



**Ottawa Police Services Board  
Finance and Audit Committee  
Minutes**

**Meeting #:** 24  
**Date:** February 2, 2024  
**Time:** 10:00 am  
**Location:** Electronic Participation

**Present:** Councillor C. Curry, Councillor M. Carr.

**Others:** K. Ferraro, Executive Director; R. Ben Guedria, Board Assistant; S. Bell, Deputy Chief; T. Ferguson, Deputy Chief; P. Burnett, Deputy Chief; J. Steinbachs, Executive Director; J. Sweet; M. Anderson; I. Pedersen, Director; H. Ogilvie; T. Bitanga.

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1. Ceremonial Activities and Announcements

1.1 Election of Committee Chair

Member Curry opened the meeting and said that the Committee currently has a vacancy which will be filled once the new Citizen Member has been

appointed. She offered to serve as Committee Chair until the vacancy on this Committee is filled. Member Carr supported the appointment of Member Curry as the Chair of the Finance and Audit Committee.

2. Confirmation of Agenda

**That the Ottawa Police Services Board's Finance and Audit Committee confirm the agenda of the 2 February 2024 meeting.**

**Carried**

3. Confirmation of Minutes

3.1 Minutes #23 of 17 November 2023

**That the Ottawa Police Services Board's Finance and Audit Committee confirm Minutes #23 of the 17 November 2023 meeting.**

**Carried**

4. Declarations of Interest

No Declarations of Interest were filed.

5. Items of Business

5.1 Fourth Quarter 2023 South Facility Project Update

Chief's report

Presentation

The Service clarified that the overall budget envelope of \$193 million includes various categories of contingencies and not all of the budget has been committed.

With respect to the escalation of construction costs that is occurring, the Service noted they were confident in the funding envelope for the project, as well as the checks and balances they built in. While they can't anticipate a major crisis, they have put in place systems and project management principles to stay within the spending authority so as to not seek additional funding.

In terms of OPS buildings that will eventually be decommissioned as a result of the South Facility, it was clarified that these are not part of the project scope nor the project budget. Further, even with staff movements, there will still be some occupants remaining behind in some of the OPS' facilities (such as 474 Elgin Street).

The OPS noted that residents impacted by the blasting have designated points of contact.

The OPS also confirmed that "South Facility" is the intended name as it aligns with other buildings named after their locations and further, it should align with the new district model that will be introduced.

**That the Ottawa Police Services Board's Finance and Audit Committee receive this report for information.**

**Received**

## 5.2 Update to Financial Accountability Procedures Manual

Financial Accountability Procedures (FAP) Manual *with tracked changes*  
Spreadsheet documenting FAP changes

Presentation

With respect to training on delegated spending authority, the Service confirmed that members with corporate cards receive training on their use, including clear guidelines on where/when/how they can spend. The Service noted that when someone is in an acting position, they assume the level of authority of the acting role, regardless of the length of the acting assignment.

In terms of the delegated spending limits for different groups of employees, the Service clarified that not everyone has access to a corporate card and further, there is an escalated approval system built within the OPS system. It was noted that some of the spending limits in the manual did not change since 1996.

It was noted that with respect to travel, the OPS does not have any public disclosure procedures as much of their travel is related to operational training, which would not be shared publicly.

In terms of the recommended change pertaining to returning unspent money that is taken from capital reserves for operations back to those reserves, it was clarified that it is not a frequent occurrence however there is currently no existing process to do so. It was further clarified that these are not funds that would typically go to the City's Tax Stabilization Fund as these are capital funds. The Service noted they would raise this proposed recommendation with the City's CFO.

**That the Ottawa Police Services Board's Finance and Audit Committee receive this report for information and forward it to the Ottawa Police Services Board for approval.**

**Received and Carried**

5.3 2024 Internal Audit Work Plan

Chief's report

The OPS noted that in terms of the execution of the audit plan, the process will be aligned with the new Act that is coming into force on April 1<sup>st</sup>. Also, they are coordinating with the City to make sure the audit plan is aligned with what the City is doing and they are not duplicating work.

The Service will bring a quality assurance report to the Board in March that will include summaries of previous audit results.

**That the Ottawa Police Services Board's Finance and Audit Committee endorse the 2024 internal Annual Audit Plan and forward it to the Ottawa Police Services Board for approval.**

**Received and Carried**

6. Other Business

7. Adjournment

The meeting adjourned at 10:48 am.

8. Next Meeting

TBD