

# OTTAWA POLICE SERVICES BOARD

## ANNUAL CALENDAR OF MONITORING REQUIREMENTS: JANUARY – DECEMBER 2015

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

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| MONTH            | REPORT                                                                                                       | REQUIREMENT                                                                                                                                                                                                                                          | RESPONSIBLE     | STATUS            |
|------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| Feb.<br>(cont'd) | Positive Workplace: Annual Report 2014                                                                       | Board Policy CR-1                                                                                                                                                                                                                                    | Chief of Police | Received          |
|                  | 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 | Received in April |
| March            | Promotion Process - 2014 Annual Report                                                                       | Board Policy CR-7 & CR-11                                                                                                                                                                                                                            | Chief of Police | Received          |
|                  | 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 | Received in July  |
|                  | Workplace Accidents and Injuries: 2014 Annual Report                                                         | Occupational Health & Safety Act & Board Policy CR-15                                                                                                                                                                                                | Chief of Police | Received          |
| April            | Complaints, Part V – <i>Police Services Act</i> - 4 <sup>th</sup> Quarter & 2014 Annual Report               | Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)                                                                                                                                                                      | Chief of Police | Received          |
|                  | Complaints Report – Part V, <i>Police Services Act</i> - 1 <sup>st</sup> Quarter 2015                        | <i>Police Services Act</i> sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)                                                                                                                                                               | Chief of Police | Received          |
|                  | 2014 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 | Received in May   |
|                  | Financial Status Report: 1 <sup>st</sup> Quarter 2015                                                        | Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8                                                                                                                                                                     | Chief of Police | Received          |

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| MONTH             | REPORT                                                                                               | REQUIREMENT                                                                                             | RESPONSIBLE              | STATUS                                                                   |
|-------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------|
| April<br>(cont'd) | Performance Report: 1 <sup>st</sup> Quarter 2015                                                     | N/A                                                                                                     | Chief of Police          | Received                                                                 |
|                   | Board Monitoring Requirements: 1 <sup>st</sup> Quarter 2015                                          | Board Policy BC-2, section 3                                                                            | Board Executive Director | Received                                                                 |
|                   | Workforce Management Report: 1 <sup>st</sup> Quarter 2015                                            | Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)                              | Chief of Police          | Received                                                                 |
|                   | Tenure Program - 2014 Annual Report                                                                  | Board Policy CR-7                                                                                       | Chief of Police          | Received in March                                                        |
|                   | 2015 Audit Plan                                                                                      | Adequacy Regulation, section 35 & Board Policy CR-9, section 9                                          | Chief of Police          | Received                                                                 |
|                   | Semi-annual update on Crime Stoppers                                                                 | Board direction – 30 Apr. 2012                                                                          | Crime Stoppers           | Received                                                                 |
|                   | Legal Services report: 1 <sup>st</sup> Quarter 2015<br>(Public and In Camera)                        | Board Policy GA-8, section 6.1                                                                          | Board Solicitor          | Received                                                                 |
|                   | Awards to be Presented at Annual Police Community Awards Ceremony<br>(In Camera)                     | N/A                                                                                                     | Chief of Police          | Received                                                                 |
|                   | Labour Relations Unit Report: 1 <sup>st</sup> Quarter 2015<br>(In Camera)                            | Board request                                                                                           | Chief of Police          | Received                                                                 |
| May               | No reports due                                                                                       |                                                                                                         |                          |                                                                          |
| June              | No reports due                                                                                       |                                                                                                         |                          |                                                                          |
| July              | Financial Status Report: 2 <sup>nd</sup> 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          | Received                                                                 |
|                   | Complaints Report, Part V – Police Services Act - 2 <sup>nd</sup> Quarter 2015                       | Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)                         | Chief of Police          | Received                                                                 |
|                   | Semi-Annual Status Report on Business Plan                                                           | Board Policy BC-2, section 2(i)                                                                         | Chief of Police          | Will not be submitted as outstanding items will be included in the 2016- |

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|------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------|
| July<br>(cont'd) |                                                                                       |                                                                                 |                          | 2018 Business Plan scheduled for approval in December.            |
|                  | Board Monitoring Requirements Status Report: 2 <sup>nd</sup> Quarter 2015             |                                                                                 | Board Executive Director | Received                                                          |
|                  | Performance Report - 2 <sup>nd</sup> Quarter 2015                                     | N/A                                                                             | Chief of Police          | Received                                                          |
|                  | Workforce Management Report: 2 <sup>nd</sup> Quarter 2015                             | Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)      | Chief of Police          | Received                                                          |
|                  | Labour Relations Unit Report: 2 <sup>nd</sup> Quarter 2015 ( <i>In Camera</i> )       | Board request                                                                   | Chief of Police          | Received                                                          |
|                  | Legal Services Report: 2 <sup>nd</sup> Quarter 2015 ( <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          | Expected in October                                               |
|                  | Awards to be Presented at Annual Police Awards Ceremony ( <i>In Camera</i> )          | N/A                                                                             | Chief of Police          | Expected in November as ceremony is not until December this year. |
| October          | Financial Status Report: 3 <sup>rd</sup> 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 <sup>rd</sup> 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 <sup>rd</sup> Quarter 2015                                      | N/A                                                                             | Chief of Police          |                                                                   |
|                  | Board Monitoring Requirements Status Report: 3 <sup>rd</sup> Quarter 2015             |                                                                                 | Board Executive Director |                                                                   |
|                  | Workforce Management Report: 3 <sup>rd</sup> Quarter 2015                             | Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)   | Chief of Police          |                                                                   |

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|          | Labour Relations Unit Report: 3 <sup>rd</sup> Quarter 2015 ( <i>In Camera</i> )               | Board request                  | Chief of Police          |        |
|          | Legal Services Report: 3 <sup>rd</sup> Quarter 2015 ( <i>Public &amp; 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 |        |
|          | Executive & Non-Executive Succession Management Program Annual Report ( <i>Confidential</i> ) | Board Policy CR-3              | Chief of Police          |        |