerations apply to committees in light of the provisions adopted in the Board's Procedure By-law. Mr. White also clarified that, to constitute a meeting of the Board, there must be a quorum and noted that a commonly used way of distinguishing between meetings and other occasions where a number of Board members may be together (e.g. a social gathering) is whether the issues discussed materially advance the business of the Board.

The Committee members agreed that it is very important the public see civilian oversight is happening. Following discussion, the Committee agreed that, in the interests of openness and transparency, it would recommend the following to the Board:

- The date, time and location of committee meetings will be advertised on the Board's website, and the items that are public will be listed.
- Items that are confidential in nature will be discussed at a closed portion of the meeting.
- A list of topics that qualify for discussion in camera will be developed so there is transparency around what can be discussed confidentially versus in public.
- Committee Chairs will provide an update on committee meetings at regular board meetings and minutes of committee meetings will be included on the Board's agendas (public or confidential depending on subject matter).
- The content of minutes should consist of the essence of the subject, the outcome and a summary of the rationale for the outcome. The names of members and their individual comments will not be recorded as it is the overall discussion, action and recommendations that form the report contents.
- The Committee will undertake a review of committee structure and mandates, and report back to the Board in the fall with further recommendations.

Board staff were asked to prepare a draft of the committee's recommendations and circulate it for review. The Committee agreed to meet again prior to submitting its recommendations to the Board.

2. DRAFT BOARD POLICY:
COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN
CIRCUMSTANCES – PROHIBITION AND DUTIES (STREET CHECKS)

- a) Executive Director's report
- b) draft policy enclosed
- c) Ont. Regulation 58/16

Chief Bordeleau advised that as a result of a conference call with Chiefs across the Province yesterday, further amendments to the draft policy and procedures are proposed. He also reported that the Ministry is now advising the board policy must be in development by July 1st but not actually approved by that date. Nonetheless, it is the Chiefs' recommendation that boards proceed to have the policy approved by July 1st, with a caveat that further changes may be made prior to the January 1, 2017 implementation date as result of work going on across the province in the areas of training and technology. Chief Bordeleau reviewed the proposed amendments.

The Chief advised that the OACP will be issuing a revised board policy, which he will share with the Board Executive Director. The OACP will also be forwarding a copy of the recommended policy to the Ontario Association of Police Services Boards (OAPSB), of which Chair El-Chantiry is the President, so it can be shared with OAPSB members.

The Committee agreed to meet again to discuss this matter further and review the revised policy prior to the June Board meeting.

OTHER BUSINESS

There were no other items of business.

PARKING LOT ITEMS

There were no items added to the Parking Lot at this meeting.

NEXT MEETING

June 20, 2016, 12:00 pm.

ADJOURNMENT

The meeting adjourned at 9:10 a.m.