

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

27 April 2020 / 27 avril 2020

Submitted by / Soumis par:

**Executive Director, Ottawa Police Services Board / Directrice exécutive,
Commission de services policiers d'Ottawa**

Contact Person / Personne ressource:

**Krista Ferraro, Executive Director / Directrice exécutive
*Krista.Ferraro@ottawa.ca***

**SUBJECT: BOARD MONITORING REQUIREMENTS STATUS REPORT: FIRST
QUARTER 2020**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU
RENDEMENT DE LA COMMISSION : PREMIER TRIMESTRE 2020**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board receive this report for information.

RECOMMANDATIONS DU RAPPORT

**Que la Commission de services policiers d'Ottawa prenne connaissance du
présent rapport à titre d'information.**

BACKGROUND

In December 2005 the Ottawa Police Services Board received a report from the City of Ottawa's Auditor General on the Board's governance practices. One of the Auditor's recommendations addressed the need for a calendar of monitoring requirements. He recommended that the Board:

“...exercise more aggressive oversight of reporting to the Board by ensuring that the Executive Director organize and maintain an annual calendar of monitoring and other reports to be received by the Board. Furthermore, that the Board require reports to appear as an agenda item on the date they are scheduled to appear, and require

OPS senior management to formally respond if a report is not going to meet a scheduled deadline.”

Following input and review by the Board’s Policy & Governance Committee and OPS staff, the Police Services Board approved a Calendar of Monitoring Requirements in 2006 and has done so each year since.

Included in the 2020 Calendar attached as Document 1 is a column indicating the reason why each report is required; in most cases they are required under the Police Services Act, the Province’s Adequacy and Effectiveness of Police Services Regulation, or the Board’s own policies.

Also included is a “Status” column to record delays in submitting a report, the reason for the delay, and the new date on which the report will be submitted. The Board is notified of changes in report due dates through the submission of quarterly status reports to the Board. This report constitutes the status report for the first quarter of 2020.

The following reports scheduled for the first quarter have been delayed due to the March meeting being cancelled as a result of the ongoing pandemic and state of emergency:

- Promotion Process - 2019 Annual Report
- Workplace Accidents and Injuries: 2019 Annual Report

There are also two reports outstanding from the fourth quarter of 2019: an annual report on the Human Rights and Racial Profiling Policy as well as an annual report on Equitable Work Environment. These are delayed due to the focus placed on the Equity, Diversity and Inclusion Plan approved by the Board at its February meeting. These reports are expected to be completed for the May Board agenda.

CONSULTATION

Consultation takes place on an ongoing basis with members of the Ottawa Police Service.

FINANCIAL IMPLICATIONS

There is no direct financial impact associated with this report.

SUPPORTING DOCUMENTATION

Document 1 - Ottawa Police Services Board Annual Calendar of Monitoring Requirements: January – December 2020, First Quarter Update

CONCLUSION

An annual Calendar of Monitoring Requirements sets clear expectations for OPS staff and the Board with regard to when reports of a monitoring nature are due. It assists the Board in meeting its legislative obligations to monitor, on a regular basis, certain aspects of Police Service business such as the status of the budget, administration of the public complaints system, and the achievement of Business Plan objectives, as well as compliance monitoring required by several of the Ministry Policing Standards.

Document 1

OTTAWA POLICE SERVICES BOARD

ANNUAL CALENDAR OF MONITORING REQUIREMENTS: JANUARY – DECEMBER 2020

This calendar contains a list of reports to be submitted to the Ottawa Police Services Board in order for it to fulfill its monitoring responsibilities in accordance with the *Police Services Act*, Ministry Standards, board policies or directions.

Should it not be possible to submit a report in the month it is scheduled, the reasons for the delay and a revised due date will be communicated to the Board in a quarterly status report.

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
January	Board Activity, Training & Performance: 2019 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	Received
	Calendar of Board Monitoring Requirements – 2020	Board Policy BC-2, section 3	Board Executive Director	Received
	Secondary Activities: 2019 Annual Report	Police Services Act sections 31(1)(g), 49(3) & 49(4); Board Policy BC-2, section 2(b) & (j)	Chief of Police	Received
	Business Plan - Semi-Annual Status Report	Board Policy BC-2, section 2(i)	Chief of Police	Received
	Public Rewards - Annual Report 2019	Board Policy CR-10	Chief of Police	Received
	Appointments Made Under the Interprovincial Policing Act – 2019	Interprovincial Policing Act	Chief of Police	Received in February

