

MINUTES

OTTAWA-CARLETON POLICE SERVICES BOARD

CHAMPLAIN ROOM

25 MAY 1998

5:00 P.M.

PRESENT

Chair: Mr. P. Vice  
Vice Chair: Councillor H. Kreling  
Members: Mr. G. Baskerville, Ms. A. Boudreau, Ms. E. Buckingham,  
Councillor J. Legendre

REGRETS

Regional Chair B. Chiarelli

CONFIRMATION OF MINUTES

**That the Ottawa-Carleton Regional Police Services Board confirm the Minutes of the 27 April 1998 meeting, and the Minutes of the 11 May 1998 meeting.**

CARRIED

INQUIRIES

1. Public Complaint Investigation

Councillor J. Legendre asked why the ongoing investigation into a recent incident in Lowertown was taking longer than expected. Chief B. Ford explained this was a very exhaustive investigation involving a number of policies to review and numerous witnesses to interview. He indicated a report will soon be completed, however it will need to be translated before it is released. Chief Ford added, in response to further questions from the Councillor, that only parts of the report dealing with policy will be made public and the Police Service will seek legal counsel prior to its release.; the parts of the report dealing with the public complaint will remain confidential, as per a direction from the Ontario Civilian Commission on Police Services (OCCPS).

2. Grievances

Councillor Legendre made reference to two grievance letters received as part of the Board's weekly mail package and he asked for information about their circumstances. Member G. Baskerville said the grievances were handled by the Board's Human Resources Sub-Committee and, as they pertain to personnel matters, they cannot be discussed in open session.

3. Special Investigations Unit (SIU) Reports

Councillor Legendre referred to two Special Investigations Unit (SIU) reports, focusing on the Renaud incident, which stated the officers were not segregated prior to completing their notes and duty reports in order to preserve the integrity of the reports. He asked whether Chief Ford concurred with this procedure and whether this would be done in the future. Chief Ford noted a recent study on the SIU has made recommendations in this regard. He added that, at the time, the process followed had not been seen as a breach of protocol, regulation or procedure. Councillor Legendre wanted to be assured that the Ottawa-Carleton Regional Police Service (OCRPS) cooperates fully with SIU investigators. Chief Ford stated the OCRPS has an excellent record of cooperation; officers make their statements to the SIU with the full support of the Police Association and their lawyers. In response to a further question from the Councillor, Chief Ford indicated the lawyer representing the subject officer is paid for by the Police Service as per a legal indemnification clause in the Collective Agreement. In reply to a request from Councillor Legendre, Board Chair P. Vice directed that all Board members be provided with a copy of Justice Adams' report alluded to by Chief Ford.

4. "The Broadcast"

Councillor Legendre expressed the hope the next issue of "The Broadcast" would be fully bilingual. Mr. D. Pepper, Director of Community Development, confirmed it is the Service's intention to migrate to a fully bilingual publication. With regard to the various sections listed in the reader survey, Mr. Pepper indicated these do not necessarily appear in every issue but they are consistent enough for readers to recognize.

5. Response to Youth Justice Strategy

Councillor Legendre referred to a Canadian Association of Police Boards (CAPB) Bulletin requesting input on the *Young Offenders' Act*, in particular, measures aimed at front-end diversion. He asked whether staff could provide recommendations to respond to the request. Chief B. Ford said he has been working with the Canadian Association of Chiefs of Police (CACCP) to formulate a

response to the new proposals and he will bring forward recommendations for the next regular Board meeting.

ITEMS OF BUSINESS

1. PRESENTATION BY L. VALCOUR, INVESTIGAIDE

Mssrs. Lance Valcour and Adam Jasek, InvestigAide Software

Mr. L. Valcour began by saying InvestigAide is software developed by the Ottawa-Carleton Police Service over the last ten years and now in use across Canada.

Mr. A. Jasek, President, InvestigAide Software, stated that the parent company, AJJA, is a locally-owned information technology consulting company specializing in the design and implementation of custom application systems. The organization has been in existence for approximately 16 years and has well over 200 consultants. In an industry survey conducted in March 1998, AJJA was rated as the 22nd largest Canadian professional service company. He listed some of the company's local clientele as well as projects currently being implemented such as the National Firearms Registration System and the Ottawa-Carleton Regional Police Service's CAD/RMS system.

