# 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.

# **Document 1**

# OTTAWA POLICE SERVICES BOARD

# **2020 BOARD WORK PLAN**

The Ottawa Police Services Board is responsible for the provision of adequate and effective police services in the municipality. For 2020, 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.

| RESPONSIBILITIES   | Jan. | Feb. | Mar | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Notes              |
|--|------|------|-----|-------|-----|------|------|------|-------|------|------|------|--------------------|
| Establishing Expectations  |      |      |     |       |     |      |      |      |       |      |      |      |                    |
| Approve 2020 Calendar of<br>Monitoring Requirements  | Х    |      |     |       |     |      |      |      |       |      |      |      |                    |
| 2. Approve 2021 Board Work Plan  |      |      |     |       |     |      |      |      |       |      |      | Х    |                    |
| 3. Receive 2020 Schedule of Conferences and CAPG Webinars                                  | Х    |      |     |       |     |      |      |      |       |      |      |      |                    |
| Review Board Committee membership  | Х    |      |     |       | X   |      |      |      |       |      |      |      |                    |
| 5. Onboarding/orientation of new Board members (ED)  | Х    |      |     |       | Χ   |      |      |      |       |      |      |      |                    |
| 6. Review Board Procedure By-law (ED, P&G and Board)                                       |      |      |     |       |     |      |      |      |       |      |      |      | Deferred from 2019 |
| 7. Create new Performance Evaluation Framework for Executive Command and ED (HR and Board) |      |      |     |       |     |      |      |      |       |      |      |      |                    |
| 8. Review False Alarm Reduction Bylaw (P&G and Board)                                      |      |      |     |       |     |      |      |      |       |      |      |      |                    |
| 9. Review Board Policies –   |      |      |     |       |     |      |      |      |       |      |      |      |                    |

| RESPONSIBILITIES                                   | Jan. | Feb. | Mar | April | May      | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Notes                |
|--|------|------|-----|-------|----------|------|------|------|-------|------|------|------|----------------------|
| Chapter 1 (ED, P&G and                             |      |      |     | _     |          |      | _    |      | _     |      |      |      |                      |
| Board)   |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| 10. Arrange Board training                         |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| opportunity(ies) (ED)                              |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| 11. Prepare, with the                              |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| assistance of the OPS, a                           |      |      |     |       |          |      |      |      |       | X    | X    | X    |                      |
| strategic plan for the                             |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| Service, which includes                            |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| objectives, priorities, and                        |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| core functions, as well as                         |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| quantitative and qualitative                       |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| performance objectives; also includes internal and |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| external consultation (P&G                         |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| and Board)   |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| a) Host a session to                               |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| provide update on                                  |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| progress of plan.                                  |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| 12. Participate in joint strategic                 |      |      |     |       |          |      |      |      |       | Х    | Х    | Х    | Dates are            |
| planning sessions with the                         |      |      |     |       |          |      |      |      |       |      |      |      | placeholders and     |
| Executive Command                                  |      |      |     |       |          |      |      |      |       |      |      |      | can be adjusted      |
|  |      |      |     |       |          |      |      |      |       |      |      |      | according to         |
|  |      |      |     |       |          |      |      |      |       |      |      |      | planning cycle.      |
| 13. Bargain a renewal                              | X    | Х    | Х   |       |          |      |      |      |       |      |      |      | Collective           |
| collective agreement with                          |      |      |     |       |          |      |      |      |       |      |      |      | Agreement expired    |
| Senior Officers' Association                       |      |      |     |       |          |      |      |      |       |      |      |      | December 31, 2018    |
| 14. Develop a Board crisis                         |      |      |     |       |          |      |      |      |       |      |      |      | Delayed from         |
| communications plan                                |      |      |     |       |          |      |      |      |       |      |      |      | previous year.       |
| (P&G)  |      |      |     |       |          |      |      |      |       |      |      |      | Partnering w/ OPS    |
| 45 Moot with to restar!                            |      |      |     |       |          |      |      |      |       |      |      |      | on a joint strategy. |
| 15. Meet with targeted                             |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| community partners as required (Chair, P&G and     |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| Board)   |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| 16. Hold Public Interest                           |      |      |     |       |          |      |      |      |       |      |      |      |                      |
| וט. ווטועו עטווט ווונפופטנ                         |      |      | l   | I     | <u> </u> | l    |      |      | L     |      |      |      |                      |

