

**Report to / Rapport au:**

**OTTAWA POLICE SERVICE BOARD  
LA COMMISSION DE SERVICE DE POLICE D'OTTAWA**

**22 April 2024 / 22 avril 2024**

**Submitted by / Soumis par:**

**Executive Director, Ottawa Police Service Board / Directrice exécutive,  
Commission de service de police d'Ottawa**

**Contact Person / Personne ressource:**

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

**SUBJECT: BOARD MONITORING REQUIREMENTS STATUS REPORT: FIRST  
QUARTER 2024**

**OBJET: RAPPORT D'ÉTAPE SUR LES EXIGENCES DE SURVEILLANCE DU  
RENDEMENT DE LA COMMISSION : PREMIER TRIMESTRE 2024**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Service Board receive this report for information.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de service de police d'Ottawa prenne connaissance du  
présent rapport à titre d'information.**

**BACKGROUND**

In December 2005 the Ottawa Police Service 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 Service Board approved a Calendar of Monitoring Requirements in 2006 and has done so each year since.

Included in the 2024 Calendar attached as Document 1 is a column indicating the reason why each report is required; in most cases they are required by legislation 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 first quarter of 2024.

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

- Positive Workplace: Annual Report 2023 – *the information normally included in this report will now come forward as part of the annual Safe Workplace Annual Report in October*
- Executive Succession Management Program Annual Report – *the Service is looking to refresh this program with the assistance of the Board’s Human Resources Committee*
- Promotion Process - 2023 Annual Report

Note: A number of public reports scheduled for February were noted as having been received in March as the February public meeting was adjourned early due to quorum issues.

## **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 Service Board Annual Calendar of Monitoring Requirements: January – December 2024, 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 Strategic Plan objectives, as well as compliance monitoring required by legislation/regulation.

## Document 1

## OTTAWA POLICE SERVICE BOARD

## ANNUAL CALENDAR OF MONITORING REQUIREMENTS: JANUARY – DECEMBER 2024

This calendar contains a list of reports to be submitted to the Ottawa Police Service Board in order for it to fulfill its monitoring responsibilities in accordance with legislation, board policies and/or directions.

*\*Note: The Calendar of Monitoring Requirements was developed when the Police Services Act was still in force. The calendar therefore makes reference to the PSA rather than the Community Safety and Policing Act, 2019, which came into force effective April 1, 2024.*

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	Received
	Calendar of Board Monitoring Requirements – 2024	Board Policy BC-2, section 3	Board Executive Director	Received
	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	Received
	Public Rewards - Annual Report 2023	Board Policy CR-10	Chief of Police	Received
	Appointments Made Under the Interprovincial Policing Act – 2023 Annual Report	Interprovincial Policing Act	Chief of Police	Received
	Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	Received

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	Received
	Report on Labour Relations Unit: 4 <sup>th</sup> Quarter 2023 ( <i>Confidential</i> )	Board request	Chief of Police	Received in February
	Board Work Plan – 2024	Board Policy GA-5	Board Executive Director	Received
	Equitable Work Environment Annual Report	N/A	Chief of Police	Received
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	Received
February	Performance Report - 4 <sup>th</sup> Quarter 2023	N/A	Chief of Police	Received in March
	Workforce Management Report: 4 <sup>th</sup> 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	Received in March
	Positive Workplace: Annual Report 2023	Board Policy CR-1	Chief of Police	<i>Coming forward in October as part of Safe Workplace Annual Report</i>

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

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Legal Services Report – Settlements: 4 <sup>th</sup> Quarter 2023 ( <i>Confidential</i> )	Board Policy GA-8, section 6.1	Board Solicitor	Received
March	Promotion Process - 2023 Annual Report	Board Policy CR-7 & CR-11	Chief of Police	<i>Outstanding</i>
	Workplace Accidents and Injuries: 2023 Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Included as part of April agenda
	2024 Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Received in March
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	Received
April	Complaints Report – Part V, <i>Police Services Act</i> - 1 <sup>st</sup> 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 <sup>st</sup> 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	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	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 <sup>st</sup> Quarter 2024	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 2024 ( <i>Public and In Camera</i> )	Board Policy GA-8, section 6.1	Board Solicitor	
	Labour Relations Unit Report: 1 <sup>st</sup> 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 <sup>st</sup> Quarter 2024	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) & (g)	Chief of Police	



MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Performance Report: 1 <sup>st</sup> 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 – <i>Police Services Act</i> - 2023 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 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</i> - 2 <sup>nd</sup> Quarter 2024	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 2024		Board Executive Director	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Labour Relations Unit Report: 2 <sup>nd</sup> Quarter 2024 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 2 <sup>nd</sup> Quarter 2024 ( <i>Public &amp; 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	
	Performance Report - 2 <sup>nd</sup> Quarter 2024	N/A	Chief of Police	
	Workforce Management Report: 2 <sup>nd</sup> 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 <sup>rd</sup> 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	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	Complaints Report, Part V – <i>Police Services Act</i> : 3 <sup>rd</sup> 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 <sup>rd</sup> Quarter 2024		Board Executive Director	
	Labour Relations Unit Report: 3 <sup>rd</sup> Quarter 2024 ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 3 <sup>rd</sup> Quarter 2024 ( <i>Public &amp; 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	
November	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	
	Performance Report: 3 <sup>rd</sup> Quarter 2024	N/A	Chief of Police	
	2025 Budget	N/A	Chief of Police	
	Workforce Management Report: 3 <sup>rd</sup> Quarter 2024	Police Services Act section 31.1(a); Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	STATUS
	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	