

**1. PROTOCOL FOR THE SHARING OF INFORMATION BETWEEN THE  
OTTAWA-CARLETON POLICE SERVICES BOARD AND MUNICIPAL COUNCIL**

**BOARD RECOMMENDATION**

**That Council approve the proposed Protocol for the sharing of information with Municipal Council attached at Annex A.**

**DOCUMENTATION**

1. Chair, Board Policy Committee report dated 19 Sep 00 is immediately attached.
2. Extract of Draft Ottawa-Carleton Regional Police Services Board Minute, 25 Sep 00, immediately follows the report and includes a record of all votes.

Our File/N/Réf.  
Your File/V/Réf.

DATE 19 September 2000

TO/DEST. Chair and Members, Ottawa-Carleton Regional Police Services Board

FROM/EXP. Chair, Board Policy Committee

SUBJECT/OBJET **PROTOCOL FOR THE SHARING OF INFORMATION  
BETWEEN THE OTTAWA-CARLETON POLICE SERVICES  
BOARD AND MUNICIPAL COUNCIL**

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### **RECOMMENDATION**

**That the Ottawa-Carleton Regional Police Services Board approve the proposed Protocol for the sharing of information with Municipal Council attached at Annex A.**

### **BACKGROUND**

The Adequacy Standards Regulation (subsection 32(1)) requires that every police services board enter into a protocol with its municipal council by 1 January 2001 that addresses:

- the sharing of information with municipal council, including the type of information to be shared and the frequency for sharing such information;
- the dates by which the business plan and annual report shall be provided to municipal council;
- the responsibility for making the business plan and annual report public and the dates by which they shall be made public, and
- if the municipal council chooses, jointly determining and participating in the consultation process for the development of the business plan.

In accordance with the above direction and having considered the policies developed by other police services boards in Ontario such as the Regional Municipality of Peel Police Services Board and the Toronto Police Services Board, a Protocol has been drafted and is attached hereto as Annex A.

PROTOCOL FOR THE SHARING OF INFORMATION

BETWEEN

THE OTTAWA-CARLETON POLICE SERVICES BOARD

-AND-

THE REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

WHEREAS pursuant to subsection 31(1) of the *Police Services Act*, as amended, the Ottawa-Carleton Regional Police Services Board is responsible for the provision of adequate and effective police services in the Regional Municipality of Ottawa-Carleton;

AND WHEREAS The Regional Municipality of Ottawa-Carleton is required pursuant to subsection 4(1) of the *Police Services Act* to provide adequate and effective police services in accordance with its needs;

AND WHEREAS the Ottawa-Carleton Regional Police Services Board is required by subsection 32(1) of Ontario Regulation 3/99 (" the Adequacy Standards") to enter into a protocol with the Council for the Regional Municipality of Ottawa-Carleton that addresses:

- A. The sharing of information with Municipal Council, including the type of information to be shared and the frequency of sharing such information.
- B. The dates by which the business plan and annual report shall be provided to Municipal Council.
- C. The responsibility for making public the business plan and annual report and the dates by which the business plan and report must be made public.
- D. If the Municipal Council chooses, jointly determining, and participating in, the consultation processes for the development of the business plan.

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Ottawa-Carleton Regional Police Services Board will make available to the Regional Clerk for the Regional Municipality of Ottawa-Carleton the following:
  - (a) Notice of the dates, times and locations of the monthly meetings of the Police Services Board in January of each year.
  - (b) A copy of the public agenda on the Friday preceding the Board's scheduled meeting dates.

Extract of Draft Minute  
Ottawa-Carleton Regional  
Police Services Board  
25 September 2000

PROTOCOL FOR THE SHARING OF INFORMATION BETWEEN  
THE POLICE SERVICES BOARD AND MUNICIPAL COUNCIL

- Policy Committee Chair's report dated 19 Sep 00

Chair Kreling noted the amended protocol distributed to Board members at the meeting to replace the one included in the agenda.