| 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 (ED)  |      |      |     |       |     |      |      |      |       |      |      |      |   |
| 18. Issue Board Quarterly Newsletter (ED)  |      | Х    |     |       | Х   |      |      | Х    |       |      | Х    |      |   |
| 19. Provide input into annual Audit Plan (FAC and Board)   |      |      |     |       |     |      |      |      |       |      |      | X    | A 3-year, 2019-2021<br>Audit was approved.<br>The plan is<br>reviewed annually. |
| 20. Provide input into the development of fiscal policies, objectives & priorities (FAC)               |      |      |     |       |     | Х    |      |      | х     |      |      |      |   |
| 21. Review annual budget for consistency with the OPS long range financial plans (FAC)                 |      |      |     |       |     | х    |      |      | х     |      |      |      |   |
| 22. Review annual budget development process and guidelines & make recommendations for revisions (FAC) |      |      |     |       |     | х    |      |      | Х     |      |      |      |   |
| 23. Review and approve budget guidelines and timetable   |      |      |     |       |     |      |      |      | Х     |      |      |      |   |
| <ul><li>24. Table draft Budget</li><li>25. Review &amp; approve OPS budget</li></ul>                   |      |      |     |       |     |      |      |      |       |      | X    |      |   |

| RESPONSIBILITIES   | Jan. | Feb. | Mar | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Notes   |
|--|------|------|-----|-------|-----|------|------|------|-------|------|------|------|---|
| 26. Develop 2021 Board work plan (P&G)   |      |      |     | -     |     |      | _    |      |       |      |      | Х    |   |
| 27. Bargain a renewal collective agreement with Ottawa Police Association              | X    | Х    | Х   |       |     |      |      |      |       |      |      |      | Collective<br>Agreement expires<br>December 31, 2019.   |
| 28. Submit Accessibility Compliance Report (ED)  |      |      |     |       |     |      |      |      |       |      |      |      | Public sector organizations are required to submit this report every two years. Due next in 2021. |
| Evaluating & Monitoring Performance  |      |      |     |       |     |      |      |      |       |      |      |      |   |
| Track activities of Board     (ED)   | Х    | Х    | Х   | Х     | Х   | Х    | Х    | Х    | Х     | Х    | Х    | Х    |   |
| Report on 2019 Board     Activities, Training &     Performance (ED)                   | Х    |      |     |       |     |      |      |      |       |      |      |      |   |
| Board to meet with individual members of Executive Command re: performance evaluation. | Х    | Х    |     |       |     |      |      |      |       |      |      | X    | 2019 performance<br>evaluation was<br>delayed due to<br>creation of a new<br>framework.           |
| 4. Performance evaluation for ED (HR)  |      |      |     |       |     |      |      |      |       |      |      | Х    |   |
| 5. Review remuneration for Executive positions   | Х    | Х    |     |       |     |      |      |      |       |      |      |      |   |
| Review performance in achieving Strategic Plan (semi-annual)                           | Х    |      |     |       |     |      | Х    |      |       |      |      |      |   |
| 7. Review annual report on Public Rewards  | Х    |      |     |       |     |      |      |      |       |      |      |      |   |
| Review Workplace     Accidents and Injuries:   |      |      | Х   |       |     |      |      |      |       |      |      |      |   |

