

## OTTAWA POLICE SERVICE BOARD

### ANNUAL CALENDAR OF MONITORING REQUIREMENTS

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.

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
January	<del>Board Activity, Training &amp; Performance: 202X Annual Report</del>	<del>Board Policy GA-5, section 10 &amp; GA-3, section 6</del>	<del>Board Executive Director</del>	Board Activity report to be streamlined and incorporated into Annual Report pursuant to CSPA which is due before June 30 in each year. A Board performance evaluation will be conducted annually
	Calendar of Board Monitoring Requirements – 202X	Board Policy BC-2, section 3	Board Executive Director	
	<del>CONSOLIDATED: Secondary Activities: 202X Annual Report</del>	<del>CSPA; Board Policy BC-2, section 2(b) &amp; (j)</del>	Chief of Police	To be consolidated in Report on Legislated Annual Reporting Requirements
	<del>Public Rewards – Annual Report 202X</del>	<del>Board Policy CR-10</del>	Chief of Police	Public rewards are so infrequent that periodic reporting is not recommended. Recommendation:

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				notice upon occurrence instead of annual report.
	<del>CONSOLIDATED: Appointments Made Under the Interprovincial Policing Act – 202X Annual Report</del>	<del>Interprovincial Policing Act</del>	<del>Chief of Police</del>	To be consolidated in Report on Legislated Annual Reporting Requirements
	<del>CONSOLIDATED: Accessibility Plan: Annual Report</del>	<del>Board Policy CR-14</del>	<del>Chief of Police</del>	To be consolidated in Report on Legislated Annual Reporting Requirements
	<del>CONSOLIDATED: Collection of Identifying Information – Duties &amp; Prohibitions Policy: Annual Report</del>	<del>Board Policy CR-18</del>	<del>Chief of Police</del>	To be consolidated in Report on Legislated Annual Reporting Requirements
	<b>NEW:</b> Legislated Annual Reports <i>*includes legislated reports on Appointments made Under the Interprovincial Policing Act; Accessibility Plan Annual Report; Collection of Identifying Information Annual Report.</i>	Interprovincial Policing Act Board Policy CR-14 Board Policy CR-18	Chief of Police	Consolidates several required routine reports
	Report on Labour Relations Unit: 4 <sup>th</sup> Quarter 202X ( <i>Confidential</i> )	Board request	Chief of Police	
	Board Work Plan – 202X	Board Policy GA-5	Board Executive Director	

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	<del>Equitable Work Environment Annual Report</del>	N/A	Chief of Police	Already merged with Annual Human Rights and Racial Profiling Report
	<del>Monthly update on preparation for Community Safety and Policing Act in force date April 2024</del>	N/A	Chief of Police/ Board Executive Director	A monthly update is no longer required. To be replaced with a standing update to the Policy & Governance Committee.
February	Performance Report - 4 <sup>th</sup> Quarter 202X	N/A	Chief of Police	To be refreshed, with focus on strategic plan KPI. Some components may be moved into dashboards.
	Workforce Management Report: 4 <sup>th</sup> Quarter 202X (includes Non-Executive Succession Plan)	CSPA; Board Policy BC-2, section 2(f) and (g)	Chief of Police	HR Committee to provide feedback on content and structure of the report.
	<del>Positive Workplace: Annual Report 202X</del>	<del>Board Policy CR-1</del>	Chief of Police	To be consolidated in Workplace Annual Report
	Compliance with Ministry Standards: 202X Annual Report (Chapter 4 policies) <i>*include Annual Report on use of urgent demands for records pertaining to missing persons</i>	Adequacy Standards Regulation; Board Policy CR-9, sections 11 and 13;	Chief of Police	New outline developed in 2025, covering Quality Assurance, CSPA requirements, audit findings.

