

THE OTTAWA POLICE SERVICE LIAISON COMMITTEE FOR THE GAY, LESBIAN, BISEXUAL AND TRANS-IDENTIFIED COMMUNITIES



Terms and References

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1 ORGANIZATION OVERVIEW

1.1 MANDATE

1. The purpose of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities is to:
 1. facilitate communication and increase understanding between the Ottawa Police Service and the gay, lesbian, bisexual, and trans-identified communities;
 2. help increase the overall feelings of safety in the lesbian, gay, bisexual, and trans-identified communities;
 3. increase the level of transparency, trust, and confidence between the gay, lesbian, bisexual, and trans-identified communities and the Ottawa Police Service;
 4. increase awareness in the community of the services and programs offered by the Ottawa Police Service, and;
 5. advocate on issues of importance to these communities and the police.

1.2 VISION

1. The vision of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities is to:
 1. work towards the elimination of barriers that prevent gay, lesbian, bisexual, and trans-identified communities from receiving appropriate policing services;
 2. foster the development of a working environment in the Ottawa Police Service that welcomes police officers and civilian employees who are members of the gay, lesbian, bisexual, and trans-identified communities;
 3. serve as a community-based forum between the community and the Ottawa Police Service which addresses specific incidents or activities, and in response to them;
 1. engage or participate in research whose aim is to identify the cause or causes, and;
 2. to research best practices, and develop policies and procedures whose aim is to address and improve the circumstances.
 4. cooperate with and support other organizations and associations that have similar aims and objectives in order to develop a strong network of partnerships, and;
 5. encourage formal and informal connections at the community level, with the goal of:
 1. promoting a better understanding of policing and of gay, lesbian, bisexual, and trans-identified diversity issues as they intersect with the issues of other communities;
 2. giving gay, lesbian, bisexual, and trans-identified community members and groups a forum to report on incidents of victimization or other criminal activity, and;
 3. creating a space to actively participate in areas of research and decision-making.

2 ORGANIZATIONAL GOALS

2.1 REPORTING AND OVERSIGHT OF INCIDENTS IN THE COMMUNITY

1. The members of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities will aim to encourage incident reporting and disclosure of information by community members which may prove useful to ongoing investigations, or for initiating new investigations based on recent events. Members of the committee will achieve this by;
 1. maintaining a regular schedule of accessible and public meetings of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual, and Trans-Identified Communities;
 2. encouraging the community to report relevant incidents affecting community groups or individuals to the police, and for the Ottawa Police Services or relevant participating agencies to report any progress or developments back to the community;
 3. encouraging gay, lesbian, bisexual, and trans-identified community groups and/or members to report relevant complaints regarding police conduct, or any recent activities or incidents to the committee and/or to the Ottawa Police Service Professional Standards Section, and for the committee to monitor any developments, and;
 4. making the Ottawa Police Service command and administration aware of any issues identified by the gay, lesbian, bisexual, and trans-identified communities.

2.2 GLBT ACCESSIBILITY OF OPS AND CITY SERVICES

1. Ensure an official and visible presence with organizations such as, but not limited to, local school boards of education, the National Capital Commission (NCC), and the Round Table to Coordinate the Criminal Justice System Response to Violence Against Women, or any other organization whose mandates or activities may have an effect on gay, lesbian, bisexual, and trans-identified communities.
 1. Offer assistance to said organizations with developing policies and procedures which account for the experiences and challenges of gay, lesbian, bisexual, and trans-identified individuals.
 2. Offer training and education opportunities to said organizations with regards to how their mandates or activities may affect the lives of gay, lesbian, bisexual, and trans-identified individuals, and what unique experiences or challenges these individuals may face which said organizations may not have accounted for.
 3. Ensure the fostering and development of these partnerships to ensure that services meet the needs of the diverse gay, lesbian, bisexual, and trans-identified communities.
2. Review Ottawa Police Service policies and practices that relate to the gay, lesbian, bisexual, and trans-identified communities and provide recommendations about necessary amendments to the Chief of Police.
3. Provide reports to the Chief of Police on advocacy matters when identified that affect gay, lesbian, bisexual, and trans-identified communities, including hate crime, partner abuse, youth concerns, sexual assault, and victimless crime issues.
4. Review any incidents or activities, or reports relating to, the Hate Crime Section, Victim Services, Victim Crisis Unit, Human Resources and other sections which are expected to have an impact on the gay, lesbian, bisexual, and trans-identified individuals.

