

Report to / Rapport au:

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

23 April 2018 / 23 avril 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: FIRST
QUARTER 2018**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU
RENDEMENT DE LA COMMISSION : PREMIER 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 first quarter of 2018.

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

- Service Initiative Quarterly Update. This report has been submitted for April.
- Compliance with Ministry Standards: 2017 Annual Report (Chapter 4 policies). This report is being delayed until May to coincide with an update on the 2017-2018 Audit Plan.
- Workplace Accidents and Injuries: 2017 Annual Report. This report has been submitted for April.
- Update on the 2017-2018 Audit Plan: This update will be brought to the next Finance and Audit Committee meeting in early May, and then to the Board at the end of May.

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, 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 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

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	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 th 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 th Quarter 2017 (<i>Confidential</i>)	Board Policy GA-8, section 6.1	Board Solicitor	Received
	Report on Labour Relations Unit: 4 th Quarter 2017 (<i>Confidential</i>)	Board request	Chief of Police	Received
February	Performance Report - 4 th Quarter 2017	N/A	Chief of Police	Received
	Workforce Management Report: 4 th 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	Delayed until April

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	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	Delayed until May
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	Delayed until April
	2017-2018 Audit Plan - <i>Update</i>	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Delayed until May
April	Complaints Report – Part V, <i>Police</i>	<i>Police Services Act</i> sections	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	<i>Services Act - 1st Quarter 2018</i>	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 - 2017 Annual Report</i>	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	
	Financial Status Report: 1 st Quarter 2018	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8	Chief of Police	
	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	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Board Monitoring Requirements: 1 st Quarter 2018	Board Policy BC-2, section 3	Board Executive Director	
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Legal Services report: 1 st Quarter 2018 (<i>Public and In Camera</i>)	Board Policy GA-8, section 6.1	Board Solicitor	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	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 2018 <i>(In Camera)</i>	Board request	Chief of Police	
May	Workforce Management Report: 1 st Quarter 2018	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Performance Report: 1 st Quarter 2018	N/A	Chief of Police	
June	No reports due			
July	Financial Status Report: 2 nd 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	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Complaints Report, Part V – <i>Police Services Act</i> - 2 nd Quarter 2018	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	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Board Monitoring Requirements Status Report: 2 nd Quarter 2018		Board Executive Director	
	Labour Relations Unit Report: 2 nd Quarter 2018 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 2 nd Quarter 2018 (<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	
	Performance Report - 2 nd Quarter 2018	N/A	Chief of Police	
	Workforce Management Report: 2 nd Quarter 2018	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
October	Financial Status Report: 3 rd 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 Services Act</i> : 3 rd Quarter 2018	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Board Monitoring Requirements Status Report: 3 rd Quarter 2018		Board Executive Director	
	Service Initiative Quarterly Update	Board Request	Chief of Police	
	Labour Relations Unit Report: 3 rd Quarter 2018 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 3 rd Quarter 2018 (<i>Public & 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 rd Quarter 2018	N/A	Chief of Police	
	Workforce Management Report: 3 rd 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	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	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	