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	<i>investigations; report to be provided by the Board to the Ministry and made available to the public</i>	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		
	<b>DOWNLOADED (HR):</b> Executive Succession Management Program Annual Report ( <i>Confidential</i> )	<del>Board Policy CR-3</del>	Chief of Police	Service looking to refresh Program; further discussions to take place through HR Committee
	<del>Monthly update on preparation for Community Safety and Policing Act in force date April 2024</del>	N/A	Chief of Police/ Board Executive Director	
	<b>RESCHEDULED:</b> 202X Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Moved from March. To be approved by FAC beforehand.
	Legal Services Report: 4 <sup>th</sup> Quarter 202X	Board Policy GA-8, section 6.1	Board Solicitor	Moved to March
	Legal Services Report – Settlements: 4 <sup>th</sup> Quarter 202X ( <i>Confidential</i> )	Board Policy GA-8, section 6.1	Board Solicitor	Received

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March <i>Cancelled</i>	<del>CONSOLIDATED: Promotion Process — 202X Annual Report</del>	<del>Board Policy CR-7 &amp; CR-11</del>	<del>Chief of Police</del>	<del>Merged with Workforce Management Report (April)</del>
	<del>CONSOLIDATED: Workplace Accidents and Injuries: 202X Annual Report</del>	<del>Occupational Health &amp; Safety Act &amp; Board Policy CR-15</del>	<del>Chief of Police</del>	<del>Merged into Workplace Report (April)</del>
	<del>RESCHEDULED: 202X Audit Plan</del>	<del>Adequacy Regulation, section 35 &amp; Board Policy CR-9, section 9</del>	<del>Chief of Police</del>	<del>Moved to March.</del>
	<del>Monthly update on preparation for Community Safety and Policing Act in-force date April 2024</del>	<del>N/A</del>	<del>Chief of Police/Board Executive Director</del>	
April	Complaints/Professional Standards Report - 1 <sup>st</sup> Quarter 202X	CSPA; Board Policy BC-2, section 2(d)	Chief of Police	
	Financial Status Report: 1 <sup>st</sup> Quarter 202X, <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	First reading at FAC.
	202X 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	

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	<del>Board Monitoring Requirements: 1<sup>st</sup> Quarter 202X</del>	<del>Board Policy BC-2, section 3</del>	<del>Board Executive Director</del>	Can be replaced with an online tracker
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Legal Services report: 1 <sup>st</sup> Quarter 202X ( <i>Public and In Camera</i> )	Board Policy GA-8, section 6.1	Board Solicitor	
	Labour Relations Unit Report: 1 <sup>st</sup> Quarter 202X ( <i>In Camera</i> )	Board request	Chief of Police	
	<b>NEW:</b> Annual Workplace Report	Occupational Health & Safety Act & Board Policy CR-15 Board Policy CR-1	Chief of Police	Consolidates (i) Workplace Accidents and Injuries; (ii) Safe Workplace; and (iii) Positive Workplace annual reports
	Workforce Management Report: 1 <sup>st</sup> Quarter 202X	CSPA; Board Policy BC-2, section 2(f) & (g)	Chief of Police	Moved from May
	Strategic Plan - Semi-Annual Status Report	Board Policy BC-2, section 2(i)	Chief of Police	Moved from May
	<del>Quarterly update on Neighbourhood Operations Centre</del>	<del>Board request</del>	<del>Chief of Police</del>	Reporting about projects moved into the Semi-Annual Strategic Update + periodic presentations on key projects (on demand)

