

**Report to / Rapport au:**

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

**29 October 2018 / 29 octobre 2018**

**Submitted by / Soumis par:**

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

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**SUBJECT: BOARD MONITORING REQUIREMENTS STATUS REPORT: THIRD  
QUARTER 2018**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU  
RENDEMENT DE LA COMMISSION : TROISIÈME TRIMESTRE 2018**

**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 2018 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 third quarter of 2018.

All reports scheduled for the third quarter have been received.

## **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 2018, Third 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 2018

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: 2017 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	Received
	Board Work Plan – 2018	Board Policy GA-5	Board Executive Director	Received
	Calendar of Board Monitoring Requirements – 2018	Board Policy BC-2, section 3	Board Executive Director	Received
	Secondary Activities: 2017 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

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	Public Rewards - Annual Report 2017	Board Policy CR-10	Chief of Police	Received
	Appointments Made Under the Interprovincial Policing Act – 2017 Annual Report	Interprovincial Policing Act	Chief of Police	Received
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	Received
	Legal Services Report: 4 <sup>th</sup> Quarter 2017	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	Received
	Legal Services Report – Settlements: 4 <sup>th</sup> Quarter 2017 ( <i>Confidential</i> )	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Report on Labour Relations Unit: 4 <sup>th</sup> Quarter 2017 ( <i>Confidential</i> )	Board request	Chief of Police	Received
February	Performance Report - 4 <sup>th</sup> Quarter 2017	N/A	Chief of Police	Received
	Workforce Management Report: 4 <sup>th</sup> Quarter 2017 (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
	Service Initiative Quarterly Update	Board Request	Chief of Police	Received in April

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	Positive Workplace: Annual Report 2017	Board Policy CR-1	Chief of Police	Received
	Compliance with Ministry Standards: 2017 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 Policies CT-001, 002, 003 & 004	Chief of Police	Received in May to coincide with Audit Plan.
March	Promotion Process - 2017 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	Received
	Workplace Accidents and Injuries: 2017 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Received in April
	2017-2018 Audit Plan - <i>Update</i>	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Received in May
April	Complaints Report – Part V, <i>Police</i>	<i>Police Services Act</i> sections	Chief of Police	Received

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	<i>Services Act</i> - 1 <sup>st</sup> Quarter 2018	31.1(j) and 61(2); Board Policy BC-2, section 2(d)		
	2017 OPS Annual Report, including Use of Force and Complaints, Part V – <i>Police Services Act</i> - 2017 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	Received in June
	Financial Status Report: 1 <sup>st</sup> Quarter 2018	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8	Chief of Police	Received in May
	2017 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 in March however annual report on Donations, Loans, Gifts & Sponsorships was received in May.
	Service Initiative Quarterly Update	Board Request	Chief of Police	Received
	Board Monitoring Requirements: 1 <sup>st</sup> Quarter 2018	Board Policy BC-2, section 3	Board Executive Director	Received
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	Received
	Legal Services report: 1 <sup>st</sup> Quarter 2018	Board Policy GA-8, section 6.1	Board Solicitor	Received

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	<i>(Public and In Camera)</i>			
	Awards to be Presented at Annual Police Community Awards Ceremony <i>(In Camera)</i>	N/A	Chief of Police	Delayed until the fall
	Labour Relations Unit Report: 1 <sup>st</sup> Quarter 2018 <i>(In Camera)</i>	Board request	Chief of Police	Received
May	Workforce Management Report: 1 <sup>st</sup> Quarter 2018	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	Received
	Performance Report: 1 <sup>st</sup> Quarter 2018	N/A	Chief of Police	Received
June	No reports due			
July	Financial Status Report: 2 <sup>nd</sup> Quarter 2018, including Asset Management 2017 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	Received in September
	Service Initiative Quarterly Update	Board Request	Chief of Police	N/A – SI close-out report received in April
	Complaints Report, Part V – <i>Police Services Act</i> - 2 <sup>nd</sup> Quarter 2018	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	Received

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	Semi-Annual Status Report on Business Plan	Board Policy BC-2, section 2(i)	Chief of Police	Received
	Board Monitoring Requirements Status Report: 2 <sup>nd</sup> Quarter 2018		Board Executive Director	Received
	Labour Relations Unit Report: 2 <sup>nd</sup> Quarter 2018 ( <i>In Camera</i> )	Board request	Chief of Police	Received
	Legal Services Report: 2 <sup>nd</sup> Quarter 2018 ( <i>Public &amp; In Camera</i> )	Board policy GA-8, section 6.1	Board Solicitor	Received
August	NO MEETING			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	Received
	Performance Report - 2 <sup>nd</sup> Quarter 2018	N/A	Chief of Police	Received
	Workforce Management Report: 2 <sup>nd</sup> Quarter 2018	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	Received
October	Financial Status Report: 3 <sup>rd</sup> Quarter 2018	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</i>	Police Services Act sections 31.1(j) and 61(2); Board Policy	Chief of Police	



<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	<i>Services Act: 3<sup>rd</sup> Quarter 2018</i>	BC-2, section 2(d)		
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Board Monitoring Requirements Status Report: 3 <sup>rd</sup> Quarter 2018		Board Executive Director	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Labour Relations Unit Report: 3 <sup>rd</sup> Quarter 2018 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 3 <sup>rd</sup> Quarter 2018 ( <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	
	Performance Report: 3 <sup>rd</sup> Quarter 2018	N/A	Chief of Police	
	Workforce Management Report: 3 <sup>rd</sup> Quarter 2018	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 Awards Ceremony ( <i>In Camera</i> )	N/A	Chief of Police	
December	Board Discretionary Fund: 2018 Annual Report	Board Policy GA-7	Board Executive Director	

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	2019 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	
	Executive Succession Management Program Annual Report ( <i>Confidential</i> )	Board Policy CR-3	Chief of Police	