Member Buckingham explained the original Annex contained an additional statement which said that the Board and Chief of Police will host a public information session on current policing issues in the Regional Municipality of Ottawa-Carleton at least once annually. She noted there is no requirement under the *Police Services Act* or the Adequacy Standards for the Board to do that. She believed the Board may, in part, already be doing that by having quarterly meetings in the various communities, but she maintained there is no need to make reference to it in the protocol. She stressed the Board's obligation under the provincial Adequacy Standards Regulation is to share information with Regional Council, to agree on a date when the Board will provide a business plan to Regional Council, and to have a protocol on making that business plan public. She believed that is all the protocol should address and the additional paragraph included in the original Annex does not relate to any of those things.

Member Legendre indicated that paragraph was the thing he liked most about the protocol and indicated he was going to suggest amending it to make it clear that such information sessions would be Board meetings and not the responsibility of the Chief, though he hoped the Chief would attend any such sessions. He felt such a session would be a useful exercise and a healthy tradition to develop because it would foster dialogue and demonstrate openness. He believed the fact that it is not required by law should not prevent the Board from doing it. He expressed his disappointment in seeing the amended protocol and indicated he would be moving that the paragraph be re-inserted and amended to make it clear that such information sessions are the sole responsibility of the Board.

Member Buckingham stated she has no problem with advising the City Clerk of any additional meetings the Board chooses to hold, but she questioned why the Board would enter into an agreement with Council to hold public information sessions. She argued the paragraph does not belong in this protocol, the purpose of which is to enter into an agreement with Council with regard to information sharing and the development of a business plan. She did not see any point in putting something into an agreement that does not need to be there.

Extract of Draft Minute  
Ottawa-Carleton Regional  
Police Services Board  
25 September 2000

Moved by J. Legendre

**That paragraph No. 2 of the earlier version of Annex A be included in the Protocol and that it be amended to read:**

**“The Board will host a public information session on current policing issues in the Regional Municipality of Ottawa-Carleton at least once annually.”**

LOST

YEAS: H. Kreling, J. Legendre

NAYS: E. Buckingham, G. Baskerville, J. McCombie

On a point of clarification, Chair Kreling noted that the protocol refers to the Regional Municipality of Ottawa-Carleton Council. He wondered if the protocol would come into effect immediately on January 1, 2001.

In response to questions from members on the effective date of the protocol and whether the Board would have to enter into a new agreement with the in-coming Council after January 1, 2001, Ms. Fedec indicated legal staff have advised her that in order to be in compliance with the Adequacy Standards, the Board has to enter into an agreement with Council before January 1, 2001 and that any agreements entered into with the current Council would carry forward into the new City.

**That the Ottawa-Carleton Regional Police Services Board approve the proposed Protocol for the sharing of information with Municipal Council, attached at Annex A.**

CARRIED

2. The Ottawa-Carleton Regional Police Services Board undertakes to:
- (a) provide the Municipal Council with the opportunity to participate in the consultation processes for the development of a business plan, including notifying the Clerk of any public meetings or consultation processes scheduled by the Board for the development of a business plan;
  - (b) provide the Regional Clerk with a copy of the Police Service's business plan no later than 30 days following its completion and every three years thereafter;
  - (c) make the business plan available to the public no more than 30 days following its release to the Regional Clerk; and
  - (d) provide copies of the Service's annual report to the Regional Clerk and make it available to the public on or before June 30, 2001 and continue to do so thereafter annually on that date.
3. This protocol is subject to the provisions of subsection 41(1.1) of the *Police Services Act* and the provisions of *the Municipal Freedom of Information and Protection of Privacy Act*.

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Herb Kreling, Chair  
Ottawa-Carleton Police Services Board

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Robert Chiarelli, Regional Chair  
Regional Municipality of Ottawa-Carleton

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Date

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Date

The draft Protocol has been reviewed by staff in the Regional Legal Department and the Regional Clerk's Department. Once the Police Services Board has approved the Protocol, it will be forwarded to Regional Council for its approval in order to meet the Provincial deadline of 1 January 2001.

This is respectfully submitted for the consideration of the Police Services Board.

*Original signed by*

Elizabeth Buckingham  
Chair, Board Policy Committee

Attach. (1)