

OTTAWA POLICE SERVICES BOARD

ANNUAL CALENDAR OF MONITORING REQUIREMENTS: JANUARY – DECEMBER 2015

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	Secondary Activities: 2014 Annual Report	Police Services Act sections 31(1)(g), 49(3) & 49(4); Board Policy BC-2, section 2(b) & (j)	Chief of Police	
	Board Activity, Training & Performance: 2014 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	
	Board Work Plan – 2015	Board Policy GA-5	Board Executive Director	
	Calendar of Board Monitoring Requirements – 2015	Board Policy BC-2, section 3	Board Executive Director	
	Business Plan - Semi-Annual Status Report	Board Policy BC-2, section 2(i)	Chief of Police	
	Performance Report - 4 th Quarter 2014	N/A	Chief of Police	
	Public Rewards - Annual Report 2014	Board Policy CR-10	Chief of Police	
	Appointments Made Under the Interprovincial Policing Act – 2014 Annual Report	Interprovincial Policing Act	Chief of Police	
	Report on Labour Relations Unit: 4 th Quarter 2014 (<i>Confidential</i>)	Board request	Chief of Police	
February	Legal Services Report: 4 th Quarter 2014	Board Policy GA-8, section 6.1	Board Solicitor	
	Workforce Management Report: 4 th Quarter 2014	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and (g)	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
Feb. (cont'd)	Positive Workplace: Annual Report 2014	Board Policy CR-1	Chief of Police	
	Compliance with Ministry Standards: 2014 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	
March	Promotion Process - 2014 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	
	2014 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	
	Workplace Accidents and Injuries: 2014 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	
April	Complaints, Part V – <i>Police Services Act</i> - 4 th Quarter & 2014 Annual Report	<i>Police Services Act</i> sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Complaints Report – Part V, <i>Police Services Act</i> - 1 st Quarter 2015	<i>Police Services Act</i> sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	2015 Annual Financial Report (Including annual report on Donations, Loans, Gifts & Sponsorships Policy CR-8)	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2, Policy CR-8	Chief of Police	
	Financial Status Report: 1 st Quarter 2015	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8	Chief of Police	
	Performance Report: 1 st Quarter 2015	N/A	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
April (cont'd)	Board Monitoring Requirements: 1 st Quarter 2015	Board Policy BC-2, section 3	Board Executive Director	
	Workforce Management Report: 1 st Quarter 2015	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Tenure Program - 2014 Annual Report	Board Policy CR-7	Chief of Police	
	2015 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Legal Services report: 1 st Quarter 2015 (<i>Public and In Camera</i>)	Board Policy GA-8, section 6.1	Board Solicitor	
	Awards to be Presented at Annual Police Community Awards Ceremony (<i>In Camera</i>)	N/A	Chief of Police	
	Labour Relations Unit Report: 1 st Quarter 2015 (<i>In Camera</i>)	Board request	Chief of Police	
May	No reports due			
June	No reports due			
July	Financial Status Report: 2 nd Quarter 2015, including Asset Management 2014 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 2015	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 nd Quarter 2015		Board Executive Director	
	Performance Report - 2 nd Quarter 2015	N/A	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
July (cont'd)	Workforce Management Report: 2 nd Quarter 2015	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Labour Relations Unit Report: 2 nd Quarter 2015 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 2 nd Quarter 2015 (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Board Solicitor	
August	NO MEETING			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	
	Awards to be Presented at Annual Police Awards Ceremony (<i>In Camera</i>)	N/A	Chief of Police	
October	Financial Status Report: 3 rd Quarter 2015	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 2015	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 rd Quarter 2015	N/A	Chief of Police	
	Board Monitoring Requirements Status Report: 3 rd Quarter 2015		Board Executive Director	
	Workforce Management Report: 3 rd Quarter 2015	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	
	Labour Relations Unit Report: 3 rd Quarter 2015 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 3 rd Quarter 2015 (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Board Solicitor	
November	No reports due			
December	Board Discretionary Fund: 2015 Annual Report	Board Policy GA-7	Board Executive Director	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Executive & Non-Executive Succession Management Program Annual Report (Confidential)	Board Policy CR-3	Chief of Police	