

Report to / Rapport au:

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

25 April 2016 / 25 avril 2016

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: FIRST
QUARTER 2016**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU
RENDEMENT DE LA COMMISSION : PREMIER TRIMESTRE 2016**

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 2016 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 first quarter 2016.

Since the Calendar was set in January there have been two additions at the request of the Board:

1. Quarterly updates on the Service Initiative, to be submitted in April, July, October and February.
2. Quarterly updates on the 2016-2018 Business Plan, to be submitted in July, October, February and April.

The following reports scheduled for the first quarter have been delayed:

- Final Status Report on the 2013-2015 Business Plan. This report will be submitted in April.
- Compliance with Ministry Standards 2015 Annual Report. Staff are awaiting the completion of the Property and Evidence Control Audit, which is a Ministry requirement This report will be submitted in June.
- Ottawa Police Service 2015 Annual Report. This report will be submitted in June because data is still in the process of being validated.

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 2016, 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 2016

FIRST 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: 2015 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	Received
	Board Work Plan – 2016	Board Policy GA-5	Board Executive Director	Received
	Calendar of Board Monitoring Requirements – 2016	Board Policy BC-2, section 3	Board Executive Director	Received
	Secondary Activities: 2015 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	Delayed. Final report on the 2013-2015 Business Plan to be submitted in April.
	Performance Report - 4 th Quarter 2015	N/A	Chief of Police	Received
	Public Rewards - Annual Report 2015	Board Policy CR-10	Chief of Police	Received
	Appointments Made Under the Interprovincial Policing Act – 2015 Annual Report	Interprovincial Policing Act	Chief of Police	Received
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	Received in March.

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Legal Services Report: 4 th Quarter 2015	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Legal Services Report – Settlements: 4 th Quarter 2015 (<i>Confidential</i>)	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Report on Labour Relations Unit: 4 th Quarter 2015 (<i>Confidential</i>)	Board request	Chief of Police	Delayed due to workload demands. To be submitted in April.
February	Workforce Management Report: 4 th Quarter 2015	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and (g)	Chief of Police	Received in March due to cancellation of Feb. meeting
	Positive Workplace: Annual Report 2015	Board Policy CR-1	Chief of Police	Received in March due to cancellation of Feb. meeting
	Compliance with Ministry Standards: 2015 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	Delayed because staff are awaiting the completion of the Property and Evidence Control Audit, which is a Ministry requirement. Will be submitted in June.
March	Promotion Process - 2015 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	Received
	2015 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	Delayed to allow for data validation. Will be submitted in June.
	Workplace Accidents and Injuries: 2015 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Received

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
April	Complaints, Part V – <i>Police Services Act</i> - 4 th Quarter & 2015 Annual Report	Police Services Act 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 2016	<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)	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 2016	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8	Chief of Police	
	Performance Report: 1 st Quarter 2016	N/A	Chief of Police	
	Board Monitoring Requirements: 1 st Quarter 2016	Board Policy BC-2, section 3	Board Executive Director	
	Workforce Management Report: 1 st Quarter 2016	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Tenure Program - 2015 Annual Report	Board Policy CR-7	Chief of Police	
	2016 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	
	Service Initiative Quarterly Update	Board request	Chief of Police	
	Legal Services report: 1 st Quarter 2016 (<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	N/A	Chief of Police	
	Labour Relations Unit Report: 1 st Quarter 2016 (<i>In Camera</i>)	Board request	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
May	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	
June	No reports due			
July	Financial Status Report: 2 nd Quarter 2016, including Asset Management 2015 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 2016	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Business Plan Quarterly Update	Board Policy BC-2, section 2(i)	Chief of Police	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Board Monitoring Requirements Status Report: 2 nd Quarter 2016		Board Executive Director	
	Performance Report - 2 nd Quarter 2016	N/A	Chief of Police	
	Workforce Management Report: 2 nd Quarter 2016	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 2016 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 2 nd Quarter 2016 (<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 2016	Board Policy BC-2 - Chief's Requirements section 2(e),	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
		Policy CR-2, Policy CR-8		
Oct. (cont'd)	Complaints Report, Part V – <i>Police Services Act</i> : 3 rd Quarter 2016	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 Performance Report: 3 rd Quarter 2016	Board direction – 30 Apr. 2012	Crime Stoppers	
	Board Monitoring Requirements Status Report: 3 rd Quarter 2016	N/A	Chief of Police	
	Workforce Management Report: 3 rd Quarter 2016	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Board Executive Director	
	Business Plan Quarterly Update	Board Policy BC-2, section 2(i)	Chief of Police	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Labour Relations Unit Report: 3 rd Quarter 2016 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 3 rd Quarter 2016 (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Chief of Police	
			Board Solicitor	
November	No reports due			
December	Board Discretionary Fund: 2016 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	