

Report to / Rapport au:

**POLICY AND GOVERNANCE COMMITTEE
COMITÉ DES POLITIQUES ET DE LA GOUVERNANCE**

5 December 2023 / 5 décembre 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: STATUS UPDATE: 2023 OTTAWA POLICE SERVICES BOARD WORK
PLAN**

**OBJET: ÉTAT D'AVANCEMENT: PLAN DE TRAVAIL DE LA COMMISSION DE
SERVICES POLICIERS D'OTTAWA POUR 2023**

REPORT RECOMMENDATIONS

**That the Ottawa Police Services Board's Policy and Governance Committee
receive this item for information.**

RECOMMANDATIONS DU RAPPORT

**Que le Comité des politiques et de la gouvernance de la Commission de services
policiers d'Ottawa prenne connaissance de ce point.**

BACKGROUND

The Ottawa Police Services Board's Policy #GA-5 – Board Planning and Performance, stipulates that the Board will follow an annual planning cycle that includes establishing a yearly work plan for the Board and its four committees.

Document 1 contains an updated on the status of the Board's 2023 work plan, for the information of the Policy and Governance Committee. This status update will form part of the annual Board Activity, Training & Performance Report, to be submitted to the Board for information in January 2024.

DISCUSSION

Attached as Document 1 is an end of year status update on the Board's 2023 Work Plan.

As shown in Document 1, a significant amount of the work committed to by the Board through its work plan has either been completed, or at a minimum, initiated. Work that has not been completed has been included as part of the draft 2024 work plan, which the Committee will consider separately.

Tasks from the 2023 work plan that remain incomplete include the following:

- The creation of a new Performance Evaluation Framework for Executive Command – a framework has been started and substantive work has been completed on it however work is ongoing to ensure alignment between the framework and the recently updated performance measurement process the Service developed, which was previously expected to launch in December 2023. The consultant that previously assisted with the framework has been contacted for an updated scope of work.
- Executive Command performance evaluation process, including annual remuneration review.
- Review of Board policies – the Policy and Governance Committee is responsible for reviewing the Board's policies at least once every three years. The Board has fallen behind in its routine review of its policies due to workload issues as well as previous flux in terms of its membership however, with the onboarding of a new Senior Policy Advisory next year, the Board will have more capacity to complete this review. The review of Board policies is also being timed to align with the Community Safety and Policing Act (CSPA) coming into force, slated for April 2024.
- Review of the Financial Accountability Procedures Manual - initially targeted to be completed by the Policy Governance Committee by Q4 2023, the Committee has since reassigned the review to the Finance and Audit Committee as it better aligns with that Committee's responsibilities.
- The review and update of the Board's Major Events policy – this review has begun and is ongoing.
- The re-launch of the Board's Quarterly Newsletter – this will be assigned to the Board's new Communications and Stakeholder Relations Advisor.
- Discussion on a Board Performance Self-Evaluation.

- Executive Director performance evaluation – the Board is currently exploring the creation for a new job description for the role given the staffing changes in the Board office as well as the creation of the new evaluation system. The Board will need to determine how it wishes to complete this task in the absence of the updated framework.
- Review of Legal Services Policy – A review has begun on the policy and proposed amendments are targeted to be presented in Q1 2024 for discussion by the Policy and Governance Committee.

Items from the Board's 2023 workplan that are incomplete at present but are targeted to be completed by end of this year include the following:

- Board policy concerning information sharing by the Chair to the Board
- Analysis of Board competencies
- Enhanced orientation program for new Board members
- Review of False Alarm Reduction Bylaw
- Development of the Board's 2024 Work Plan
- Submission of Accessibility Compliance Report

In order to fulfill its monitoring and oversight responsibilities, the Board receives regular reports from the Service as well as Board staff. While some reports were delayed throughout the year, reports that remain outstanding are:

- Annual report on Executive Succession Planning (Service)
- Non-Executive Succession Plan (incl. in Q4 Workforce Management report) (Service)
- Annual report on Board Policy CR 6: Public Consultation (Service)
- Annual report on Board Discretionary Funding (ED)
- Annual report on Human Rights and Racial Profiling Policy (Service)
- Q4 OPS Performance Report (Service)
- Equitable Work Environment Annual Report (Service)

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable

SUPPORTING DOCUMENTATION

Document 1: 2023 BOARD WORK PLAN - END OF YEAR STATUS UPDATE

CONCLUSION

The Board's Policy #GA-5 – Board Planning and Performance, stipulates that the Board will follow an annual planning cycle that includes establishing a yearly work plan for the Board. This report is intended to provide an update to the Committee on the status of the Board's 2023 workplan.

