

Report to / Rapport au:

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

16 December 2019 / 16 décembre 2019

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: OTTAWA POLICE SERVICES BOARD WORK PLAN: 2020

**OBJET: PLAN DE TRAVAIL DE LA COMMISSION DE SERVICES POLICIERS
D'OTTAWA POUR 2020**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the 2020 Board Work Plan.

RECOMMANDATIONS DU RAPPORT

**Que la Commission de services policiers d'Ottawa approuve le plan de travail
pour 2020 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 2020 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 2019 work plan and current issues.

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.

CONSULTATION

The Board's Policy & Governance Committee as well as the Ottawa Police Service were consulted in the development of the work plan and any input provided has been incorporated.

FINANCIAL IMPLICATIONS

Funds to carry out the activities listed in the work plan have been included in the Board's 2020 budget.

SUPPORTING DOCUMENTATION

Document 1: Ottawa Police Services Board 2020 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 2020 that will ensure its legislative and oversight responsibilities are fulfilled.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
meetings in collaboration with OPS as required													
17. Schedule OPS presentations at Board meetings <i>(ED)</i>													
18. Issue Board Quarterly Newsletter <i>(ED)</i>		X			X			X			X		
19. Provide input into annual Audit Plan <i>(FAC and Board)</i>												X	A 3-year, 2019-2021 Audit was approved. The plan is reviewed annually.
20. Provide input into the development of fiscal policies, objectives & priorities <i>(FAC)</i>						X			X				
21. Review annual budget for consistency with the OPS long range financial plans <i>(FAC)</i>						X			X				
22. Review annual budget development process and guidelines & make recommendations for revisions <i>(FAC)</i>						X			X				
23. Review and approve budget guidelines and timetable									X				
24. Table draft Budget											X		
25. Review & approve OPS budget											X		

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
Environment (<i>HR & Board</i>)													
<i>Miscellaneous</i>													
1. Attend OAPSB Conference – May 27-30					X								
2. Attend CAPG Conference – August 20-23								X					
3. Attend OAPSB Fall Labour Seminar – <i>TBD</i>													

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