| RESPONSIBILITIES  | Jan. | Feb. | Mar | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Notes   |
|---|------|------|-----|-------|-----|------|------|------|-------|------|------|------|---|
| 2019 Annual Report  |      |      |     | -     |     |      |      |      | _     |      |      |      |   |
| 9. Review activities of Police<br>Service through Annual<br>Report (incl. Use of Force &<br>Asset Management) |      |      |     |       |     | Х    |      |      |       |      |      |      | Moved to June to align with reporting timelines of the OPS. |
| <ol> <li>Receive quarterly reports<br/>on the administration of the<br/>complaints system.</li> </ol>         |      |      |     | Х     |     |      | Х    |      |       | Х    |      |      |   |
| 11. Review 2019 annual report on administration of the complaints system through Annual Report                |      |      |     |       |     | X    |      |      |       |      |      |      | Moved to June to align with reporting timelines of the OPS. |
| 12. Receive quarterly reports on the finances of the organization.  |      |      |     | X     |     |      | Х    |      |       | X    |      |      |   |
| 13. Review 2019 annual Financial Status report  |      |      |     | Х     |     |      |      |      |       |      |      |      |   |
| 14. Review quarterly reports on Legal Services  | Х    |      |     | Х     |     |      | Х    |      |       | Х    |      |      |   |
| 15. Review quarterly reports on Labour Relations (In Camera)  | Х    |      |     | Х     |     |      | Х    |      |       | Х    |      |      |   |
| Review quarterly reports on     Workforce Management  |      | Х    |     | Х     |     |      | Х    |      |       | Х    |      |      |   |
| 17. Receive quarterly reports on Board Monitoring Requirements  | Х    |      |     | Х     |     |      | Х    |      |       | Х    |      |      |   |
| 18. Review quarterly reports on OPS performance   |      | Х    |     |       | Х   |      |      |      | X     |      | Х    |      |   |
| 19. Receive annual report on Appointments made under Interprovincial Policing Act                             | Х    |      |     |       |     |      |      |      |       |      |      |      |   |
| 20. Receive annual report on Board Policy CR-1: Positive Workplace  |      | Х    |     |       |     |      |      |      |       |      |      |      |   |

| RESPONSIBILITIES   | Jan. | Feb. | Mar | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Notes  |
|--|------|------|-----|-------|-----|------|------|------|-------|------|------|------|--|
| 21. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards. (FAC & Board)                         |      | X    |     |       |     |      |      |      |       |      |      |      |  |
| 22. Receive annual report on Accessibility Plan  | X    |      |     |       |     |      |      |      |       |      |      |      |  |
| 23. Receive annual report on Human Rights and Racial Profiling Policy  |      |      |     |       |     |      |      |      |       |      | Х    |      |  |
| 24. Approve annual Audit Plan  |      |      |     |       |     |      |      |      |       |      |      | X    | A three-year audit plan was approved by the Board in December 2018. It is reviewed annually. |
| 25. Receive annual report on Board Policy CR-7: Workforce Management:  |      |      |     |       |     |      |      |      |       |      |      |      |  |
| <ul> <li>a) Promotion Process</li> <li>b) Non-Executive Succession</li> <li>Plan (incl. in Q4 Workforce</li> <li>Mgmt report)</li> </ul> |      | X    | X   |       |     |      |      |      |       |      |      |      |  |
| 26. Receive annual report on Board Policy CR-6: Public Consultation  |      |      |     |       |     |      |      |      | Х     |      |      |      |  |
| 27. Receive annual report on Executive Succession Planning   |      | Х    |     |       |     |      |      |      |       |      |      |      |  |
| 28. Review annual report on Board discretionary funding  |      |      |     |       |     |      |      |      |       |      |      | Х    |  |
| 29. Receive annual report on Secondary Activities  | Х    |      |     |       |     |      |      |      |       |      |      |      |  |
| 30. Receive annual report on Equitable Work  |      |      |     |       |     |      |      |      |       |      |      | Х    |  |

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

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

ED = Executive Director