Document 1

OTTAWA POLICE SERVICES BOARD

2023 BOARD WORK PLAN - END OF YEAR STATUS UPDATE

The Ottawa Police Services Board is responsible for the provision of adequate and effective police services in the municipality. For 2023, its work plan consists of the responsibilities listed below. In addition to the tasks noted, the Board holds regular meetings each month except August.

**Unless stipulated otherwise, all responsibilities are held by the Board.*

***For tasks which are not time-dependent, no specific months are assigned for targeted completion to allow flexibility in the workplan.*

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
<i>Establishing Expectations</i>													
1. Approve 2023 Calendar of Monitoring Requirements	√												
2. Approve 2023 Board Work Plan					√								
3. Receive 2023 Schedule of Conferences and CAPG Webinars	√												
4. Review Board Committee membership		√			√								
5. Onboarding/orientation of new Board members (<i>ED</i>)				√									
6. Review Board Procedure By-law (<i>P&G and Board</i>)	√	√											
7. Create new Performance Evaluation Framework for Executive Command (<i>HR and Board</i>)							√	-	-	-	-	-	Ongoing
8. Review False Alarm Reduction Bylaw (<i>P&G and Board</i>)												x	In progress

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
16. Meet with targeted community partners as required (<i>Chair, P&G and Board</i>)	-	-	-	-	-	-	-	-	-	-	-	-	Ongoing throughout the year
17. Hold Public Interest meetings in collaboration with OPS as required													None held
18. Schedule OPS presentations at Board meetings (<i>ED</i>)	-	-	-	-	-	-	-	-	-	-	-	-	Ongoing throughout the year
19. Issue updated Board Quarterly Newsletter (<i>ED</i>)													Not completed
20. Provide input into annual Audit Plan (<i>FAC and Board</i>)			√										
21. Provide input into the development of fiscal policies, objectives & priorities (<i>FAC</i>)							√		√				
22. Review annual budget for consistency with the OPS long range financial plans (<i>FAC</i>) a) Ensure OPS builds a three-year financial forecast that aligns with the Board's strategic plan							√		√				
23. Review annual budget development process and guidelines & make recommendations for revisions (<i>FAC</i>)							√		√				
24. Review and approve budget guidelines and timetable									√				

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
25. Table draft Budget											√		
26. Review & approve OPS budget											√		
27. Develop 2024 Board work plan (P&G)												X	In progress.
28. Submit Accessibility Compliance Report (ED)												X	In progress
29. Submit annual report on use of urgent demands for records pertaining to missing persons investigations, to Ministry. (ED)			√										
30. Complete Recruitment of Deputy Chiefs (2).	√	√	√	√	√								
Actioning of Recommendations Arising from Audit of the OPS's Response to the Convoy Protest – The Role of the OPSB													
1. Review and update of Major Events policy (and any related Board policies) (P&G)								√	-	-	-	-	Ongoing
2. Review performance evaluation process for Chief, Deputy Chief, and CAO (HR)												X	In progress
3. Develop Board policy concerning dissemination of information by the Chair to the Board (P&G)												X	In progress

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
31. Receive annual report on Equitable Work Environment (<i>HR & Board</i>)	√												
32. Receive report back on feasibility of piloting safe exchange areas or community safety zones.									√				City Council Motion 2023 – 05/09, due by Q3 2023.
Miscellaneous													
1. Attend OAPSB Conference – May 30-June 1					√	√							
2. Attend CAPG Conference – August 14-19								√					
3. Attend OAPSB Fall Labour Seminar – Oct 19-20										X			No one was available to attend.

FAC = Finance and Audit Committee; P&G = Policy & Governance Committee; HR = Human Resources Committee;
ED = Executive Director