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Annual Report			
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	Received
	Legal Services Report: 4 th Quarter 2019	Board Policy GA-8, section 6.1	Board Solicitor	Received in February
	Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	Received
	Legal Services Report – Settlements: 4 th Quarter 2019 (<i>Confidential</i>)	Board Policy GA-8, section 6.1	Board Solicitor	Received in February
	Report on Labour Relations Unit: 4 th Quarter 2019 (<i>Confidential</i>)	Board request	Chief of Police	Received
February	Performance Report - 4 th Quarter 2019	N/A	Chief of Police	Received
	Workforce Management Report: 4 th Quarter 2019 (includes Non-Executive Succession Plan)	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and (g)	Chief of Police	Received
	Positive Workplace: Annual Report 2019	Board Policy CR-1	Chief of Police	Received
	Compliance with Ministry Standards: 2019 Annual Report (Chapter 4 policies)	Adequacy Standards Regulation section 35; Board Policy CR-9, sections	Chief of Police	Received

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	<i>*include Annual Report on use of urgent demands for records pertaining to missing persons investigations; report to be provided by the Board to the Ministry and made available to the public</i>	11 and 13; Ministry Standard & Board Policy LE-006, sec. (a)(i); Ministry Standard & Board Policy LE-020, sec. (a); Ministry Standards & Board Policies CT-001, 002, 003 & 004 Missing Persons Act, 2018, c. 3, Sched. 7		
	Executive Succession Management Program Annual Report (<i>Confidential</i>)	Board Policy CR-3	Chief of Police	Received
March	Promotion Process - 2019 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	Delayed until April <i>(March meeting was cancelled)</i>
	Workplace Accidents and Injuries: 2019 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Delayed until April <i>(March meeting was cancelled)</i>
April	Complaints Report – Part V, <i>Police Services Act</i> - 1 st Quarter 2020	<i>Police Services Act</i> sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Financial Status Report: 1 st Quarter 2020	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8	Chief of Police	
	2019 Annual Financial Report (Including annual report on Donations, Loans, Gifts & Sponsorships)	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2, Policy CR-8	Chief of Police	
	Board Monitoring Requirements: 1 st Quarter 2020	Board Policy BC-2, section 3	Board Executive Director	
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Legal Services report: 1 st Quarter 2020 (<i>Public and In Camera</i>)	Board Policy GA-8, section 6.1	Board Solicitor	
	Labour Relations Unit Report: 1 st Quarter 2020 (<i>In Camera</i>)	Board request	Chief of Police	
May	Workforce Management Report: 1 st Quarter 2020	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Performance Report: 1 st Quarter 2020	N/A	Chief of Police	
June	Major Event Briefing – Canada Day (<i>In Camera</i>)	N/A	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	2019 OPS Annual Report, including Use of Force and Complaints, Part V – <i>Police Services Act</i> - 2019 Annual Report	Adequacy Standard section 31; Board Policy BC-2, section 2(c) and (d), Ministry Standard & Board Policy AI-012; Police Services Act sections 31.1(j) and 61(2)	Chief of Police	
July	Financial Status Report: 2 nd Quarter 2020, including Asset Management 2019 Annual Report	Board Policy BC-2 - Chief's Requirements section 2(e), Policies CR-2, CR-8, and CR-4 (Asset Management)	Chief of Police	
	Complaints Report, Part V – <i>Police Services Act</i> - 2 nd Quarter 2020	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Board Monitoring Requirements Status Report: 2 nd Quarter 2020		Board Executive Director	
	Labour Relations Unit Report: 2 nd Quarter 2020 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 2 nd Quarter 2020 (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Board Solicitor	
	Semi-Annual Status Report on Business Plan/Strategic Direction	Board Policy BC-2, section 2(i)	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
August	NO MEETING			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	
	Performance Report - 2 nd Quarter 2020	N/A	Chief of Police	
	Workforce Management Report: 2 nd Quarter 2020	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
October	Financial Status Report: 3 rd Quarter 2020	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2, Policy CR-8	Chief of Police	
	Complaints Report, Part V – <i>Police Services Act</i> : 3 rd Quarter 2020	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Board Monitoring Requirements Status Report: 3 rd Quarter 2020		Board Executive Director	
	Labour Relations Unit Report: 3 rd Quarter 2020 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 3 rd Quarter	Board policy GA-8, section 6.1	Board Solicitor	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	2020 <i>(Public & In Camera)</i>			
	Awards to be presented at Annual Police Community Awards Ceremony <i>(In Camera)</i>	N/A	Chief of Police	
November	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	
	Performance Report: 3 rd Quarter 2020	N/A	Chief of Police	
	Workforce Management Report: 3 rd Quarter 2020	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	
	Awards to be Presented at Annual Police Service Awards Ceremony <i>(In Camera)</i>	N/A	Chief of Police	
December	Board Discretionary Fund: 2020 Annual Report	Board Policy GA-7	Board Executive Director	
	Board Work Plan – 2021	Board Policy GA-5	Board Executive Director	
	Equitable Work Environment Annual Report	N/A	Chief of Police	
	2019-2021 Audit Plan	Adequacy Regulation, section	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
		35 & Board Policy CR-9, section 9		