2.3 OTTAWA POLICE SERVICE RECRUITMENT, RETENTION, AND SUPPORT

1. Encourage and assist with the recruitment of police officers from the gay, lesbian, bisexual, and

trans-identified communities.

2. Encourage and assist with the development of support systems for current police service officers and civilian staff who are members of the gay, lesbian, bisexual, and trans-identified communities.
3. Upon request, assist or advocate on behalf of any officers or civilians of the Ottawa Police Service.

2.4 OUTREACH AND INTER-GROUP LIAISING

1. Foster or participate in ongoing communication and collaboration with other communities targeted by hate crimes by participating in and representing the well-being of the gay, lesbian, bisexual, and trans-identified communities at fellow organizations such as the Ottawa Coalition to End Violence Against Women (OCTEVAW) or the Community and Police Action Committee (COMPAC).
2. Conduct outreach to diverse organizations and groups in the City of Ottawa to ensure the linkages and recognition of gay, lesbian, bisexual, and trans-identified diversity issues, and to assist them in any way the mandate requires.
3. Conduct outreach to other community organizations whose mandates or services are oriented to the well-being or safety of members of the gay, lesbian, bisexual, and trans-identified communities, and;
 1. encourage their participation in the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities' regular meetings by sending a representative to attend;
 2. encourage their participation by volunteering at events organized by this committee, and;
 3. show support to these other community organizations by sending representatives from the Liaison Committee to their events, as deemed relevant by the committee, such as workshops, information fairs, conferences, and community meetings.

2.5 MEDIA AND COMMUNICATIONS

1. Ensure the Liaison Committee's media presence with the focus of the communication strategy being the effects of harassment and crime on the victimized individual and community as well as factual reporting of incidents, statistics, and current or ongoing issues.
2. Enhance awareness of the Liaison Committee by use of mainstream media by way of occasional features and interviews in order to highlight events of potential public interest.

3 MEMBERSHIP

3.1 LIAISON COMMITTEE MEMBERSHIP COMPOSITION

1. Quorum for regular meetings of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities shall be 50% plus one community members over police positions, where ;
 1. “community members” shall be defined as representatives of fellow LGBT organizations, as defined in § 3.2.1 “GLBT Community Group Voting Members”, plus individual community members, as defined in § 3.2.2 “GLBT Individual Voting Members”, and;
 2. “police positions” shall be defined as outlined in § 3.4 “Ottawa Police Service Members”.
 - 1.
 2. (See also § 5.3 “Quorum”)

3.2 GLBT LIAISON COMMITTEE COMMUNITY REPRESENTATIVE MEMBERSHIP

3.2.1 GLBT COMMUNITY GROUP VOTING MEMBERS

1. Any community group in Ottawa-Gatineau (National Capital Region) with a duly constituted Board of Directors (or equivalent) that represent gay, lesbian, bisexual or trans-identified issues may request membership in the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities.
2. Any of the City of Ottawa services (i.e. Paramedics, Fire, By-Law Services, OC Transpo, Public Health) may request membership in the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities.
3. Each community group is entitled to representation by one voting member. The community groups may also designate an alternate to attend in the absence of the voting member.
 1. It is the responsibility of the voting member to communicate with the committee chairs or administrator within 24 hours that an alternate will attend in their place.
4. The community group will identify the voting member(s) to the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities in writing when membership renewal is requested, or when there is a change in the community representative assigned to attend the Committee meetings.
5. Where there is more than one representative from the community group at a meeting it shall be understood that the duly designated member will have voting rights and all others shall be deemed guests.
6. This membership will be ongoing unless the group ceases to exist.

3.2.2 GLBT INDIVIDUAL VOTING MEMBERS

1. Non-affiliated individuals may request membership in the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities.
 1. This membership is for a period of one year, renewable three times consecutively.
 2. Following a one year absence as a voting community member a new request for membership can be submitted.
2. There may be up to 10 such individual members of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities, excluding members that have been grand-mothered/grand-fathered in.

