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## Ottawa Police Service Community Equity Council

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### Use of Force Review Panel – Terms of Reference

#### A. Introduction

The Community Equity Council (CEC) works within an intersectional framework and is made up of community members, Indigenous elders, and senior members of the Ottawa Police Service (OPS).

The CEC and its various working committees, including the Use of Force (Uoff) Review Panel, are focused on building stronger relationships between the OPS and Indigenous, racialized and faith-based communities by using relationship-based principles: solution focused, strength based, transparent, respectful and honesty.

#### B. Mandate and Focus

The CEC Uoff Review Panel (Panel) will review Uoff case files and make specific recommendations on service delivery improvements to address systemic issues (for OPS and possibly other service providers).

The Panel will also have a role to work with the CEC to contribute to the annual Uoff data analysis, reporting, recommendations, and action planning.

#### C. Outcomes

The Panel's collaborative work will focus on achieving the following outcomes:

- Improved procedures, training, and race-based data reports with decreases in Uoff incidents, complaints, and disproportionality.
- Increased awareness and understanding about the complexities of Uoff cases and procedures.
- Improved relationships between OPS and Indigenous, faith-based, and racialized communities.
- Increased trust and accountability between the OPS and the Ottawa communities.

## D. Membership Roles and Responsibilities

### 1. Panel Members

All Panel members will carry out the Terms of Reference and contribute to the workplan by:

- Attending all regular meetings and case review sessions,
- Participating in discussions and document reviews,
- Attending orientation and training opportunities,
- Contributing to the development of recommendations and action planning,
- Providing advice and solutions that would support improved relationships between the police and Indigenous, racialized, and faith-based communities.

### 2. Co-Chairpersons

The Police and Community Co-Chairpersons will guide the panel through its mandate, terms of reference, and workplan.

Community Panel members will elect a community Co-Chairperson, and OPS will identify a senior officer who oversees the Professional Development Centre to be the Police Co-Chair.

### 3. Coordinator

OPS will designate a staff member from the EDI Unit to work with the Co-Chairs to conduct coordination activities for the Panel, including, but not limited to, Panel communications, meeting coordination, workplan management, and drafting committee and meeting materials.

### 4. Terms

- a. Community Panel members will be on the Panel for two to three years, up to a maximum of six years. A two-year break is required to be eligible to apply again.
- b. Police panel members will be assigned based the OPS section and position required to support the Panel, including but not limited to, PDC, Frontline, EDI, Planning. Should their position change, the OPS member will transfer their knowledge to the police member replacing them.

### 5. Confidentiality Waiver & Background Clearance

As part of the selection process, community members will complete a background clearance check and sign a confidentiality agreement based on their need to access police records, procedures, training, and facilities. While Police members assigned to this panel have already completed these requirements, they must also be in good standing with no active complaints.

### 6. Compensation/Honorarium

In addition to the regular time commitments (orientation, bi-monthly meetings, document reviews, and email communications), this Panel requires additional

requirements and time for the case review process work. Due to the significant time commitment of 7-9 days required to conduct case reviews twice a year (Fall and Spring) and attend case review feedback meetings with the Police Service, compensation will be provided comparable to what is provided to other community Case Review Committee members.

## E. Meetings

### 1. Decision-Making by Consensus

Through collaborative dialogue, Panel members will strive to build consensus for decision-making. When consensus cannot be reached, a modified consensus model will be utilized. Voting will be a last resort when consensus cannot be reached.

### 2. Frequency & Venues

The meeting frequency and venue will be determined by the Panel and aligned with the workplan.

### 3. Agenda and Meeting Materials

Meeting agendas will be distributed to members in advance. Meeting notes will also be provided to panel members prior to the next meeting.

### 4. Addressing Conflict

Conflict is natural part of group dynamics. Like the CEC, Panel members will utilize the *"The Four Agreements"* to promote respectful dialogue and relationship building (see appendix and Panel's orientation package). If conflict between individuals in the group arises that cannot be resolved by the parties involved, CEC leadership may be engaged to provide constructive conflict resolution.

### 5. Conflict of Interest

Panel members may need to declare a conflict of interest if the focus of the work involves a personal and/or relationship issue. The Chairperson or other designate, shall consider the potential impact of the conflict and decide how to address it, in a way that respects the person, Panel, and mandate.

### 6. Removal of Panel Members

A Panel member may be asked to remove themselves from the Panel for repeated and unaddressed behaviours that do not align with the mandate and terms of reference. This is a serious decision that would only take place with dialogue and in consultation with the Chairpersons and/or CEC leadership team member.

### 7. Guests and Public Participation

Due to the confidential nature of the work of this Panel, guests and public participation in meetings is not permitted.