

**DISPOSITION OF REPORTS TO OTTAWA-CARLETON POLICE SERVICES BOARD**

**22 MARCH 1999**

**Note:** Underlining indicates a new or amended recommendation approved by the Board.

**CONFIRMATION OF MINUTES**

**That the Ottawa-Carleton Regional Police Services Board confirm the Minutes of the 22 February and 15 March 1999 meetings as amended.**

CARRIED as amended

1. **SPECIAL PRESENTATION BY LUC HÉBERT, Ph.D.**

**“DEVELOPING COMPETENCY:  
A ROAD TO QUALITY AND RESULT-ORIENTED POLICING”**

**That the Ottawa-Carleton Regional Police Services Board receive this presentation for information.**

DEFERRED UNTIL 31 MAY 99

2. **CANADA SAFETY COUNCIL: FUNDING REQUEST**

**That the Ottawa-Carleton Regional Police Services Board approve a grant of \$1,000 to the Canada Safety Council to assist with the costs of producing and distributing the instructional booklet entitled “Children at Home Alone/Enfants seuls a la maison”.**

CARRIED

3. **1999 TOWING CONTRACT**

**That the Ottawa-Carleton Police Services Board approve the extension of the current towing agreements with pricing and service modifications for a further one year period from May 1, 1999 to April 30, 2000.**

CARRIED

**That the Chief issue clear guidelines to the Service that police officers are to provide clear information and assistance to the public in the case of a private tow, and that an arms-length relationship be maintained in these cases.**

CARRIED

4. **STRATEGIC ALLIANCE AGREEMENT  
& PARTNERSHIP WITH ALGONQUIN COLLEGE  
FOR THE POLICE AND PUBLIC SAFETY INSTITUTE**

**That the Ottawa-Carleton Police Services Board approve for execution a Strategic Alliance Agreement as negotiated between the OCRPS and Algonquin College outlining the terms and conditions of a partnership association between the two organizations and the terms and conditions and payment schedule for the construction of a new facility that is to be called The Police and Public Safety Institute.**

CARRIED

5. **AMENDMENTS TO THE  
FINANCE AND ADMINISTRATION PROCEDURES MANUAL**

**That the words, “the cost of transportation may not exceed that of economy airfare” be added to Section 1.1 of Annex 2 - General Travel Expenses.**

CARRIED

**That the words, “unless the result is a lower cost to the Service” be added to Section 8.1 of Annex 2 - General Travel Expenses.**

CARRIED

**That the Ottawa-Carleton Police Services Board approve the proposed amendments to the Finance and Administration Procedures Manual outlined below, to support the implementation of the new financial system:**

**1. Section 3.2.4 - Purchase of Materials, Goods or Services**

- **Procurement cards and corporate cards to be used for purchases under \$5,000 (*sub-section 2*)**
- **Financial Services staff to source goods and services under \$75,000 (*sub-sections 3, 4, 5*)**
- **Financial Services staff to issue departmental purchase orders under \$50,000 (*sub-sections 3, 4*)**
- **Departmental purchase/service order replaces small order and purchase order (*all sub-sections*)**
- **Constable to be added to group with signing authority of \$1,000 (*sub-section 9*)**
- **Chief of Police designates authorized users of procurement and corporate cards. Financial Services to prepare guidelines for use of cards. Users to adhere to guidelines. (*sub-section 10*)**

**2. Section 3.3.2 - Travel**

- **Corporate card to be used for travel purposes (*sub-sections 1, 4*)**

**3. Annex 2 - General Travel Expenses**

- **The cost of transportation to not exceed that of economy airfare (*section 1.1*)**
- **Stop-overs not allowed unless the result is a lower cost to the Service (*section 8.1*)**
- **Chief of Police designates authorized users of corporate cards (*section 11.1*)**
- **Financial Services to prepare guidelines for use of cards (*section 11.2*)**
- **Users to adhere to guidelines (*section 11.3*)**

CARRIED as amended

**That the Ottawa-Carleton Regional Police Services Board approve By-law No. 1 of 1999 as amended, being a by-law to amend the original Finance and Administration Procedures Manual By-law No. 1 of 1996.**

CARRIED as amended

**6. SPECIAL INVESTIGATION UNIT: NEW REGULATIONS/POLICY**

**That the Ottawa-Carleton Police Services Board receive this report for information.**

RECEIVED

**7. APPOINTMENT OF SPECIAL CONSTABLES**

**That the Ottawa-Carleton Police Services Board approve the appointment as special constables with Carleton University pursuant to section 53(3) of the *Police Services Act* and in accordance with the terms and conditions set forth in the application, those individuals whose names have been submitted to the Chief of Police.**

CARRIED

**8. SPECIAL CONSTABLE APPOINTMENTS - RCMP TRAFFIC SECTION**

**That the Ottawa-Carleton Police Services Board:**

- 1. Renew the appointment as special constables of those regular members of the Royal Canadian Mounted Police who have been recommended by the commanding officer of the R.C.M.P. Traffic Division, and whose names have been submitted to the Chief of Police; and**

2. **Approve that the appointment be valid within the Regional Municipality of Ottawa-Carleton during the period that the named officers are assigned to the "A" Division Traffic Section.**

CARRIED

9. PROVINCIAL ADEQUACY STANDARDS UPDATE

**That the Ottawa-Carleton Police Services Board receive this report for information.**

RECEIVED

10. COMMENDATION LETTERS

**That the Ottawa-Carleton Police Services Board receive this report for information.**

RECEIVED

11. THOMAS G. FLANAGAN SCHOLARSHIP REPORT

**That the Ottawa-Carleton Police Services Board receive this report and approve the 1999 selection process.**

CARRIED

12. TABLING OF DRAFT BOARD POLICY MANUAL

**That the Ottawa-Carleton Regional Police Service Board:**

1. **Receive and table the draft Policy Manual prepared by the Policy Subcommittee.**
2. **Schedule several two to three hour special meetings over the next three months to review and approve the Policy Manual.**

CARRIED

13. REGULAR REPORT FROM THE CHIEF OF POLICE AND OPP INSPECTOR

**That the Ottawa-Carleton Regional Police Services Board receive this report for information.**

RECEIVED

14. PRE-CHARGE DIVERSION PROGRAM

**That the Ottawa-Carleton Regional Police Services Board express its strong support for the continuation of the Pre-Charge Diversion Program in Ottawa-Carleton.**

CARRIED

15. APPLICATION TO EXTEND THE TIMELINE  
FOR THE FRENCH LANGUAGE TRAINING  
CONTAINED IN THE CONTRACT OF DEPUTY CHIEF V. BEVAN  
*(This was originally on the In Camera Agenda but was considered in public)*

**That the Ottawa-Carleton Regional Police Services Board approve the extension of time for Deputy Chief Vince Bevan to complete his French language training, in accordance with the amended Employment Agreement between the parties.**

CARRIED as amended