3.3 PROCEDURES REGARDING ACQUIRING GAY, LESBIAN, BISEXUAL AND

TRANS-IDENTIFIED COMMUNITY MEMBERSHIP

1. Any community group seeking membership in the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities shall make this request to the Community Co-Chair.
 1. Any decision to approve or disapprove membership of a community group shall be brought to the voting members for confirmation by the Community Co-Chair.
2. Any individual seeking membership in the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities shall make this request to the Community Co-Chair.
 1. The Community Co-Chair will select up to ten community members from the list of applicants. Successful applicants will demonstrate their willingness to;
 1. regularly attend liaison meetings;
 2. volunteer their time to committee projects, and;
 3. keep up-to-date on issues addressed by the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities.
 2. The selection will be made by the Community Co-Chair, with the assistance of the Community Vice-Chair and the committee's administrator and outreach coordinator, and communicated privately to all interested individuals.
 3. An individual may request that this decision be appealed to the committee as a whole at a regular meeting.
 4. The committee may choose to grandmother/grandfather community members for long serving commitment and dedication to the work of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities.
 5. Should individual community members miss three consecutive monthly meetings without notice or satisfactory explanation, their membership may be terminated by the outcome of a majority vote of members, so long as that meeting has achieved quorum.

3.4 OTTAWA POLICE SERVICE MEMBERSHIP

3.4.1 OTTAWA POLICE SERVICE MEMBERS

1. Membership from the Ottawa Police Services may include, and is not limited to:
 1. The Diversity and Race Relations Section Staff Sergeant
 2. The Diversity and Race Relations Section Special Constable
 3. The Hate Crimes Section
 4. Office of the Chief Representative
 5. Ottawa Police Service Board Representative
 6. Partner Assault Section
 7. Elder Abuse Section
 8. Victim Crisis Unit
 9. Outreach Recruitment
 10. Professional Development Centre (Training branch)
 11. Communication Centre
 12. Patrol constable (2 positions)
2. Membership of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities will also be extended to organizations including, but not limiting to:
 1. Gatineau Police Service
 2. Ontario Provincial Police (OPP)

3. Royal Canadian Mounted Police (RCMP)
4. Carleton University Security
5. Ottawa University Security
3. Membership of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities may also be extended to civilian and administration employees of the Ottawa Police Services, who for the purposes of quorum and membership will be considered members of the Ottawa Police Services.

3.4.2 PROCEDURES REGARDING OTTAWA POLICE SERVICE MEMBERS

1. Representative shall be appointed by the Head of their respective institutions.

3.4.3 COMMUNITY MEMBERS AT LARGE

1. Non-voting members of the public are encouraged to attend the monthly meetings, to volunteer and participate, and to receive minutes.

4 COMMUNITY CHAIR POSITIONS AND ELECTIONS

4.1 LIAISON CHAIR POSITIONS

4.1.1 COMMITTEE CO-CHAIRS

1. The Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities shall be led by two Co-Chairs. The Co-Chairs will provide leadership and direction to the work of the committee and will co-chair the meetings. They will consist of;
 1. one elected from the gay, lesbian, bisexual, and trans-identified communities, and;
 2. one appointed from the Ottawa Police Service.

4.2 COMMITTEE VICE-CHAIRS

1. Vice-Chairs shall provide additional leadership to the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities. They will consist of;
 1. one elected from the gay, lesbian, bisexual, and trans-identified communities, and;
 2. one appointed from the Ottawa Police Service.

