

UPPER OTTAWA VALLEY



POLICE SERVICES BOARD

MINUTES

November 7, 2025

2026 Budget Discussion

- C. Neff suggests not submitting invoices to respective municipal partners for 2025 as the budget was not approved by their individual councils and only Otter AI has been actualized as an expense.
- The board insists that staff time expenses have been taken on and requests that C. Neff and LV reconsider charging for this time.
- C. Neff suggests speaking with the CAO for reconsideration and will update the board at the next meeting.
- C. Neff proposes a budget of \$16,600, which is approved by the board.
- C. Neff mentions the need for each municipality to approve the budget at their respective councils.

Travel and Honorarium Amendments

- C. Dowser suggests removing the maximum claim of 200 kilometers for travel, which is agreed upon.
- A. Giardini and C. Dowser discuss the need for flexibility in the budget, especially for travel costs.
- The board agrees to start the budget from January 1, 2026, and to pass the amended budget as proposed.
- C. Neff will send the revised budget to the councils for approval.

Terms of Reference and Procedural Bylaw

- C. Neff presents the revised terms of reference, which includes the governance structure, roles, and responsibilities of the board.
- The board discusses and amends the terms of reference, including the election of a chair and vice chair, meeting schedules, and public advertising.
- The board agrees to set the yearly meeting schedule at the last meeting of the calendar year.
- The board will advertise meeting dates and locations to the public no later than five business days before the scheduled meeting.

Public Appointee and Detachment Commander

- C. Neff discusses the need to advertise for the public appointee and to follow up with Graham regarding the advertising requirements.
- The board agrees to have the public appointee in place by the first meeting of the new year.
- C. Neff suggests inviting the detachment commander or designate to the board meetings to provide updates and reports.
- The board agrees to set the meeting dates for the upcoming year and to invite the detachment commander to the meetings.

Strategic Plan and Future Meetings

- C. Neff suggests tabling the strategic plan for the future, as the board is still in the early stages of its operations.
- The board agrees to focus on getting up and running and to revisit the strategic plan in the future.
- The board sets the next meeting date for December 5, 2025, to finalize the meeting schedule for the upcoming year.
- The meeting is adjourned with no further business to discuss.