

**Report to / Rapport au:**

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

**25 January 2016 / 25 janvier 2016**

**Submitted by / Soumis par:**

**Policy and Governance Committee / Comité des politiques et de la gouvernance**

**Contact Person / Personne ressource:**

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**SUBJECT: OTTAWA POLICE SERVICES BOARD WORK PLAN: 2016**

**OBJET: PLAN DE TRAVAIL DE LA COMMISSION DE SERVICES POLICIERS  
D'OTTAWA POUR 2016**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the 2016 Board Work Plan.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve le plan de travail pour 2016 de la Commission.**

**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 a 2016 work plan for the Ottawa Police Services Board endorsed by the Policy and Governance Committee and submitted for the Board's approval. It incorporates the Board's legislative responsibilities as well as a number of initiatives identified by the Committee after a review of the Board's 2015 work plan and the Strategic Plan.

**DISCUSSION**

The majority of tasks included in the work plan are routine duties that must be performed by the Board each year to meet its legislated monitoring and oversight responsibilities. There are also requirements each year for new or amended Board policies to address Ministry requirements or emerging issues, as well as regular review of existing policies to ensure they remain current. In addition to these duties, in January 2012 the Board adopted a Strategic Plan for itself that includes objectives the Board wishes to achieve, and these are incorporated into the plan.

**CONSULTATION**

The Chief of Police and Ottawa Police Service staff were consulted in the development of the work plan and their input has been incorporated.

**FINANCIAL IMPLICATIONS**

Funds to carry out the activities listed in the work plan have been included in the Board's 2016 budget.

**SUPPORTING DOCUMENTATION**

Document 1: Ottawa Police Services Board 2016 Board Work Plan.

**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. Approval of the attached work plan will set a course for the Board in 2016 that will ensure its legislative and oversight responsibilities are fulfilled.

## Document 1

## OTTAWA POLICE SERVICES BOARD

## 2016 BOARD WORK PLAN

The Ottawa Police Services Board is responsible for the provision of adequate and effective police services in the municipality. For 2016, its work plan consists of the responsibilities listed below. In addition to the tasks noted, the Board holds regular meetings each month except August.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
<b><i>Establishing Expectations</i></b>													
1. Approve 2016 Calendar of Monitoring Requirements	X												
2. Approve 2016 Board Work Plan	X												
3. Review Board Committee Membership	X												
4. Review Board Performance				X	X								The Board's policy GA-5 requires a comprehensive review at least once every 4 years; last one was in 2012.
5. Review Board 2012-2014 Strategic Plan				X	X								Was scheduled for review in 2015. P&G Committee decided to revisit only the Vision, Mission & Values, and include the rest in the Board work plan.
6. Develop Board Policy on Street Checks (P&G)				X	X								Delayed due to Provincial plans to

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													issue regulations. Subject to Province releasing regulation.
7. Review of Board policies: Chapters 1, 2 and 4, and some Chapter 3 policies (including review for compliance with AODA) (P&G)								X	X	X			
8. Traffic Stop Race Data Collection Project – Public Consultation on final report													tbd
9. Develop a Board crisis communications plan					X	X							Delayed from previous year
10. Review existing board communications policies, protocols, procedures (P&G)					X	X							Linked to Item 4 – delayed from previous year.
11. Meet with targeted community partners as required (P&G)													
12. Hold Public Interest meetings in collaboration with OPS as required													
13. Schedule OPS presentations at Board meetings													
14. Issue Board Quarterly Newsletter			X			X			X			X	
15. Provide input into annual Audit Plan (FAC)				X									
16. Provide input into the development of fiscal policies, objectives & priorities (FAC)						X			X				





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Ministry standards.													
20. Receive annual report on Accessibility Plan		X											
21. Receive annual report on Human Rights and Racial Profiling Policy													
22. Approve annual Audit Plan				X									
23. Receive annual report on Board Policy Cr-7: Workforce Management (divided into 3 separate reports):													
A) Promotion Process B) Tenure Program C) Non-Executive Succession Plan (Incl. In Q4 Workforce Mgmt Report)		X	X	X									
24. Receive Annual Report On Board Policy Cr-6: Public Consultation									X				
25. Receive annual report on Executive Succession Planning												X	
26. Review performance of Chief, Deputy Chiefs and Director General.												X	
27. Review Annual Report On Board Discretionary Funding												X	
28. Receive Annual Report On Secondary Activities	X												
<b>Miscellaneous</b>													
1. Plan for 2016 CAPG Conference ( <i>Board staff, Member Smallwood</i> )	X	X	X	X	X	X	X	X					

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2. Board ED Transition and Recruitment Plan ( <i>HR</i> )				X									
3. Collective bargaining with OPA													tbd
4. Collective bargaining with SOA													tbd
5. Attend OAPSB Conference – Niagara, May 11-14					X								
6. Attend CAPG Conference – Ottawa, Aug. 12-14								X					
7. Attend Zone 2 Fall meeting in Ottawa									X				