

Table GA-16 – Policy Number GA-16 – Communication and Information Sharing within the Board

GA-16 COMMUNICATION AND INFORMATION SHARING WITHIN THE BOARD

LEGISLATIVE REFERENCE / AUTHORITY	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 37 <i>Members of Police Services Boards – Code of Conduct</i> , O. Reg. 421/97 <i>Audit of OPS’ Response to the Convoy Protest – The Role of the Ottawa Police Services Board</i> , Recommendation No. 4
DATE APPROVED	Click here to enter text.
DATE REVIEWED	Click here to enter text.
DATES AMENDED	Click here to enter text.
DATE TO BE REVIEWED	Click here to enter text.
REPORTING REQUIREMENT	N/A

LEGISLATIVE REFERENCE / AUTHORITY

Section 37 of the *Police Services Act* stated that the board shall establish its own rules and procedures in performing its duties under the *Act*. This policy has been created to provide guidance to Board Members around expectations related to communications and information sharing within the Board, including the nature and extent of the information to be shared, as well as the mechanism and timing of dissemination of that information.

BOARD POLICY

INTRODUCTION

Board Members, which is defined as all Board Members, including the Chair and the Vice Chair, receive information from the Chief of Police through a variety of mechanisms, including through formal reports at Board meetings. However, a substantial amount of communication occurs between individual Members of the Board and the Chief or other members of the Command through a number of informal methods, including impromptu meetings or discussions, *ad hoc* oral briefings at Board meetings, memoranda, telephone calls, or e-mails.

It is critical that any material information obtained by one Board Member that, in their judgment, is pertinent to the Board's consideration of matters before it, or likely to come before it, or that is related to a prior Board decision, or that is of public interest, is shared with the entire Board at the next available opportunity, so that the entire Board can discharge its governance and oversight responsibilities based on the same information.

GENERAL PRINCIPLES

It is, therefore, the policy of the Ottawa Police Services Board that:

1. A Board Member will share, at the earliest opportunity, material information that they receive through informal communication with the Chief or other members of the Executive Command **or Service**, that, in their judgment, is pertinent to the Board's consideration of matters before it, or likely to come before it, or that is related to a prior Board decision, or that is of public interest;
2. Such communication and information-sharing will be in the form of a formal Board report or briefing at the Board meeting following the receipt of such information;
3. Where the information received is, in the Board Member's judgment, related to an item of an urgent nature and should be considered before the date of the next regularly scheduled Board meeting, the Board Member in receipt of the information will consult with the Chair to determine whether a Special Board meeting should be called or the information can be provided to the full Board by some other means; **in the case of the Chair receiving information related to an item of an urgent nature that should be considered before the date of the next regularly scheduled Board meeting, the Chair will consult with the Vice Chair and/or the Executive Director to determine how best to provide the information to the full Board;** and,
4. When the Board becomes aware that, in exercising his or her judgment, a Board Member did not communicate information that ought to have been provided to the full Board, the Board will determine what the appropriate course of action should be, pursuant to *Ontario Regulation 421/97, Members of Police Services Boards – Code of Conduct*.