

OTTAWA-CARLETON POLICE SERVICES BOARD

COMMISSION DE SERVICES POLICIERS D'OTTAWA-CARLETON

AGENDA ORDRE DU JOUR

Ottawa-Carleton Centre
Champlain Room
Time: 5:00 p.m.
Release Time:
Friday, 12:00 noon

MONDAY
22 MAR. / MARS 1999
LUNDI

Centre Ottawa-Carleton
Salle Champlain
Heure: 17 h
Heure de communication :
Vendredi 12 h

Board Members / Membres de la Commission

H. Kreling (Chair/président)
G. Baskerville (Vice Chair/vice-président)
D. Adam, E. Buckingham, B. Chiarelli,
J. Legendre, J. McCombie

Executive Director / Directrice exécutive
Wendy Fedec 560-1270

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DECLARATIONS OF INTEREST

CONFIRMATION OF MINUTES

- Minutes of 22 February 1999 issued separately

That the Ottawa-Carleton Regional Police Services Board confirm the Minutes of the 22 February 1998 meeting.

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

“DEVELOPING COMPETENCY:

A ROAD TO QUALITY AND RESULT-ORIENTED POLICING”

- Executive Director’s report dated 18 Mar 99

01

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

ITEMS OF BUSINESS

2. CANADA SAFETY COUNCIL: FUNDING REQUEST

- Executive Director’s report dated 12 Mar 99

03

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”.

3. 1999 TOWING CONTRACT

- Chief’s report dated 11 Mar 99

06

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.

4. **STRATEGIC ALLIANCE AGREEMENT
& PARTNERSHIP WITH ALGONQUIN COLLEGE
FOR THE POLICE AND PUBLIC SAFETY INSTITUTE**
- Chief's report dated 10 Mar 99

13

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.

5. **AMENDMENTS TO THE
FINANCE AND ADMINISTRATION PROCEDURES MANUAL**
- Director General's report dated 15 Mar 99

17

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**
 - 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)**

6. SPECIAL INVESTIGATION UNIT: NEW REGULATIONS/POLICY
- Chief's report dated 10 Mar 99 38

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

7. APPOINTMENT OF SPECIAL CONSTABLES
- Director General's report dated 12 Mar 99 54

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 attached application, those individuals whose names have been submitted to the Chief of Police.

8. SPECIAL CONSTABLE APPOINTMENTS - RCMP TRAFFIC SECTION
- Chief's report dated 11 Mar 99 55

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.**

9. PROVINCIAL ADEQUACY STANDARDS UPDATE
- Chief's report dated 12 Mar 99 57

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

10. COMMENDATION LETTERS
- Chief's report dated 15 Mar 99 68

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

11. THOMAS G. FLANAGAN SCHOLARSHIP REPORT
- Chief's report dated 15 Mar 99 74

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

12. TABLING OF DRAFT BOARD POLICY MANUAL
- Policy Sub-Committee's report dated 17 Mar 99 83
(Board Policy Manual issued separately)

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.**

13. REGULAR REPORT FROM THE CHIEF OF POLICE AND OPP INSPECTOR
- verbal report from Chief and Inspector Beechey

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

OTHER BUSINESS

INQUIRIES

Ottawa-Carleton Regional
Police Services Board Agenda
22 March 1999

CONSIDERATION OF MOTION TO MOVE IN CAMERA

That the Ottawa-Carleton Regional Police Services Board adjourn the public portion of its meeting to move In Camera to discuss Confidential Items 1, 2, 3 and 4 pertaining to personnel matters in accordance with Section 35(4)(b) of the *Police Services Act*.

ADJOURNMENT