



Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities

Terms of Reference

Last updated: January 17, 2011

MANDATE

The purpose of the Ottawa Police Service Liaison Committee for the Gay, Lesbian, Bisexual and Trans-Identified Communities is:

- to provide communication between the lesbian, gay, bisexual and trans-identified communities and the Ottawa Police Service;
- to enhance the overall safety of gays, lesbians, bisexual and trans-identified persons with particular regard to crimes of violence and harassment and to develop active strategies to combat the concerns;
- to increase understanding between these communities and the police; and
- to advocate on issues of importance to these communities and the police.

GOALS

1. To provide communication between the lesbian, gay, lesbian bisexual and trans-identified communities and the Ottawa Police Service.
2. To work towards the elimination of barriers that prevent gay, lesbian, bisexual and trans-identified communities from receiving appropriate policing services.
3. To foster the development of a police service working environment that welcomes police officers and civilian employees who are members of the gay, lesbian, bisexual, and trans-identified communities.
4. To serve as a community-based forum for the community and the police service, addressing specific incidents or activities; the development of policies and procedures, and participating in research.
5. To cooperate with and support other organizations and associations that has similar aims and objectives, in order to develop a strong network of partnerships.
6. To encourage formal and informal connections at the community level:
 - 6.1. to promote a better understanding of policing and gay, lesbian, bisexual and trans-identified diversity issues;
 - 6.2. to give gay, lesbian, bisexual and trans-identified community members and groups a forum to describe and report on incidents of victimization;
 - 6.3. to participate actively in areas of research and decision-making.

OBJECTIVES

Reciprocal Communication

1. Maintain regular, accessible and public meetings of the Liaison Committee.
2. Encourage the reporting of relevant incidents of community groups/individuals to the police and monitor follow-up by police and agencies of the criminal justice system.
3. Encourage gay, lesbian, bisexual, and trans-identified community groups and/or members to report relevant police complaints to the police service and monitor follow-up.
4. Monitor issues related to this mandate as they arise at the *Ottawa-Carleton Round Table to Coordinate the Criminal Justice System Response to Violence Against Women*.
5. Make visible policing issues identified by the gay, lesbian, bisexual, and trans-identified communities.

Elimination of Barriers

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* whose mandates may have an effect on gay, lesbian, bisexual, and trans-identified communities because of little or no understanding of controversial issues such as hate propaganda and victimization, park cruising, or public sex.
2. Review Ottawa Police Services 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. Comment regularly to the Chief of Police on advocacy matters that affect gay, lesbian, bisexual, and trans-identified communities, including hate crime, partner abuse, youth concerns, sexual assault, and victimless crime issues.
3. Review and comment on issues expected to have an impact on the gay, lesbian, bisexual, and trans-identified related work of the Hate Crime Section, Victim Services, Partner Abuse Support Team (PAST), Human Resources and other sections.
4. Ensure the fostering and development of partnerships to ensure that services meet the needs of the diverse gay, lesbian, bisexual, and trans-identified communities.

Working Environment

1. Encourage the recruitment of police officers from the gay, lesbian, bisexual, and trans-identified communities.
2. Encourage 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.

Community/Police Forum

1. Encourage the recruitment of police officers from the gay, lesbian, bisexual, and trans-identified communities.
2. Encourage 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.

Network of Partnerships

1. Encourage the formation and development of communication mechanisms and collaboration between other communities targeted by hate crimes.
2. Conduct outreach to diverse organizations and groups to ensure the linkages and recognition of gay, lesbian, bisexual, and trans-identified diversity issues.
3. Foster the development of committed volunteers to help achieve the outreach goals.

Community Connections

1. Enhance the use of gay, lesbian, bisexual, and trans-identified community media by way of regular columns, ads, features and interviews.
2. Enhance the use of mainstream media by way of occasional features and interviews.
3. Ensure that the focus of the communication strategy be the effect of harassment and crime on the victimized individual and community as well as factual reporting of incidents, statistics and issues.
4. Participate in workshops, information fairs, conferences, and community meetings.

MEMBERSHIP

Community Voting Members

Membership of the Liaison Committee shall be 50% plus one community members over police positions.

GLBT Community Group Voting Members:

Any community group in Ottawa-Gatineau (National Capital Region) that represents gay lesbian, bisexual or trans-identified issues and has a duly constituted Board of Directors may request membership in the Police LGBT Liaison committee.

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.