Mr. Valcour continued by saying that Mr. John Arnold, head scientist at the National Research Council, funded a great deal of the research that has gone into the project which began in 1987, went to tender in 1994, and into production in 1996. The software was launched at the Canadian Association of Chiefs of Police Conference in 1996 and is now being marketed in the United States. The software is easy to use and processes data on break-ins to help Police identify similarities and patterns. The company is currently working on implementing a commercial system comparable to the residential system already in use and the next product planned for development will target auto theft. Those who profit from the partnership include the Ottawa-Carleton Regional Police Service, who benefit from InvestigAide free of charge as they helped develop it, the Canadian Police Research Centre which continues to help with marketing, and the companies who created InvestigAide, i.e., AJJA, Comdale, and RLA Consulting. Mr. Valcour referred to a survey done in March 1998 wherein the company was identified as one of the top 25 up-and-coming companies in Canada: it has received a Canadian Information Processing Society Award.

Mr. Valcour noted insurance companies have begun to show interest in InvestigAide and are willing to pay for the data the program generates because they feel it could help reduce fraudulent claims, over-all claims, claim severity, and pay-outs. The speaker said he believes the software has the potential to help identify sexual assault offenders. Research has shown that 24% of sexual murderers have sexual assault records and 65% have a history of break-ins and thefts; in cases of stranger rape, 43% have sexual assault histories

and 82% have break-in and theft records. Mr. Valcour said this means the database currently contains information on potential sex assault offenders.

Mr. Valcour concluded his presentation by stating the goal is to share this kind of information with every police service in the country. Replying to a question from Chair Vice, Mr. Valcour confirmed technology exists to install computer chips into electronic equipment to allow the equipment to be tracked if stolen.

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

RECEIVED

2. REQUEST FOR FUNDING: CANADIAN POLICE ASSOCIATION  
50TH ANNIVERSARY CONFERENCE  
- Board Secretary's report dated 13 May 98

Mr. J. Petersen, Chair, Ottawa-Carleton Regional Police Association, said a request for \$10,000 was made to the Police Services Board in February 1998, to help the Association defray the costs of hosting the 50th Annual Conference of the Canadian Police Association. The conference will be held in Ottawa the week of September 22 - 25 and will bring 500 delegates and their guests to the Region. He stated that historically, the Board has contributed to both the Canadian Association of Chiefs of Police Annual Conference and to the Canadian Police Association Annual Conference.

Mr. Petersen indicated that the Canadian Police Association represents approximately 35,000 rank-and-file officers across the country. Delegates will be transacting business as well as conducting workshops and seminars relating to current law enforcement and justice issues. Mr. Petersen stated the total cost of the conference would be somewhat dependent on donations, however the anticipated budget is between \$85,000 and \$115,000 for the event, with an estimated \$1 million being injected into the local economy.

Member Baskerville wondered about other sources of funding and the amounts expected. Mr. Petersen indicated the Association has already contributed \$10,000 and will contribute an additional \$10,000. He said requests for funding have been sent to virtually every business in the area and, depending on business size, the donations could be in the \$500 to \$1,000 range.

Member Buckingham asked about the registration cost and what this includes. Mr. Petersen said the registration fee for an individual is approximately \$300, \$450 with a guest. He clarified that the \$85,000 - \$115,000 estimate quoted earlier refers to the local association's costs for hosting the conference, whereas the registration fees go to the

parent body to offset room rentals, speakers' expenses and so on. The local association's portion would go towards providing meals and accommodation for certain individuals.

Member Buckingham noted that the request from the Association states the conference will provide the Board, the Regional Police Service and the RMOC an opportunity to showcase their Police Service; she wondered how this would be achieved. Mr. Petersen explained that the Police Service has traditionally been involved in these conferences; volunteers from the organization act as tour guides for delegates. Member Buckingham indicated she would vote against the request, as it was her belief the registration fees should cover all costs.

Councillor Legendre said he was surprised that a request for such a large sum was not accompanied by budgetary information and a conference package. Mr. Petersen indicated the Association will provide budgetary information and the conference program is available, although some of it is tentative because of the uncertainty of funding. In response to a further question from Councillor Legendre, Mr. Petersen confirmed that the conference is an annual event which shows a profit some years and slight losses in others; in these instances, the Association makes up the shortfall.

Vice Chair Kreling noted there are insufficient funds available in the Board's discretionary funds and he wondered whether the request could be accommodated from the Police Service's promotional and hospitality envelopes. Mr. S. Kanellakos, Director General, said he could not commit to making up the difference from the Police Service's operating budget, and he would have to review where there might be some surplus as time progresses.

