

UPPER OTTAWA VALLEY



POLICE SERVICES BOARD

MINUTES

July 4, 2025

Otter AI and Meeting Transcription

- C. Neff explains how Otter AI transcribes audio recordings into text, identifies speakers, and allows them to listen to the transcript.
- A. Giardini and C. Dowser discuss the detailed nature of the minutes and suggest scaling them back to save paper and time.
- C. Neff offers to adjust the minutes to include only the most relevant points and action items, reducing the length.
- C. Dowser and B. King suggest that the land acknowledgement and approval of minutes should be included in the agenda.

Honorariums and Staffing Costs

- C. Neff discusses the honorariums for members of the public, explaining that they can be set by the board and paid out of accounts payable.
- A. Giardini and C. Dowser agree on an honorarium of \$150 per meeting, similar to other boards.
- C. Neff explains the process for paying travel expenses, suggesting a budget of \$2,000 for mileage.
- C. Neff presents the staffing costs table, detailing the time and expenses involved in reviewing invoices and other tasks.

Approval of Budget and Mileage

- C. Neff recommends passing the budget as amended, with a staffing cost of \$5,000 and an additional \$2,000 for mileage.

- A. Giardini and C. Dowser support the motion to approve the budget as amended.
- The motion is seconded and approved, setting the total budget at \$14,500.

Terms of Reference Review

- C. Dowser introduces the idea of using Chat GPT to create a more streamlined and coherent Terms of Reference document.
- A. Giardini and B. King express interest in comparing the current document with the Chat GPT version.
- C. Neff agrees to use Chat GPT to refine the Terms of Reference and send copies to the board members for review.

Public Appointee Follow-Up

- C. Neff reports that he has not heard back from Graham regarding the process for appointing a public appointee.
- The board discusses the possibility of appointing a candidate who has already expressed interest.
- C. Neff plans to follow up with Graham to confirm the process and timeline for appointing the public appointee.

Strategic Plan Follow-Up

- C. Neff mentions that he could not find the new Ontario Provincial Police Strategic Plan online.
- A. Giardini and C. Dowser offer to provide copies of the Strategic Plan for C. Neff to use in creating the board's plan.
- C. Neff plans to use Chat GPT to refine the Strategic Plan and present it at the next meeting.
- The board discusses the possibility of taking a break for the summer and agrees to continue meeting as scheduled.