

OTTAWA POLICE SERVICES BOARD
POLICY & GOVERNANCE COMMITTEE MEETING

MINUTES 7

16 May 2017, 11:00 a.m.

Billings Room, 2nd floor, Ottawa City Hall

Present: Chair: C. Nicholson
Members: L.A. Smallwood, T. Tierney
Others: Board Chair E. El-Chantiry, Board Member S. Valiquet,
Police Chief C. Bordeleau, Deputy Chief J. Skinner, Deputy Chief S.
Bell, Supt. P. Johnston, Executive Director K. Ferraro, Board
Assistant L. Kennedy

CONFIRMATION OF AGENDA

That the Policy & Governance Committee confirm the Agenda of the 16 May 2017 meeting.

CARRIED

CONFIRMATION OF MINUTES

That the Policy & Governance Committee confirm the Minutes from the 13 February 2017 meeting.

CARRIED

BUSINESS ARISING FROM MINUTES

1) Risk Management

Referencing a previous discussion about risk management, Chair Nicholson distributed a copy of a handbook entitled "Risk Management for Directors". He asked that a copy of the handbook be forwarded to all Board members as he felt it would offer some insight on how to incorporate the notion of risk management in the Board's work.

2) Diversity Audit

Chair Nicholson indicated the community is very interested in this audit. The Chief indicated the Service's goal is to involve community stakeholders in

determining how best to engage the public and gather their input. The Diversity Audit is one portion of the multi-year action plan which will be laid out in a report coming to the Board at the May meeting entitled, "Diversity Audit & Multi-Year Action Plan for Bias-Neutral Policing".

ITEMS OF BUSINESS

1. BOARD PERFORMANCE REVIEW – *deferred from February*

Executive Director's report

Concerns were raised about proceeding with a performance review when changes to the *Police Services Act (PSA)* are expected in September and the impact on Board governance is unknown.

It was noted that the Board has retained an evaluation template from a past review which could be used to conduct a performance review in-house while waiting for the *PSA* changes. This would allow the Board to delay spending on an external contractor until the fall when the amended legislation is announced. It may be more beneficial to hire a consultant at that time to conduct a review.

Committee members decided to proceed with an in-house performance review using the previous evaluation template. The review would highlight areas that can be improved and later integrated with the upcoming legislative changes.

Board Chair El-Chantiry will meet with Member Valiquet and Executive Director Ferraro to review the evaluation template and make any necessary updates, before it is distributed to Board members for completion. The Committee decided that Board members would be given a one-month deadline to complete the questionnaire.

OPS Executive Command expressed an interest in participating in the Board's performance review. The Committee decided that Executive Command was welcome to make a collective submission.

At the conclusion of the discussion, the following recommendation was considered:

Moved by L. A. Smallwood

That the Policy & Governance Committee recommend the Ottawa Police Services Board proceed with an in-house performance review using the

evaluation tool from the Board's 2012 Performance Review, to be updated as required, pending the release of the *Police Services Act* changes to be released in September.

CARRIED as amended

Note: The Board previously approved conducting a performance review at its January meeting during its consideration of the 2017 Board Work Plan therefore no further approvals are required for this item.

2. BOARD PERFORMANCE EVALUATION TOOL – *deferred from February*

Draft 2017 Board Performance Evaluation Tool

See Item #1.

That the Policy & Governance Committee review and approve the 2017 Board Performance Evaluation tool.

CARRIED

3. BOARD COMMUNICATIONS AND OUTREACH

Board Communications and Community Outreach Policy GA-11 enclosed

The Committee considered the topic of Board communications and community outreach which led to a discussion on the Board's overall strategic objectives which would guide this work.

Committee members discussed the Business Plan that is prepared every three years by both the Board and the Police Service, with the Service reporting on its progress semi-annually. The idea of having the Board create its own Business Plan was raised however it was clarified that the existing Business Plan belongs to the Board and perhaps going forward the Board can be more involved in this existing process and add its own objectives to future Plans and monitor its progress over the term. The Committee also discussed the need for the Board to devote more time to understanding the public's needs.

The Board prepared its own Strategic Plan in 2012 – 2014 and a Communications Strategy in 2011. These two documents were circulated to Committee members for consideration going forward as there are still portions of

these documents which have not been implemented.

A suggestion was made to have the Board meet with the Service mid-way through the current Business Plan, to discuss milestones and achievements and how the Board holds the Service accountable. Direction was given to staff to schedule a session in September. Semi-annual Business Plan updates will continue to come to the Board.

It was noted that 2017 is a Census year and 2018 will be the next OPS Public Survey. It was proposed that the Board become involved in the public survey and that questions pertaining to the Board and their role be incorporated.

Discussion also took place on a decision by the Ontario Civilian Police Commission from December of 2016 regarding the Peterborough Police Services Board. The decision discusses the role of Board members in representing the community and supporting the Chief by working together with the police service; not separately. It was decided to share the decision with Board members.

That the Policy & Governance Committee receive this item for discussion.

RECEIVED

OTHER BUSINESS

NEXT MEETING

September 12, 2017, at 11:00 a.m.

ADJOURNMENT

The meeting adjourned at 12:10 p.m.