Chief Ford confirmed that these conferences bring a lot to the local economy and raise the profile of the Police Service on the national level. He expressed strong support for the proposal before the Board.

Councillor Legendre indicated he would not be supporting the request as he believes conferences should be self-financing. He said a message should be sent to the Association and its conference organizers that public finances cannot continue to fund these events.

Member Boudreau said she had been surprised to learn that the conferences were not operating on a cost-recovery basis. She indicated she was prepared to support a smaller amount in recognition of the contribution made to the community and the Police Service. Given the severe financial constraints facing the Board, she suggested \$1,000 could help defer the costs of a reception and would show support for the work of the Association.

Vice Chair Kreling suggested the Board approve the request and that the funds be taken from the Board's grant envelope and the Service's hospitality budget. He expressed the view that host organizations should make a contribution. He noted the Region tries to promote Ottawa-Carleton and this conference provides an opportunity to do so.

Vice-Chair Kreling added that it would be a benefit to the community to have 500 delegates and their guests visit over a four-day period.

Member Baskerville expressed concern with the lack of facts and figures provided by the Association. He said that, while he agrees with the conference and its objectives, he would like to see a break-down of projected costs and how these could be matched by revenue. Mr. Petersen noted that the Board's discretionary funding policy clearly states that such information should be made available if requested and he re-iterated his willingness to provide the information.

Chair Vice said he was very concerned about juggling money within the budget in order to make up the \$10,000. He suggested that Mr. Petersen provide budgetary figures in advance of the next regular meeting so the Board can deal with the request at that time.

**That the Ottawa-Carleton Regional Police Services Board consider the request from the Ottawa-Carleton Regional Police Association for funding in the amount of \$10,000 to assist them in hosting the Canadian Police Association's 50th Anniversary Conference.**

DEFERRED

3. RECOVERED STOLEN VEHICLES

- Board Secretary's report dated 22 Apr 98 (deferred from 27 April Meeting)

Ms. Rhonda Fleming, RIF Towing, distributed the following documents to Board members: "Police and Tow Activities - The Punitive Responsibilities", and "History of Tow and Recovery - The Economic Distortion, Date of Construction (1920)".

Chair Vice indicated members have not had time to review the documents, therefore the Board may not be in a position to make decisions on the matter at this time.

Ms. Fleming indicated that information about police and towing can inundate those outside the industry but to those within the industry, it is vital to know about the laws and the individual responsibility that goes with them. She noted that civil actions can be costly and the actions of those who refer tow operators should be considered. Ms. Fleming requested the police investigate not only their own responsibilities but those of the industry when dealing with public property. She expressed the belief officers should carry insurance to protect civilian interests. In conclusion, Ms. Fleming stated it is the Board's duty to investigate all available information and to recommend policies to correct what she felt were obvious errors in current practices.

In response to questions from Councillor Legendre, Ms. Fleming confirmed she is the President of the Ontario Towing Society, representing more than 70% of towing companies in Ontario. In addition to this, she is a provincial representative with the Tow and Recovery Alliance of Canada, which represents 5,000 towers across the country; locally, Ms. Fleming represents RIF Towing. Councillor Legendre said that, given the volume of information received, he agreed with Chair Vice's suggestion to defer discussion of this matter to a subsequent meeting.

Following a suggestion from Chair Vice, Chief Ford indicated Supt. Larry Hill will liaise with Ms. Fleming on this matter. He added that a fairly lengthy legal opinion has been prepared on this subject and he will share this information with the Board and Ms. Fleming. It deals with the retention of stolen vehicles as well as with whether these are the property of the towing company, the original owner, the insurance company, or the person who bought the item in good faith.

Member Baskerville noted motor vehicles are handled differently from other forms of abandoned or recovered stolen property. The fact that the Board is not part of the process represents a loophole since the towing and storage company can profit from something that might otherwise belong to the Board. He said he wondered if the Board is missing an opportunity for a potential revenue source or whether the procedures would be so onerous as to not be worthwhile. He suggested that the Board's legal counsel and police staff review the case, as well as relevant statutes, regulations and procedures relative to the disposition of abandoned motor vehicles. This review should be done in consideration of the Board's obligations and of potential costs and revenues, if any.

