

Report to / Rapport au:

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

27 April 2020 / 27 avril 2020

Submitted by / Soumis par:

**Executive Director, Ottawa Police Services Board / Directrice exécutive,
Commission de services policiers d'Ottawa**

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SUBJECT: INTERNAL BOARD COMMUNICATIONS PROTOCOL

**OBJET: PROTOCOLE DE COMMUNICATIONS INTERNES DE LA
COMMISSION**

REPORT RECOMMENDATION

That the Ottawa Police Services Board approve the Internal Board Communications Protocol, as endorsed by the Policy and Governance Committee.

RECOMMANDATION DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve le protocole de communications internes de la Commission, comme le recommande le Comité des politiques et de la gouvernance.

BACKGROUND

The Board's Policy and Governance Committee met on February 7, 2020, and discussed a draft internal communications protocol for the Board. The protocol was brought forward at the February 24 Board meeting for approval and was referred back to the Policy and Governance Committee as a member of the Committee requested further amendments.

The amended draft protocol, endorsed by the Committee, is attached as Document 1 and is before the Board for approval.

The protocol is intended to provide clarity around internal communication channels and procedures for Board members. It is meant to be a living document which can be revised by the Board as needed to ensure efficient, effective, and clear communications within the Board and with the Service.

The protocol also includes a diagram to help depict the Board's structure and internal communication channels, as well as how it communicates with the Police Service.

SUPPORTING DOCUMENTATION

Document 1 – Draft Internal Board Communication Protocol - *Amended*

CONCLUSION

Document 1 contains the draft internal Board communication protocol for approval.