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	<del>Monthly update on preparation for Community Safety and Policing Act in-force date April 2024</del>	N/A	Chief of Police/Board Executive Director	
May <i>Cancelled</i>	<b>RESCHEDULED:</b> <del>Workforce Management Report: 1<sup>st</sup> Quarter 202X</del>	<del>CSPA; Board Policy BC-2, section 2(f) &amp; (g)</del>	Chief of Police	Moved to April
	<del>Performance Report: 1<sup>st</sup> Quarter 202X</del>	N/A	Chief of Police	Merged with 1 <sup>st</sup> Strategic Plan – Semi-Annual Status Report. Some components to be moved into dashboards.
	<b>RESCHEDULED:</b> <del>Strategic Plan – Semi-Annual Status Report</del>	<del>Board Policy BC-2, section 2(i)</del>	Chief of Police	Moved to April
June	Major Event Briefing – Canada Day ( <i>In Camera</i> )	N/A	Chief of Police	
	202X Joint OPSB-OPS Annual Report, including Use of Force and Complaints Annual Report	Adequacy Standard; Board Policy BC-2, section 2(c) and (d), Ministry Standard & Board Policy AI-012; CSPA	Chief of Police	Combined with Board Annual Report
July	Financial Status Report: 2 <sup>nd</sup> Quarter 202X, including Asset Management 202X 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	

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	Complaints/Professional Standards Report - 2 <sup>nd</sup> Quarter 202X	CSPA; Board Policy BC-2, section 2(d)	Chief of Police	
	Board Monitoring Requirements Status Report: 2 <sup>nd</sup> Quarter 202X		Board Executive Director	
	Labour Relations Unit Report: 2 <sup>nd</sup> Quarter 202X ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 2 <sup>nd</sup> Quarter 202X ( <i>Public &amp; In Camera</i> )	Board policy GA-8, section 6.1	Board Solicitor	
	<del>Quarterly update on Neighbourhood Operations Centre</del>	<del>Board request</del>	<del>Chief of Police</del>	
August	NO MEETING			
September	Public Consultation Policy: Annual Report	Board Policy CR-6	Chief of Police	
	Performance Report - 2 <sup>nd</sup> Quarter 202X	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	To come forward from HR Committee
	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),	Chief of Police	

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		Policy CR-2 & Policy CR-8; Board Direction Dec 2021		
	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	
	<del>Semi-annual update on Crime Stoppers</del>	<del>Board direction – 30 Apr. 2012</del>	<del>Crime Stoppers</del>	Annual update
	<del>Board Monitoring Requirements Status Report: 3<sup>rd</sup> Quarter 202X</del>		<del>Board Executive Director</del>	Can be replaced with online tracker
	Labour Relations Unit Report: 3 <sup>rd</sup> Quarter 202X ( <i>In Camera</i> )	Board request	Chief of Police	
	Legal Services Report: 3 <sup>rd</sup> Quarter 202X ( <i>Public &amp; In Camera</i> )	Board policy GA-8, section 6.1	Board Solicitor	
	<del><b>DOWNLOADED (HR): Annual Report on Executive Payroll and Leave (Confidential)</b></del>	<del>Board request</del>	<del>Board Executive Director/Payroll</del>	Downloaded to HR Committee – to be forwarded to Board at next meeting.
November	Human Rights and Racial Profiling Policy Annual Report	Board Policy CR-16	Chief of Police	Already combines Equitable Work Environment and DRIVE2 reporting
	Performance Report: 3 <sup>rd</sup> Quarter 202X	N/A	Chief of Police	
	202X Budget	N/A	Chief of Police	

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	Workforce Management Report: 3 <sup>rd</sup> Quarter 202X	CSPA; Board Policy BC-2, section 2(f) and 2(g)	Chief of Police	
	<del>Quarterly update on Neighbourhood Operations Centre</del>	<del>Board request</del>	<del>Chief of Police</del>	
	Semi-Annual Status Report on Strategic Plan	Board Policy BC-2, section 2(i)	Chief of Police	
December <b><i>Cancelled – but a meeting for budget approval may be required in December depending on City Council timelines</i></b>	<del><b>DOWNLOADED (FAC):</b> Board Discretionary Fund: 2024 Annual Report</del>	<del>Board Policy GA-7</del>	<del>Board Executive Director</del>	Downloaded to FAC – to be forwarded to Board at next meeting.