Ontario Provincial Police Inspector L. Beechey said that, in this case, the police were not involved in the transaction between the towing company and the insurance company. The police have a responsibility to ensure the property is safeguarded until such time as the owner can retrieve it and the towing companies are familiar with this process. He added that any vehicles that are unclaimed and sent to the towing compounds are usually worthless and the towing companies are left with trying to recover expenses.

Member Boudreau said she wondered who had notified the insurance company of the location of the vehicle and whether the finder was given an opportunity to state his or her case to the owner. Inspector Beechey explained that the police have to determine who the owner is; through an investigation, it was determined the owner was the insurance company and the police notified them of the vehicle's location. In addition, the police notified the towing company of the owner's identity so they could have recourse to the Repair and Storage Lien Act if the owner did not come forward to claim the vehicle and pay towing and storage charges. In this case, the finder was advised about the owner however the insurance company had already signed the vehicle over to the towing company by that time.

Councillor Legendre made reference to the Repair and Storage Lien Act which states it is the responsibility of the storer to notify the owner in writing. Inspector Beechey clarified that when the vehicle is originally recovered, it is the police's responsibility to notify the owner of its location. The Repair and Storage Lien Act comes into effect after a 60-day period, after which time it is the storer's responsibility to notify the owner of the vehicle's location and of any action to be taken to recover towing and storage costs.

In response to further questions from Councillor Legendre, Inspector Beechey confirmed the OPP does not have any written contracts with towing companies, rather it tries to distribute the work amongst approved towing companies. Councillor Legendre maintained that, since the police requested a particular company, that company became an agent of the police. He noted that under section 2043.4 of the policy, employees of the OPP or their immediate family, either directly or with the assistance of a third party, are not permitted to receive or otherwise obtain property coming into the possession of the OPP. Inspector Beechey expressed the view the towing company is not an agent of the OPP; the police have to secure the vehicle and to do this, they use an approved towing company. The third party section of the policy would apply only if the towing company, after obtaining the property, sold it to the investigating constable.

The Board agreed to review the material submitted by Ms. Fleming and deferred consideration of the item to a subsequent meeting.

4. PART V. POLICE SERVICES ACT COMPLAINT INVESTIGATIONS COMPLETED (APRIL 1998)

- Chief's report dated 12 May 98

Councillor Legendre reiterated his desire to see, in the Complaint Investigations reports, excerpts such as those found in the Commendation Letters.

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

RECEIVED

5. COMMENDATION LETTERS (RECEIVED APRIL 1998)

- Chief's report dated 8 May 98

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

RECEIVED

6. PROVINCIAL REGULATION - ADEQUACY STANDARDS  
- Deputy Chief Mackie's report dated 19 May 98

Deputy Chief Mackie provided background information leading to the latest version of the Draft Adequacy Standards. He noted the initial standards were much more detailed in that they addressed many more facets of operational policing. Although the standards have not yet been enacted, the presentation is to update the Board on how the Police Service is positioning itself to comply with the proposed standards. Deputy Chief Mackie added that staff are looking for the Board's endorsement of some of the findings outlined in the report and the authority to continue working in this area.

In response to a question from Councillor Legendre on the Campbell Report, Deputy Chief Mackie explained that the standards refer to both the Campbell report and the Kauffman report and relate to inquiries regarding the Criminal Investigation Management section of the Standards. Replying to further questions from the Councillor, Deputy Chief Mackie explained one of the problems with the document is that it is hypothetical, i.e., the financial implications are unknown; the Province has not yet enacted the standards, however staff believe the only changes may be in the terminology regarding the position of the Board and the role of the Chief.

Councillor Legendre referred to the chart entitled "*Summary of Anticipated Impact on Ottawa-Carleton Police*". He noted that, for many of the proposed standards, there are indications the Service both meets the standard and is deficient: he wanted to know how this was possible. Mr. Randy Mar explained that staff examined the standards from several vantage points: in some instances, the Service meets the standards in terms of the policy and procedure but is slightly deficient in other areas. The areas of deficiency are addressed under *Comments*. Mr. Mar cited as example the core function *Law Enforcement, Training Requirements for Supervisors*: the Service meets the overall intent of the standard but is deficient in how consistent it is across the organization.

