

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	Board Activity, Training & Performance: 202X Annual Report	Board Policy GA-5, section 10 & GA-3, section 6	Board Executive Director	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	
	CONSOLIDATED: Secondary Activities: 202X Annual Report	CSPA; Board Policy BC-2, section 2(b) & (j)	Chief of Police	To be consolidated in Report on Legislated Annual Reporting Requirements
	Public Rewards – Annual Report 202X	Board Policy CR-10	Chief of Police	Public rewards are so infrequent that periodic reporting is not recommended. Recommendation:

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
				notice upon occurrence instead of annual report.
	CONSOLIDATED: Appointments Made Under the Interprovincial Policing Act – 202X Annual Report	Interprovincial Policing Act	Chief of Police	To be consolidated in Report on Legislated Annual Reporting Requirements
	CONSOLIDATED: Accessibility Plan: Annual Report	Board Policy CR-14	Chief of Police	To be consolidated in Report on Legislated Annual Reporting Requirements
	CONSOLIDATED: Collection of Identifying Information – Duties & Prohibitions Policy: Annual Report	Board Policy CR-18	Chief of Police	To be consolidated in Report on Legislated Annual Reporting Requirements
	NEW: 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 th Quarter 202X (<i>Confidential</i>)	Board request	Chief of Police	
	Board Work Plan – 202X	Board Policy GA-5	Board Executive Director	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
	Equitable Work Environment Annual Report	N/A	Chief of Police	Already merged with Annual Human Rights and Racial Profiling Report
	Monthly update on preparation for Community Safety and Policing Act in force date April 2024	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 th 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 th 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.
	Positive Workplace: Annual Report 202X	Board Policy CR-1	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.

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
	<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		
	DOWNLOADED (HR): Executive Succession Management Program Annual Report <i>(Confidential)</i>	Board Policy CR-3	Chief of Police	Service looking to refresh Program; further discussions to take place through HR Committee
	Monthly update on preparation for Community Safety and Policing Act in force date April 2024	N/A	Chief of Police/ Board Executive Director	
	RESCHEDULED: 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 th Quarter 202X	Board Policy GA-8, section 6.1	Board Solicitor	Moved to March
	Legal Services Report – Settlements: 4 th Quarter 202X <i>(Confidential)</i>	Board Policy GA-8, section 6.1	Board Solicitor	Received

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
March <i>Cancelled</i>	CONSOLIDATED: Promotion Process — 202X Annual Report	Board Policy CR-7 & CR-11	Chief of Police	Merged with Workforce Management Report (April)
	CONSOLIDATED: Workplace Accidents and Injuries: 202X Annual Report	Occupational Health & Safety Act & Board Policy CR-15	Chief of Police	Merged into Workplace Report (April)
	RESCHEDULED: 202X Audit Plan	Adequacy Regulation, section 35 & Board Policy CR-9, section 9	Chief of Police	Moved to March.
	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/Professional Standards Report - 1 st Quarter 202X	CSPA; Board Policy BC-2, section 2(d)	Chief of Police	
	Financial Status Report: 1 st 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	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
	Board Monitoring Requirements: 1st Quarter 202X	Board Policy BC-2, section 3	Board Executive Director	Can be replaced with an online tracker
	Semi-annual update on Crime Stoppers	Board direction – 30 Apr. 2012	Crime Stoppers	
	Legal Services report: 1 st Quarter 202X (<i>Public and In Camera</i>)	Board Policy GA-8, section 6.1	Board Solicitor	
	Labour Relations Unit Report: 1 st Quarter 202X (<i>In Camera</i>)	Board request	Chief of Police	
	NEW: 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 st 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
	Quarterly update on Neighbourhood Operations Centre	Board request	Chief of Police	Reporting about projects moved into the Semi-Annual Strategic Update + periodic presentations on key projects (on demand)

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
	Monthly update on preparation for Community Safety and Policing Act in-force date April 2024	N/A	Chief of Police/Board Executive Director	
May <i>Cancelled</i>	RESCHEDULED: Workforce Management Report: 1 st Quarter 202X	CSPA; Board Policy BC-2, section 2(f) & (g)	Chief of Police	Moved to April
	Performance Report: 1st Quarter 202X	N/A	Chief of Police	Merged with 1 st Strategic Plan – Semi-Annual Status Report. Some components to be moved into dashboards.
	RESCHEDULED: Strategic Plan– Semi-Annual Status Report	Board Policy BC-2, section 2(i)	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 nd 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	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
	Complaints/Professional Standards Report - 2 nd Quarter 202X	CSPA; Board Policy BC-2, section 2(d)	Chief of Police	
	Board Monitoring Requirements Status Report: 2 nd Quarter 202X		Board Executive Director	
	Labour Relations Unit Report: 2 nd Quarter 202X (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 2 nd Quarter 202X (<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	
	Performance Report - 2 nd Quarter 202X	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	To come forward from HR Committee
	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),	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
		Policy CR-2 & Policy CR-8; Board Direction Dec 2021		
	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	Annual update
	Board Monitoring Requirements Status Report: 3rd Quarter 202X		Board Executive Director	Can be replaced with online tracker
	Labour Relations Unit Report: 3 rd Quarter 202X (<i>In Camera</i>)	Board request	Chief of Police	
	Legal Services Report: 3 rd Quarter 202X (<i>Public & In Camera</i>)	Board policy GA-8, section 6.1	Board Solicitor	
	DOWNLOADED (HR): Annual Report on Executive Payroll and Leave (<i>Confidential</i>)	Board request	Board Executive Director/Payroll	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 rd Quarter 202X	N/A	Chief of Police	
	202X Budget	N/A	Chief of Police	

MONTH	REPORT	REQUIREMENT	RESPONSIBLE	COMMENTS
	Workforce Management Report: 3 rd Quarter 202X	CSPA; 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 Strategic Plan	Board Policy BC-2, section 2(i)	Chief of Police	
December <i>Cancelled – but a meeting for budget approval may be required in December depending on City Council timelines</i>	DOWNLOADED (FAC): Board Discretionary Fund: 2024 Annual Report	Board Policy GA-7	Board Executive Director	Downloaded to FAC – to be forwarded to Board at next meeting.