The community group will identify the voting member and their alternate to the Liaison Committee when membership renewal is requested or when there is a change in the community representative assigned to attend the Liaison Committee meetings.

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.

This membership will be ongoing unless the group ceases to exist.

GLBT Individual Voting Members:

Individuals may request membership in the Liaison Committee. This membership is one year, renewable three times consecutively, with subsequent appointment possible following a one-year absence. There may be up to 10 individual members of the Liaison Committee.

Procedures Regarding Gay, Lesbian, Bisexual and Trans-identified Community Members:

- Any community group or individual seeking membership in the Liaison Committee shall make this request to the Community Co-Chair. Any decision not to approve membership of a community group shall be brought by the Community Co-Chair to the voting members for final approval.

- The Community Co-Chair must select from interested individuals the ten individual members. That decision will be made by the Community Co-Chair and communicated privately to all interested individuals. An individual may request that this decision be appealed to the committee as a whole. The selection criteria applied to individual applicants for membership shall consist of:
 - attendance;
 - willingness to volunteer; and
 - knowledge of the issues addressed by the Liaison Committee.

The committee may grandmother/ grandfather community members for long serving commitment and dedication to the work of the Liaison committee.

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.

Police and Criminal Justice System Members

Membership shall include, but is not limited to:

- a. *The Diversity and Race Relations Section (Staff Sergeant, and constable)*
- b. *The Hate Crimes Section*
- c. *Office of the Chief Representative*
- d. *Ottawa Police Services Board Representative*
- e. *Partner Assault Section*
- f. *Elder Abuse Section*
- g. *Victim Crisis Unit*
- h. *Outreach Recruitment*
- i. *Professional Development Centre (Training branch)*
- j. *Communication Centre*
- k. *Patrol constable (2 positions)*
- l. *Gatineau Police Service*
- m. *Ontario Provincial Police*
- n. *RCMP*
- o. *Carleton University Security*
- p. *Ottawa University Security*
- q. *Public Health*

Procedures Regarding Police and Criminal Justice System Members:

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

General Members

- Members of the public are encouraged to attend the monthly meetings and to receive minutes.

LIAISON COMMITTEE CO-CHAIRS

- The Liaison Committee shall be led by two Co-Chairs; one elected from the gay, lesbian, bisexual and trans-identified communities, and one appointed from the Ottawa Police Service. The Co-Chairs will provide leadership and direction to the work of the committee and will co-chair the meetings.
- The Community Voting Members of the Liaison Committee shall elect the Gay, Lesbian, Bisexual and Trans-Identified Communities Co-Chair by a simple majority vote scheduled in the fall of the year when an election is necessary.
- The Ottawa Police shall appoint an Ottawa Police Services Co-Chair as necessary.
- 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.
- Vice-Chairs shall be elected (or appointed) in the same manner, and for the same term of service as their respective Co-Chairs. In the absence of a Co-Chair, a Vice-Chair shall provide leadership to the Liaison Committee.
- The Community Co-Chair and Community Vice-Chair positions are positions that are created in addition to the community identified positions. 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 one year before consideration is given for those positions

MEETINGS

Regular Meetings

- Meetings of the Liaison Committee group as a whole shall be held monthly.
- The Co-Chairs (or in their absence, the Vice-Chairs) shall conduct the monthly meetings.

Annual Information Sharing Meeting

- An annual meeting shall take place with the Liaison Committee hosting members from police services beyond the City of Ottawa. The purpose of this meeting shall be for the Liaison Committee and its sub-committees to provide an annual report, police sections to update the community and for the community and police to do outreach to area police services.

QUOROM

Official business of the Liaison Committee may not be undertaken without participation of a majority of the members, including at least one representative of the Ottawa Police Service.

LANGUAGE

- The Liaison Committee strives to work with individuals in both official languages. The volunteer nature of the work means that activities are conducted in the language of choice of the volunteer.

CHANGES TO THE TERMS OF REFERENCE

- The Liaison Committee's Terms of Reference may be suspended at any meeting by unanimous agreement of the members. Any changes to the Liaison Committee's Terms of Reference shall be made in writing and tabled at a monthly meeting, and consideration shall be granted at a subsequent monthly meeting, but not the next monthly meeting.
- The Ottawa Police Liaison Committee for the Lesbian, Gay, Bisexual, and Transgender Communities comes under the authority of the Ottawa Chief of Police.

AUTHORITY

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