



**Ottawa Police Services Board  
Policy and Governance Committee  
Minutes**

**Meeting #:** 14  
**Date:** October 5, 2023  
**Time:** 9:00 am  
**Location:** Electronic Participation  
**Members:** Chair: Michael Doucet, Salim Fakirani, Mark Sutcliffe  
**Others:** G. Beck, Chair; K. Ferraro, Executive Director; R. Ben Guedria, Board Assistant; E. Stubbs, Chief; S. Bell; M. Simms, Legal Counsel

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1. Confirmation of Agenda

**That the Ottawa Police Services Board's Policy and Governance Committee confirm the agenda of the 5 October 2023 meeting.**

**Carried**

2. Confirmation of Minutes

2.1 Minutes #13 of 1 August 2023

**That the Ottawa Police Services Board's Policy and Governance Committee confirm Minutes #13 of the 1 August 2023 meeting.**

**Carried**

3. Declarations of Interest

No declarations of interest were filed.

4. Items of Business

4.1 Review of Board Policy GA-8 Legal Services

Executive Director's report

M. Simms was in attendance to provide input on this item on behalf of Board Solicitor D. White.

M. Simms noted it was up to the Board to determine how it wishes to frame potential conflicts within its policy. She noted there are matters that are entirely related to the Board that do not impact the municipality. The Board also has members who are City Councillors that have dual roles, but they still navigate topics like the budget. In addition, there could be issues like a dispute between the municipality and the Board that would be a concern with respect to conflict.

The Committee discussed the criteria in the report taken from the Law Society and whether they adequately addressed scenarios or if there were more instances that needed to be contemplated, including more specific criteria around what may trigger a potential conflict.

A comment was made to include a role for the Chair in the policy to provide oversight and govern a potential or perceived conflict of interest.

The Committee noted there was presently an appropriate balance in terms of the Board's use of internal versus external legal counsel on matters.

Staff direction

The Executive Director was directed to consult with the Board Chair and Board Solicitor on potential changes to the Board's Legal Services policy that would address the Committee's discussion. The changes would be submitted directly to the Board for approval however the Committee would be provided with an opportunity to review them in advance.

**The Ottawa Police Services Board's Policy and Governance Committee receive this item for discussion.**

**Received**

4.2 Referral: Review of the Ottawa Police Services Board Financial Accountability Procedures Manual

**The Ottawa Police Services Board's Policy and Governance Committee:**

1. **direct that the results of the Executive Director's review of the Board's Financial Accountability Procedures Manual be tabled at the Finance and Audit Committee rather than the Policy and Governance Committee, given the Committee's overall responsibility for fiscal policies, objective and priorities, before the end of Q4 2023;**
2. **recommend that all future reviews of the manual be initiated by the Finance and Audit Committee and included as part of that Committee's responsibilities moving forward.**

**Carried**

4.3 Policy Discussion re: Dissemination of Information from Chair to Board

Executive Director's report

It was noted that it was in the Board's best interest to have a written policy on this topic as a matter of good governance and to ensure transparency between the Chair and the Board. It was further noted that the Chair now has a mandate that further clarifies their expected time commitment, beyond that of the rest of the Board.

Staff direction

The Executive Director was directed to prepare a policy to be brought directly to the Board for approval.

**The Ottawa Police Services Board's Policy and Governance Committee receive this item for discussion.**

**Received**

5. Other Business

There was no other business.

6. Adjournment

The meeting adjourned at 09:25 am.

7. Next Meeting

Tuesday, December 5, 2023 - 2:00 PM

DRAFT