Councillor Legendre noted the greatest shortcomings appear to be in the Criminal Investigation Management Plan. He wondered if this was due to the way the Province is setting up the standards or if this has always been a weak area for the force. Deputy Chief Mackie indicated these categories refer to the recommendations from the Campbell report. Deputy Chief Bevan added that the recommendations from the Campbell report are an evolution for policing, not only in Ontario, but across Canada and perhaps the world. New standards are being applied to police investigations. He explained this is reflective of the training issues related to changing the standards and the level of competence. Councillor Legendre asked about those categories where the Service is clearly deficient. Deputy Chief Bevan explained that a lot of the categories are still in the development stage, therefore to a large extent, the targets are difficult to achieve at this time.

Member Boudreau said she had found the report to be extremely helpful. She recalled that upon first reviewing the draft standards, she had no concept how they would impact

on the Ottawa-Carleton Police Service. She pointed out that, under *Next Steps*, the first step is to seek additional input, and the second is to monitor on-going discussions. She suggested changing the wording of the second step to read: “monitor and aggressively continue putting forward concerns, questions and requests for amendments”.

Member Baskerville recalled that, last summer, Board members reviewed a massive, descriptive document. The standards currently before the Board are much reduced, and the Police Service has done an excellent job focusing on what needs to be done. As the standards could still change drastically, he suggested that no firm changes be made until then. He recommended that the Service develop a more detailed workplan and start implementing it based on the draft standards with the proviso that it may have to be modified. He suggested a sub-committee be struck to work in collaboration with Police Service staff to develop some over-arching policies and to provide guidance for the Police Service.

In reply to a question from Vice Chair Kreling, Deputy Chief Mackie said he believed the Province is always open to suggestions but it likely was not still receiving recommendations for changes to the Standards. Vice Chair Kreling asked if the working committee had encountered any standard(s) that might be difficult to achieve. Deputy Chief Mackie said he felt that by the implementation date of January 2000, the Police Service will be well-positioned to meet the standards, however one of the biggest issues would be training.

Councillor Legendre inquired why the report makes no mention under the heading *Next Steps* of the Board requiring assistance or additional staffing to do their job. Vice Chair Kreling expressed the view it would be premature for the Board, at this point, to retain additional staff to assist with these responsibilities, as the standards have yet to be proclaimed and will likely not come into effect until the year 2000. Chief Ford said he believed the Police Service would provide any additional staff required. He noted that part of the *Next Steps* is working with the Board, or members of the Board, to develop policies with existing staff.

Moved by G. Baskerville

- 1. That the Ottawa-Carleton Regional Police Services Board direct the Police Service to continue to develop a detailed work plan on implementation and take action to correct the areas in which the Service is currently deficient from the Draft Standards;**
- 2. That the Ottawa-Carleton Regional Police Services Board form a sub-committee to work with Police staff in developing the required overall Police Board Policy.**

CARRIED

In response to a call for volunteers, members Baskerville and Buckingham expressed an interest in sitting on the sub-committee.

7. RETENTION OF FOUND/SEIZED PROPERTY FOR POLICE USE

- Chief's report dated 8 Apr 98

Councillor Legendre said he was prepared to support the report but noted his uneasiness with the proposed practice.

**That the Ottawa-Carleton Regional Police Services Board approve the proposed policy (Annex A) which details the conversion procedure of selected property for operational police use if/when no owner can be located for the property-in-question.**

CARRIED

8. AWARD OF CONTRACT FOR A MUG-SHOT SYSTEM

- Director General's report dated 18 May 98

**That the Ottawa-Carleton Regional Police Services Board delegate the authority to the Chief of Police to acquire a mug-shot system from Niche Technology Inc. (54 Balmoral Street, Winnipeg, Manitoba) for an amount not to exceed \$84,100.**

CARRIED

9. RETURN OF FOUND MONEY

- Director General's report dated 18 May 98

Councillor Legendre asked how the owner was sought and what would happen if someone came forward in the future to claim ownership. Mr. S. Kanellakos, Director General, explained that the money was found in the torn lining of a purse, within a Government of Canada envelope. Through Canada Post, the investigator was able to trace it to an address in Gatineau. Further investigation revealed the owner had passed away; her family was unable to identify the purse and are making no claim on the money.

The investigator also contacted the Gatineau Police who confirmed there were no outstanding reports of stolen money. In addition, no inquiries have been made to the Ottawa-Carleton Police Service. Mr. Kanellakos indicated that, should someone eventually come forward, that person would have no claim since the Board has made a decision on the disposal of the money.

