

OTTAWA POLICE SERVICES BOARD  
**POLICY & GOVERNANCE COMMITTEE MEETING**

MINUTES 6

13 February 2017, 11:00 a.m.

Honeywell Room, 2<sup>nd</sup> floor, Ottawa City Hall

**Present:** Chair: C. Nicholson  
Members: L.A. Smallwood, T. Tierney  
Others: Board Chair E. El-Chantiry, Board Solicitor D. White, Police Chief C. Bordeleau, Executive Director W. Fedec, Executive Director-Designate K. Ferraro

CONFIRMATION OF AGENDA

**That the Policy & Governance Committee confirm the Agenda of the 13 February 2017 meeting.**

CARRIED

CONFIRMATION OF MINUTES

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**That the Policy & Governance Committee confirm the Minutes from the 20 December 2016 meeting.**

CARRIED

BUSINESS ARISING FROM MINUTES

**Board Policy CR-18: Collection of Identifying Information in Certain Circumstances**

Committee Chair Nicholson advised that he compared Board Policy CR-18: Collection of Identifying Information in Certain Circumstances with the template developed by the Ontario Association of Chiefs of Police to see how they differ. He noted the differences were minimal and the changes mainly consisted of a restructuring of the template.

## ITEMS OF BUSINESS

### 1. REVIEW OF BOARD POLICIES & RESPONSE TO OUTSTANDING MOTION M-16-01: BOARD COMMITTEE REVIEW

#### Executive Director's report

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The Committee reviewed the suggested amendments to the Board's policies contained in the report.

There was discussion around the amendment to policy GA-8: Legal Services, regarding increasing the Board Solicitor's spending authority from \$100,000 to \$250,000 for settling actions. Board Solicitor D. White advised the change was consistent with levels of spending authority for City matters. He also noted the change reflected inflation.

Chair C. Nicholson asked for clarification on whether the internal and external audits referenced in Part B, Section 4, of policy GA-4 Board Committees, referred to financial audits. It was clarified that the audits refer to those contained in the annual audit plan as well as any ministry inspections or audits by the City Auditor.

The Committee also discussed how to incorporate the notion of risk management in the Board committee's mandates. Chair C. Nicholson advised the Board needs to be aware of both operational and strategic risks as it is ultimately liable. The Committee suggested that from an operational perspective, the Chief could report annually on the Service's risk management practices. The report could come to the Board's Policy and Governance Committee. In terms of strategic risks facing the Service and how they are addressed, Chair C. Nicholson advised that the Edmonton Police Commission has an existing policy on risk management. He said he would like the Committee to review further ways the Board could address strategic risk and that he would be interested in learning more about Edmonton's approach. It was agreed the Executive Director would reach out to the Edmonton Police Commission to see if their policy/practices have been useful.

Some additional amendments to the Executive Director's report and the Board's policies were also brought forward:

- In the chart contained in the report, in the section GA-11: Board Communications & Community Outreach, clarify in the second rationale

that the Committee being referenced is the Policy and Governance Committee.

- Under policy GA-4 Board Committees:
  - Under General Principles, address repetition between principles 3 and 9 regarding mandates.
  - In General Principle 4, review wording for clarity.
  - General Principle 12 refers to external committees Ensure the policy contains the names of external committees on which a Board members serves on. Police Chief C. Bordeleau noted a Board member now sits on the newly created Ottawa Police Service Initiative Implementation Community Advisory Group, which may or may not be a permanent committee.
  - Under Part D, Section 4 Roles and Responsibilities, amend bullet 4 so it is clear the Board is involved throughout the entire business planning process.
  - Under Part D, Section 4 Roles and Responsibilities, add a new responsibility for the Policy and Governance Committee to review annually the Chief's Risk Management Program.

**That the Policy & Governance Committee:**

- 1. Endorse the amendments to policies contained in this report and noted above and recommend them to the Ottawa Police Services Board for approval.**

**CARRIED as amended**

- 2. Recommend to the Board that the policy review schedule be staggered in future years, with the next review scheduled as follows:**
  - **Chapter 1: 2020**
  - **Chapters 2 and 3: 2021**
  - **Chapter 4: 2022.**

**CARRIED**

## 2. BOARD PERFORMANCE REVIEW

### Executive Director's report

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The Committee reviewed the recommendation to hire a consultant to perform a Board performance review. Executive Director W. Fedec clarified the Board used the same consultant in 2006, 2009, and 2012, to conduct a similar process using a similar tool. She also advised the consultant has extensive experience. Board Chair E. El-Chantiry stated that if the Board is going to commit to a performance review, the Board also has to commit to taking any subsequent action that may be recommended. He advised that previous performance reviews were a good exercise and the process has a number of benefits. The Committee raised questions about the previous performance reviews and whether they were acted on. A decision was made to have the Committee members review the last evaluation and consultant's report, and assess whether action was taken. The decision to undertake a Board performance review will be deferred to the next meeting.

**That the Policy & Governance Committee endorse and recommend that the Ottawa Police Services Board approve the retention of B. Hume-Wright, Herne Co. to assist with a Board performance review at a cost not to exceed \$5,000, plus HST.**

DEFERRED

## 3. BOARD PERFORMANCE EVALUATION TOOL

### Draft 2017 Board Performance Evaluation Tool

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(Reference minute for Item 2)

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

DEFERRED

## OTHER BUSINESS

### 4. DIVERSITY AUDIT

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Member L.A. Smallwood inquired about the diversity audit being conducted by the Ottawa Police Service that the Chief announced at the Board's January meeting. He wanted to ensure the audit isn't framed as only being about hiring practices. Police Chief C. Bordeleau advised the main focus of the audit will be internal in terms of recruitment, retainment, and how candidates are treated throughout the process. However, he advised there is a link to external communities as well. He stated a community group would be used to help map out the terms of reference. He also advised the draft terms of reference would be brought to the Board's Human Resources Committee for input. He clarified that work on the terms of reference had not yet begun.

### NEXT MEETING

May 16, 2017, at 11:00 a.m.

### ADJOURNMENT

The meeting adjourned at 11:49 a.m.