4.2.1 COMMUNITY CO-CHAIR AND VICE-CHAIR ELECTIONS

1. All regular members of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities who are in good standing may participate in community co-chair and vice-chair elections.
2. A member applying for the community positions of Co-Chair or Vice Chair must have occupied a member seat on the committee for a minimum of six months within the operating year before consideration is given for those positions.
3. The Community Voting Members of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities shall elect the Gay, Lesbian, Bisexual and Trans-Identified Community Co-Chair, during the appropriate meeting which has quorum (§ 5.3 “Quorum”), by a simple majority vote scheduled in the fall of the year when an election is necessary;
 1. Upcoming elections are to be announced during the September regular meeting of the relevant year.
 2. Elections are to occur during the October regular meeting of the relevant year.
4. The term of service for each of the Co-Chairs is for a two-year period, renewable for one year. The term of service of the two Co-Chairs shall be staggered to provide for continuity;
 1. Co-Chair positions will be open for election in the fall of every even-numbered year.
 2. Vice-Chair positions will be open for election in the fall of every odd-numbered year.
5. If a Co-Chair or Vice-Chair position is vacated before the following election period, then an emergency election will be held to find a suitable replacement.
 1. The election will take place as a regular election;
 1. At the first available regular meeting after a seat is vacated, an election is to be announced for the following month, then;
 2. At the following regular meeting which has achieved quorum, the replacement Co-Chair or Vice-Chair will be selected by a majority vote held as per a normal election.
 2. If the vacated seat is that of the Co-Chair, the Vice-Chair may request that they step into the position of Co-Chair, following a successful majority vote of voting community members.
 3. The replacement Co-Chair or Vice-Chair will see out the remainder of the original period, regardless of how much time remains to the original term.

4.2.2 OTTAWA POLICE SERVICE CO-CHAIR AND VICE-CHAIR ELECTIONS

1. The Ottawa Police Service shall appoint an Ottawa Police Service Employee to the position of Ottawa Police Service Co-Chair or Vice-Chair as necessary.
 1. The Ottawa Police Service will generally appoint the Diversity and Race Relations Staff Sergeant to the position of Vice-Chair, although this is optional.

5 MEETINGS OF THE GAY, LESBIAN, BISEXUAL AND TRANSGENDER LIAISON COMMITTEE OF OTTAWA

5.1 REGULAR MEETINGS

1. Meetings of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities group as a whole shall be held monthly.
 1. A period without regular meetings may occur, so long as there is quorum (§ 5.3 “Quorum”) and all Ottawa Police Employees and Community Members are in agreement by a super majority of two-thirds plus one.
2. The Co-Chairs (or in their absence, the Vice-Chairs) shall conduct the monthly meetings.

5.2 SPECIAL MEETINGS

1. A special annual meeting of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities may be organized. The purpose of this meeting shall be;
 1. to host members from police services beyond the City of Ottawa;
 2. for the subcommittees of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities to provide an annual report;
 3. for police sections to update the community, and;
 4. for the community and police to do outreach to area police services.

5.3 QUORUM

1. Official business of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities may not be undertaken without participation of a majority of the members, to be defined as;
 1. At least one Ottawa Police Service Employee other than the Ottawa Police Services Co-Chair and Vice-Chair, and;
 2. A majority of one half plus one of voting community members over Ottawa Police Service members, where the community members will be the sum of the Community Group Voting Members and the Individual Voting Members.
 - 3.
 4. (See also § 3.1 “Liaison Committee Membership Composition”)

5.4 LANGUAGE

1. The Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities strives to work with individuals in both official languages. As such;
 1. Any media outreach, reports, and other documentation available to the public will be available in both French and English.
 2. French-English bilingual members of the committee may be requested to attend any special meetings where conduct in both languages is a requirement.

6 CHANGES TO THE TERMS OF REFERENCE

1. The Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities Terms of Reference may be suspended at any meeting by unanimous agreement of the members.
2. Amending or altering the Terms of Reference will proceed as follows;
 1. Any changes to the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities Terms of Reference shall be made in writing and tabled at a regular meeting.
 2. At a subsequent meeting, but not the meeting which immediately follows the meeting in which it was tabled, the committee may vote to pass, table, or reject the amendments.
 3. Said vote may pass, table, or reject proposed amendments either as a whole, or piecemeal.
 4. The proposed changes must be accepted by a super majority of two thirds plus one at any meeting which has achieved quorum (§ 5.3 “Quorum”).

7 AUTHORITY

1. The Ottawa Police Liaison Committee for the Lesbian, Gay, Bisexual, and Trans-Identified Communities comes under the authority of the Ottawa Chief of Police.

8 DOCUMENT HISTORY

1. Original version adopted by a vote from the membership on November 18, 2013.
2. Review proposed by Sebastien Plante and Lila Shibley and adopted by unanimous vote, with amendments, on May 15 2017.