**That the Ottawa-Carleton Regional Police Services Board approve the return of \$10,320 to the St. Vincent de Paul Stores.**

CARRIED

10. 1997 ACTIVITY REPORT

Chief Ford presented the 1997 Activity Report to the Board. Chair Vice suggested receiving the report subject to any questions Board members may have at the next meeting.

**That the Ottawa-Carleton Regional Police Services Board receive the 1997 Activity Report for information.**

RECEIVED

11. OPP 1997 ACTIVITY REPORT

- Inspector L. Beechey's report to be issued at the meeting

**That the Ottawa-Carleton Regional Police Services Board receive the OPP 1997 Activity Report for information.**

WITHDRAWN

12. AGENDA FOR BIG 12 MEETING ON 26 MAY

- Board Secretary's report dated 20 May 98

Chair Vice indicated that member Baskerville has asked that representatives of the Big 12 be asked how many of the large Boards will renew their Ontario Association of Police Service Boards (OAPSB) membership.

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

RECEIVED

13. ATTENDANCE AT THE 1998 CANADIAN ASSOCIATION OF POLICE BOARDS' ANNUAL CONFERENCE

- Board Secretary's report dated 21 May 98

**That the Ottawa-Carleton Regional Police Services Board approve the attendance of: P. Vice, A. Boudreau and G. Baskerville at the Ninth Annual Meeting and Conference of the Canadian Association of Police Boards, to be held August 20 - 22, 1998 in Edmonton, Alberta.**

CARRIED

OTHER BUSINESS

14. REGULAR REPORT FROM THE CHIEF AND OPP INSPECTOR

- verbal update from Chief B. Ford and Inspector L. Beechey

Inspector Beechey reported that during Police Week activities, OPP officers were at the Tulip Festival on five different occasions. They also participated in the police demonstration at JetForm Park and at a community barbecue in Richmond. He also reported on a stabbing that occurred at a party in Stittsville over the weekend: three people have been charged in connection with this incident.

Chief B. Ford report on the following items:

- Police Week activities, which included a kick-off at JetForm Park, a barbecue at the Cyrville Police Centre, and police displays at all major shopping centres and at the airport.
- The signing of an agreement between the OCRPS and Sir Robert Borden High School, the goal of which is a partnership to promote respect and harmony, and to share resources. The police provide leadership, enrich learning, and enhance imagination, creativity and self-esteem.
- The Police Awards Ceremony on May 12th, at which time 48 exemplary service medals, 14 bars to the exemplary service medals, 26 25-year service awards, 11 retirement awards and 25 promotional certificates were issued.
- The citizenship court, hosted by the OCRPS on 15 May, at which 80 new Canadians took citizenship oaths and officers renewing their citizenship through an oath of allegiance.
- On 21 May, the Police Service presented certificates of valor to 3 people and certificates of merit to 14 others. Certificates of merit were also awarded to 12 Police Service members.
- Deputy Chief Mackie officiated at the official opening of the Cumberland Community Police Centre.

- On 28 April, the Police charged a 21 year old male with 9 counts of robbery and 9 counts of weapon-related offenses in connection with incidents that occurred in the west end.
- On 5 May, Deputy Chief Bevan kicked-off the campaign for the Law Enforcement Torch Run for Special Olympics in eastern Ontario.
- On 7 May the OCRPS mailed out 7,000 household questionnaires to residents of Ottawa-Carleton seeking public input on how well the Service does its job, perceptions on neighborhood crime, and policing priorities. The Service will be employing summer students to help with the analysis of the information returned.

Councillor Legendre requested that regular, monthly reports be included as part of the written agenda. He acknowledged the value of receiving current information and he agreed the report could be prepared in point form and distributed at the meeting. However, the Councillor maintained he wanted to be better able to keep track of what is being reported. Vice Chair Kreling confirmed with the Secretary that the reports are included in the meeting minutes. Chief Ford said the items reported on are for information purposes only, adding that the practice was started as a means of updating the Board on issues that are operational in nature.

Member Buckingham said she was delighted to hear about the household survey and requested that a copy be forwarded to her.

IN CAMERA

**That the Ottawa-Carleton Police Services Board move In Camera to discuss a legal matter, in accordance with Section 35(4)(b) of the *Police Services Act*.**

CARRIED

ADJOURNMENT

The meeting adjourned at 8:00 p.m.

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M. Beauregard  
A/Secretary

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P. Vice  
Chair