

**Report to / Rapport au:**

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

**24 July 2017 / 24 juillet 2017**

**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  
(613)-560-1270, [Krista.Ferraro@ottawa.ca](mailto:Krista.Ferraro@ottawa.ca)**

**SUBJECT: BOARD MONITORING REQUIREMENTS STATUS REPORT: SECOND  
QUARTER 2017**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU  
RENDEMENT DE LA COMMISSION : DEUXIÈME TRIMESTRE 2017**

**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 2017 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 second quarter of 2017.

All reports scheduled to be received in the first and second quarters have been received as of June 30, 2017.

## **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 2017, Second 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 2017

SECOND QUARTER UPDATE

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: 2016 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	Received
	Board Work Plan – 2017	Board Policy GA-5	Board Executive Director	Received
	Calendar of Board Monitoring Requirements – 2017	Board Policy BC-2, section 3	Board Executive Director	Received
	Secondary Activities: 2016 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 in February
	Performance Report - 4 <sup>th</sup> Quarter 2016	N/A	Chief of Police	Received
	Public Rewards - Annual Report 2016	Board Policy CR-10	Chief of Police	Received
	Appointments Made Under the	Interprovincial Policing Act	Chief of Police	Received

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Interprovincial Policing Act – 2016 Annual Report			
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	Received in February
	Legal Services Report: 4 <sup>th</sup> Quarter 2016	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Legal Services Report – Settlements: 4 <sup>th</sup> Quarter 2016 ( <i>Confidential</i> )	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Report on Labour Relations Unit: 4 <sup>th</sup> Quarter 2016 ( <i>Confidential</i> )	Board request	Chief of Police	Received in February
February	Workforce Management Report: 4 <sup>th</sup> Quarter 2016	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and (g)	Chief of Police	Received
	Service Initiative Quarterly Update	Board Request	Chief of Police	Received in April
	Positive Workplace: Annual Report 2016	Board Policy CR-1	Chief of Police	Received
	Compliance with Ministry Standards: 2016 Annual Report (Chapter 4 policies)	Adequacy Standards Regulation section 35; Board Policy CR-9, sections 11 and 13; Ministry Standard & Board Policy LE-006, sec. (a)(i); Ministry Standard & Board Policy LE-020, sec. (a); Ministry Standards & Board	Chief of Police	Received in April

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
		Policies CT-001, 002, 003 & 004		
March	Promotion Process - 2016 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	Received
	2016 OPS Annual Report, including Use of Force	Adequacy Standard section 31; Board Policy BC-2, section 2(c), Ministry Standard & Board Policy AI-012	Chief of Police	Received in June
	2016 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	Received with the exception of annual report on Donations, Loans, Gifts & Sponsorships. This was submitted in May with the Financial Status Report : 1 <sup>st</sup> Quarter 2017.
	Workplace Accidents and Injuries: 2016 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Received in April
April	Complaints, Part V – <i>Police Services Act</i> - 2016 Annual Report	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	Received in June as part of 2016 OPS Annual Report.
	Complaints Report – Part V, <i>Police Services Act</i> - 1 <sup>st</sup> Quarter 2017	<i>Police Services Act</i> sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	Received
	Financial Status Report: 1 <sup>st</sup> Quarter 2017	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8	Chief of Police	Received in May

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Service Initiative Quarterly Update	Board Request	Chief of Police	Received
	Performance Report: 1 <sup>st</sup> Quarter 2017	N/A	Chief of Police	Received
	Board Monitoring Requirements: 1 <sup>st</sup> Quarter 2017	Board Policy BC-2, section 3	Board Executive Director	Received
	Workforce Management Report: 1 <sup>st</sup> Quarter 2017	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	Received in May
	2017 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Received in June
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	Received
	Legal Services report: 1 <sup>st</sup> Quarter 2017 <i>(Public and In Camera)</i>	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Awards to be Presented at Annual Police Community Awards Ceremony <i>(In Camera)</i>	N/A	Chief of Police	Received
	Labour Relations Unit Report: 1 <sup>st</sup> Quarter 2017 <i>(In Camera)</i>	Board request	Chief of Police	Received
May	<del>Human Rights and Racial Profiling Policy Annual Report</del>	<del>Board Policy CR-16</del>	<del>Chief of Police</del>	Error – This report is not due until November 2017 as per the Board's approved Work Plan.
June	No reports due			
July	Financial Status Report: 2 <sup>nd</sup> Quarter 2017, including Asset Management	Board Policy BC-2 - Chief's Requirements section 2(e),	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	2016 Annual Report	Policies CR-2, CR-8, and CR-4 (Asset Management)		
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Complaints Report, Part V – <i>Police Services Act</i> - 2 <sup>nd</sup> Quarter 2017	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Semi-Annual Status Report on Business Plan	Board Policy BC-2, section 2(i)	Chief of Police	
	Board Monitoring Requirements Status Report: 2 <sup>nd</sup> Quarter 2017	Board Policy BC-2, section 3	Board Executive Director	
	Performance Report - 2 <sup>nd</sup> Quarter 2017	N/A	Chief of Police	
	Workforce Management Report: 2 <sup>nd</sup> Quarter 2017	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Labour Relations Unit Report: 2 <sup>nd</sup> Quarter 2017 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 2 <sup>nd</sup> Quarter 2017 ( <i>Public &amp; In Camera</i> )	Board policy GA-8, section 6.1	Board Solicitor	
August	<b>NO MEETING</b>			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	
September	Awards to be Presented at Annual	N/A	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
(cont'd)	Police Awards Ceremony ( <i>In Camera</i> )			
October	Financial Status Report: 3 <sup>rd</sup> Quarter 2017	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 <sup>rd</sup> Quarter 2017	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	
	Performance Report: 3 <sup>rd</sup> Quarter 2017	N/A	Chief of Police	
	Board Monitoring Requirements Status Report: 3 <sup>rd</sup> Quarter 2017		Board Executive Director	
	Workforce Management Report: 3 <sup>rd</sup> Quarter 2017	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Labour Relations Unit Report: 3 <sup>rd</sup> Quarter 2017 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 3 <sup>rd</sup> Quarter 2017 ( <i>Public &amp; In Camera</i> )	Board policy GA-8, section 6.1	Board Solicitor	
November	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	
December	Board Discretionary Fund: 2017 Annual Report	Board Policy GA-7	Board Executive Director	
	Executive Succession Management Program Annual Report ( <i>Confidential</i> )	Board Policy CR-3	Chief of Police	