



**OTTAWA POLICE SERVICES BOARD  
COMMISSION DE SERVICES POLICIER D'OTTAWA**

**REPORT  
RAPPORT**

DATE 26 January 2015

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

FROM/EXP. Executive Director, Ottawa Police Services Board

SUBJECT/OBJET **BOARD CALENDAR OF BOARD MONITORING  
REQUIREMENTS - 2015**

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**RECOMMENDATION**

**That the Ottawa Police Services Board receive the 2015 Calendar of Monitoring Requirements for information.**

**BACKGROUND**

In December 2005 the Ottawa Police Services Board received a report from the City of Ottawa's Auditor General on an audit of 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 and Governance Committee and OPS staff, the Police Services Board has approved an annual Calendar of Monitoring Requirements each year since 2006; the Annual Calendar of Monitoring Requirements for 2015 is attached at Annex A.

## **DISCUSSION**

Included in the Calendar 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 Standards Regulation*, or the Board's own policies.

Also included is a "Status" column to record any delays in submitting a report, the reasons 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. Quarterly reports are submitted to the Board for information in April, July and October.

## **CONSULTATION**

Consultation has taken place with Ottawa Police Service staff.

## **FINANCIAL STATEMENT**

There is no direct financial impact associated with this report.

## **CONCLUSION**

The development of an annual Calendar of Monitoring Requirements sets clear expectations for the Chief and his staff, and the Board, with regard to when reports of a monitoring nature are due. It will assist 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 public complaints and the achievement of Business Plan objectives. It provides an important tool to assist the Board in fulfilling its governance duties.

Responsible for report: Wendy Fedec, Executive Director

Attach. (1)