

OTTAWA POLICE SERVICES BOARD  
**FINANCE AND AUDIT COMMITTEE MEETING**

MINUTES 7

5 June 2017, 10:00 a.m.  
Richmond Room, 2<sup>nd</sup> floor, Ottawa City Hall

Committee Members: E. El-Chantiry (Chair), J. Durrell (Vice Chair) L.A. Smallwood

**Present:** Chair E. El-Chantiry, L.A. Smallwood, Board member S. Valiquet, Director General D. Frazer, Deputy Chief S. Bell, Superintendent C. Rheume, Director R. Mar, Director P. Mills, Chief Financial Officer J. Letourneau, C. Roper, Executive Director K. Ferraro

**Regrets:** J. Durrell

CONFIRMATION OF AGENDA

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**That the Finance and Audit Committee confirm the Agenda of the 5 June 2017 meeting.**

CARRIED

CONFIRMATION OF MINUTES

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**That the Finance and Audit Committee confirm the Minutes from the 3 April 2017 meeting.**

CARRIED

BUSINESS ARISING FROM MINUTES

There was no business arising from the Minutes.

ITEMS OF BUSINESS

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1. OPS FACILITIES STRATEGIC PLAN UPDATE 1 (2017-2033)

Chief's report

Presentation

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The Committee received a presentation updating the Board on the OPS

Facilities Strategic Plan (2017-2033). The presentation included information on 29.5% in savings that have been identified through the Workplace Innovation Project; new requirements and associated funding requirements; and the revised OPS facilities portfolio. OPS advised it has been working with City staff throughout the process.

The OPS has acquired property on Lodge Road for its South facility however the City is charging a 'lost opportunity cost' of \$6.0M. This cost includes the disposition cost for Greenbank which will eventually be turned back over to the City and demolished.

As well, due to changes in the City's Light Rail Transit construction, OPS will retain Queensview and expand the space. Staff still need to look at the impact of construction on operations at this location.

OPS is working on a Memorandum of Understanding and it was noted that the sooner it is completed, the better.

Board members raised questions around the following areas:

- Ensuring best practices both within and outside of policing are employed, where applicable. OPS will be using both internal staff as well as external consultants to look at different workplace strategies that can function in the different areas of a policing environment. They will also be putting out an RFP for a workplace strategist.
- Capturing any savings that arise as a result of delayed spending/projects.
- The expanded Canine Program and whether OPS can partner with Dwyer Hill to leverage their resources in this area. OPS is looking to have an area to house dogs when trainers are on holidays or when dogs need to be contained. As well, the role of the working animal will likely change over time therefore OPS is looking ahead at future needs. OPS currently partners with Dwyer Hill in terms of training and knowledge sharing however because their mandate is different, sharing resources is not an option.
- Requirements for OPSOC. OPS advised the current location was an interim solution for start-up. Down the road, OPS is looking to have a regional fusion centre with tiered response partners and estimates

it will need 6000 square feet of space. The funding in the facilities plan is for the space only as a separate budget envelope will be needed for up-fitting (i.e. equipment, technology, etc).

- Having safeguards in place to ensure scheduled contributions to the capital reserve fund are made (i.e. a rule or By-law that requires any money removed to be replaced within a certain period of time). OPS staff committed to including this as part of the budget.
- Leasing of the Fairmont property and provisions for extension of the lease.
- Determining the costs associated with providing members with workstations. OPS staff advised that this cost will be available through the Corporate Space Standards Modernization Project (part of Workplace Innovation Project), and can be brought back to the Committee.
- The use of development charges for funding.

A report will be coming to the Board in June and OPS staff were asked to provide a short presentation at the meeting. Board members will also be provided with an opportunity to receive one-on-one briefings prior to the meeting if they are interested.

For future reporting, a suggestion was made to update the Board every six months on the plan. OPS will also report back to the Committee on Lodge Road and the phasing of the project.

**That the Finance and Audit Committee recommend this report to the Ottawa Police Services Board for approval.**

**CARRIED**

2. 2017 – 2018 INTERNAL AUDIT PLAN

Chief's report

Presentation

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The Committee received a presentation on the OPS's 2017-2018 Internal Audit priorities, approach, and planned engagements. OPS staff noted the Audit has been aligned to other OPS plans. Four audit engagements are

planned and an internal audit specialist will be conducting the work.

The Committee raised questions around the following:

- Board leadership of auditing and independence of the audit function. OPS staff indicated prior to hiring its own audit specialist it looked at other options such as using the City's auditors or using an external auditor. External auditors can be acquired from the City.
- Risk management as part of the audit function. The OPS conducted a risk management process that helped to identify operational risks which will be addressed through the audit plan.

OPS staff were asked to provide a brief presentation at the June Board meeting and to include some content about the audit process and how it works. The OPS audit specialist will also be present to answer any questions Board members may have following the presentation.

**That the Finance and Audit Committee recommend this report to the Ottawa Police Services Board for approval.**

**CARRIED**

OTHER BUSINESS

NEXT MEETING

11 September, 2017, 10:00 a.m.

ADJOURNMENT

The meeting adjourned at 11:34 a.m.