

**Report to / Rapport au:**

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

**24 July 2023 / 24 juillet 2023**

**Submitted by / Soumis par:**

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

**Contact Person / Personne ressource:**

**Krista Ferraro, Executive Director / Directrice exécutive  
*Krista.Ferraro@ottawa.ca***

**SUBJECT: BOARD MONITORING REQUIREMENTS STATUS REPORT: SECOND  
QUARTER 2023**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU  
RENDEMENT DE LA COMMISSION : DEUXIÈME TRIMESTRE 2023**

**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 2023 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 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 second quarter of 2023.

The following reports scheduled for the first and second quarter are currently outstanding:

- Business Plan - Semi-Annual Status Report – *the Board is currently in the process of developing a new business/strategic plan.*
- Executive Succession Management Program Annual Report
- Quarterly Report on Executive Payroll and Leave – *the Board previously requested an annual frequency for these reports. The last report was received in February 2023.*

## **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 2023, Second 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 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.

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	Received
	Calendar of Board Monitoring Requirements – 2023	Board Policy BC-2, section 3	Board Executive Director	Received
	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	Received
	Business Plan - Semi-Annual Status Report	Board Policy BC-2, section 2(i)	Chief of Police	Not Received  <i>*A process is currently underway to develop an updated business/strategic plan</i>
	Public Rewards - Annual Report 2022	Board Policy CR-10	Chief of Police	Received

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
	Appointments Made Under the Interprovincial Policing Act – 2022 Annual Report	Interprovincial Policing Act	Chief of Police	Received in February
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	Received
	Legal Services Report: 4 <sup>th</sup> Quarter 2022	Board Policy GA-8, section 6.1	Board Solicitor	Received in February
	Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	Received
	Legal Services Report – Settlements: 4 <sup>th</sup> Quarter 2022 <i>(Confidential)</i>	Board Policy GA-8, section 6.1	Board Solicitor	Received in February
	Report on Labour Relations Unit: 4 <sup>th</sup> Quarter 2022 <i>(Confidential)</i>	Board request	Chief of Police	Received
	Board Work Plan – 2023	Board Policy GA-5	Board Executive Director	Received in May
	2023 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Received in March

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Quarterly Report on Executive Payroll and Leave ( <i>Confidential</i> )	Board request	Board Executive director/Payroll	Received in February
February	Performance Report - 4 <sup>th</sup> Quarter 2022	N/A	Chief of Police	Received
	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	Received
	Positive Workplace: Annual Report 2022	Board Policy CR-1	Chief of Police	Received in May
	Compliance with Ministry Standards: 2022 Annual Report (Chapter 4 policies)  <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>	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 March

<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
		Missing Persons Act, 2018, c. 3, Sched. 7		
	Executive Succession Management Program Annual Report <i>(Confidential)</i>	Board Policy CR-3	Chief of Police	Outstanding
March	Promotion Process - 2022 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	Received in June
	Workplace Accidents and Injuries: 2022 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Received in May
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	Received
	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	Received
	2022 Annual Financial Report	Board Policy BC-2 - Chief's Requirements section 2(e), Policy CR-2, Policy CR-8	Chief of Police	Received in March

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	(Including annual report on Donations, Loans, Gifts & Sponsorships)			
	Board Monitoring Requirements: 1 <sup>st</sup> Quarter 2023	Board Policy BC-2, section 3	Board Executive Director	Received
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	Received
	Legal Services report: 1 <sup>st</sup> Quarter 2023 ( <i>Public and In Camera</i> )	Board Policy GA-8, section 6.1	Board Solicitor	Received in May
	Labour Relations Unit Report: 1 <sup>st</sup> Quarter 2023 ( <i>In Camera</i> )	Board request	Chief of Police	Received
	Quarterly Report on Executive Payroll and Leave ( <i>Confidential</i> )	Board request	Board Executive Director/Payroll	<i>*Last update received in February; frequency changed to annual</i>
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	Received in June
	Performance Report: 1 <sup>st</sup> Quarter 2023	N/A	Chief of Police	Received



<b>MONTH</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
June	Major Event Briefing – Canada Day <i>(In Camera)</i>	N/A	Chief of Police	Received
	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	Received
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	

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	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	

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	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	

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