

Report to / Rapport au:

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

22 January 2024 / 22 janvier 2024

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 2024

**OBJET: CALENDRIER DES EXIGENCES DE CONTRÔLE DE LA COMMISSION
2024**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board receive the 2024 Calendar of Monitoring Requirements for information.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa prenne connaissance du plan de travail pour 2024 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 2024 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.

Some of the main amendments made to the annual calendar of monitoring requirements when compared to the previous year's calendar include:

- the addition of quarterly updates on the Neighbourhood Operations Centre, as requested by the Board at the December 2023 meeting, beginning in April (then followed by July, November).
- the semi-annual updates on the strategic/business plan have been moved to May and November since the plan was approved by the Board in November 2023.
- approval of the 2024 Audit Plan has been moved to March to ensure there is an opportunity for the draft to be discussed at the Finance and Audit Committee first.
- the annual Equitable Work Environment report has been moved to January (from December) to match the Board's workplan.
- the budget guidelines report has been added in September and the budget consideration report added in November.
- monthly updates have been included on the implementation of the new Community Safety and Policing Act (CSPA), leading up to and including the April 1 in-force date.

Other reports and updates the Board can expect to receive that do not currently have an assigned timeline include:

- OPS Detailed 2022 Use of Force Report
- Updates on the DRIVE2 Strategy
- 10-Year Traffic Stop Anniversary Report
- Draft Race and Identity Based Data Strategy
- Updates on the Safe Workplace Program
- Updates on South Facility
- Body Worn Cameras
- Digital Evidence and Information Management (DEIMS)
- NG911

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 2024

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/Strategic 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 2024

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: 2023 Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	
	Calendar of Board Monitoring Requirements – 2024	Board Policy BC-2, section 3	Board Executive Director	
	Secondary Activities: 2023 Annual Report	Police Services Act sections 31(1)(g), 49(3) & 49(4); Board Policy BC-2, section 2(b) & (j)	Chief of Police	
	Public Rewards - Annual Report 2023	Board Policy CR-10	Chief of Police	
	Appointments Made Under the Interprovincial Policing Act – 2023 Annual Report	Interprovincial Policing Act	Chief of Police	
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	
	Report on Labour Relations Unit: 4 th Quarter 2023 (<i>Confidential</i>)	Board request	Chief of Police	
	Board Work Plan – 2024	Board Policy GA-5	Board Executive Director	
	Equitable Work Environment Annual Report	N/A	Chief of Police	
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	
February	Performance Report - 4 th Quarter 2023	N/A	Chief of Police	
	Workforce Management Report: 4 th Quarter 2023 (includes Non-Executive Succession Plan)	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and (g)	Chief of Police	
	Positive Workplace: Annual Report 2023	Board Policy CR-1	Chief of Police	
	Compliance with Ministry Standards: 2023 Annual Report (Chapter 4 policies)	Adequacy Standards Regulation section 35;	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	*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	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 Missing Persons Act, 2018, c. 3, Sched. 7		
	Executive Succession Management Program Annual Report (<i>Confidential</i>)	Board Policy CR-3	Chief of Police	
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	
	Legal Services Report: 4 th Quarter 2023	Board Policy GA-8, section 6.1	Board Solicitor	
	Legal Services Report – Settlements: 4 th Quarter 2023 (<i>Confidential</i>)	Board Policy GA-8, section 6.1	Board Solicitor	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
March	Promotion Process - 2023 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	
	Workplace Accidents and Injuries: 2023 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	
	2024 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	
April	Complaints Report – Part V, <i>Police Services Act</i> - 1 st Quarter 2024	<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 st Quarter 2024, <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	
	2023 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 st Quarter 2024	Board Policy BC-2, section 3	Board Executive Director	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Legal Services report: 1 st Quarter 2024 <i>(Public and In Camera)</i>	Board Policy GA-8, section 6.1	Board Solicitor	
	Labour Relations Unit Report: 1 st Quarter 2024 <i>(In Camera)</i>	Board request	Chief of Police	
	Quarterly update on Neighbourhood Operations Centre	Board request	Chief of Police	
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	
May	Workforce Management Report: 1 st Quarter 2024	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	Performance Report: 1 st Quarter 2024	N/A	Chief of Police	
	Business Plan - Semi-Annual Status Report	Board Policy BC-2, section 2(i)	Chief of Police	
June	Major Event Briefing – Canada Day <i>(In Camera)</i>	N/A	Chief of Police	
	2023 OPS Annual Report, including Use of Force and Complaints, Part V –	Adequacy Standard section 31; Board Policy BC-2, section 2(c) and (d), Ministry Standard	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	<i>Police Services Act - 2023 Annual Report</i>	& Board Policy AI-012; Police Services Act sections 31.1(j) and 61(2)		
July	Financial Status Report: 2 nd Quarter 2024, including Asset Management 2023 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 - 2nd Quarter 2024</i>	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 nd Quarter 2024		Board Executive Director	
	Labour Relations Unit Report: 2 nd Quarter 2024 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 2 nd Quarter 2024 (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Board Solicitor	
	Quarterly update on Neighbourhood Operations Centre	Board request	Chief of Police	
August	NO MEETING			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Performance Report - 2 nd Quarter 2024	N/A	Chief of Police	
	Workforce Management Report: 2 nd Quarter 2024	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	
	2025 Budget Directions and Timetable	N/A	Chief of Police	
October	Financial Status Report: 3 rd Quarter 2024, <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	
	Complaints Report, Part V – <i>Police Services Act</i> : 3 rd Quarter 2024	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 rd Quarter 2024		Board Executive Director	
	Labour Relations Unit Report: 3 rd Quarter 2024 (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 3 rd Quarter 2024 (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Board Solicitor	
	Annual Report on Executive Payroll and Leave (<i>Confidential</i>)	Board request	Board Executive Director/Payroll	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
November	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	
	Performance Report: 3 rd Quarter 2024	N/A	Chief of Police	
	2025 Budget	N/A	Chief of Police	
	Workforce Management Report: 3 rd Quarter 2024	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	
	Quarterly update on Neighbourhood Operations Centre	Board request	Chief of Police	
	Semi-Annual Status Report on Business Plan/Strategic Direction	Board Policy BC-2, section 2(i)	Chief of Police	
December	Board Discretionary Fund: 2024 Annual Report	Board Policy GA-7	Board Executive Director	