

**Report to / Rapport au:**

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

**23 January 2023 / 23 janvier 2023**

**Submitted by / Soumis par:**

**Executive Director, Ottawa Police Services Board / Directrice exécutive,  
Commission de services policiers d'Ottawa**

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**SUBJECT: BOARD CALENDAR OF MONITORING REQUIREMENTS 2023**

**OBJET: CALENDRIER DES EXIGENCES DE CONTRÔLE DE LA COMMISSION  
2023**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board receive the 2023 Calendar of Monitoring Requirements for information.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa prenne connaissance du plan de travail pour 2023 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 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.

The Police Services Board has received an annual Calendar of Monitoring Requirements each year since 2006; the Annual Calendar of Monitoring Requirements for 2023 is attached at Document 1.

## **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 Board 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, with the final update included as part of the Board's annual Activity, Training, & Performance Report.

## **CONSULTATION**

Consultation has taken place with Ottawa Police Service staff.

## **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 2023

## **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.

## Document 1

## OTTAWA POLICE SERVICES BOARD

## ANNUAL CALENDAR OF MONITORING REQUIREMENTS: JANUARY – DECEMBER 2023

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: 2022 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	
	Calendar of Board Monitoring Requirements – 2023	Board Policy BC-2, section 3	Board Executive Director	
	Secondary Activities: 2022 Annual Report	Police Services Act sections 31(1)(g), 49(3) & 49(4); Board Policy BC-2, section 2(b) & (j)	Chief of Police	
	Business Plan - Semi-Annual Status Report	Board Policy BC-2, section 2(i)	Chief of Police	
	Public Rewards - Annual Report 2022	Board Policy CR-10	Chief of Police	
	Appointments Made Under the Interprovincial Policing Act – 2022 Annual Report	Interprovincial Policing Act	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	
	Legal Services Report: 4 <sup>th</sup> Quarter 2022	Board Policy GA-8, section 6.1	Board Solicitor	
	Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	
	Legal Services Report – Settlements: 4 <sup>th</sup> Quarter 2022 ( <i>Confidential</i> )	Board Policy GA-8, section 6.1	Board Solicitor	
	Report on Labour Relations Unit: 4 <sup>th</sup> Quarter 2022 ( <i>Confidential</i> )	Board request	Chief of Police	
	Board Work Plan – 2023	Board Policy GA-5	Board Executive Director	
	2023 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	
	Quarterly Report on Executive Payroll and Leave ( <i>Confidential</i> )	Board request	Board Executive director/Payroll	
February	Performance Report - 4 <sup>th</sup> Quarter 2022	N/A	Chief of Police	
	Workforce Management Report: 4 <sup>th</sup> Quarter 2022 (includes Non-Executive Succession Plan)	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and (g)	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Positive Workplace: Annual Report 2022	Board Policy CR-1	Chief of Police	
	<p>Compliance with Ministry Standards: 2022 Annual Report (Chapter 4 policies)</p> <p><i>*include Annual Report on use of urgent demands for records pertaining to missing persons investigations; report to be provided by the Board to the Ministry and made available to the public</i></p>	<p>Adequacy Standards Regulation section 35;</p> <p>Board Policy CR-9, sections 11 and 13;</p> <p>Ministry Standard &amp; Board Policy LE-006, sec. (a)(i);</p> <p>Ministry Standard &amp; Board Policy LE-020, sec. (a);</p> <p>Ministry Standards &amp; Board Policies CT-001, 002, 003 &amp; 004</p> <p>Missing Persons Act, 2018, c. 3, Sched. 7</p>	Chief of Police	
	Executive Succession Management Program Annual Report ( <i>Confidential</i> )	Board Policy CR-3	Chief of Police	
March	Promotion Process - 2022 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	
	Workplace Accidents and Injuries: 2022 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
April	Complaints Report – Part V, <i>Police Services Act</i> - 1 <sup>st</sup> Quarter 2023	<i>Police Services Act</i> sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Financial Status Report: 1 <sup>st</sup> Quarter 2023, <i>including use of delegated authority</i>	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8; Board Direction Dec 2021	Chief of Police	
	2022 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	
	Board Monitoring Requirements: 1 <sup>st</sup> Quarter 2023	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 <sup>st</sup> Quarter 2023 ( <i>Public and In Camera</i> )	Board Policy GA-8, section 6.1	Board Solicitor	
	Labour Relations Unit Report: 1 <sup>st</sup> Quarter 2023 ( <i>In Camera</i> )	Board request	Chief of Police	
	Quarterly Report on Executive Payroll and Leave ( <i>Confidential</i> )	Board request	Board Executive Director/Payroll	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
May	Workforce Management Report: 1 <sup>st</sup> Quarter 2023	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Performance Report: 1 <sup>st</sup> Quarter 2023	N/A	Chief of Police	
June	Major Event Briefing – Canada Day ( <i>In Camera</i> )	N/A	Chief of Police	
	2022 OPS Annual Report, including Use of Force and Complaints, Part V – <i>Police Services Act</i> - 2021 Annual Report	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	
July	Financial Status Report: 2 <sup>nd</sup> Quarter 2023, including Asset Management 2021 Annual Report, <i>including use of delegated authority</i>	Board Policy BC-2 - Chief's Requirements section 2(e), Policies CR-2, CR-8, and CR-4 (Asset Management); Board Direction Dec 2021	Chief of Police	
	Complaints Report, Part V – <i>Police Services Act</i> - 2 <sup>nd</sup> Quarter 2023	Police Services Act sections 31.1(j) and 61(2); Board Policy BC-2, section 2(d)	Chief of Police	
	Board Monitoring Requirements Status Report: 2 <sup>nd</sup> Quarter 2023		Board Executive Director	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Labour Relations Unit Report: 2 <sup>nd</sup> Quarter 2023 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 2 <sup>nd</sup> Quarter 2023 ( <i>Public &amp; In Camera</i> )	Board policy GA-8, section 6.1	Board Solicitor	
	Semi-Annual Status Report on Business Plan/Strategic Direction	Board Policy BC-2, section 2(i)	Chief of Police	
	Quarterly Report on Executive Payroll and Leave ( <i>Confidential</i> )	Board request	Board Executive Director/Payroll	
August	NO MEETING			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	
	Performance Report - 2 <sup>nd</sup> Quarter 2023	N/A	Chief of Police	
	Workforce Management Report: 2 <sup>nd</sup> Quarter 2023	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
October	Financial Status Report: 3 <sup>rd</sup> Quarter 2023, <i>including use of delegated authority</i>	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2 & Policy CR-8; Board Direction Dec 2021	Chief of Police	



MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Complaints Report, Part V – <i>Police Services Act</i> : 3 <sup>rd</sup> Quarter 2023	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	
	Board Monitoring Requirements Status Report: 3 <sup>rd</sup> Quarter 2023		Board Executive Director	
	Labour Relations Unit Report: 3 <sup>rd</sup> Quarter 2023 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 3 <sup>rd</sup> Quarter 2023 ( <i>Public &amp; 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	
	Quarterly Report on Executive Payroll and Leave ( <i>Confidential</i> )	Board request	Board Executive Director/Payroll	
November	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	
	Performance Report: 3 <sup>rd</sup> Quarter 2023	N/A	Chief of Police	
	Workforce Management Report: 3 <sup>rd</sup> Quarter 2023	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
December	Board Discretionary Fund: 2023 Annual Report	Board Policy GA-7	Board Executive Director	
	Equitable Work Environment Annual Report	N/A	Chief of Police	