

**Report to / Rapport au:**

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

**28 January 2019 / 28 janvier 2019**

**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: 2019**

**OBJET: PLAN DE TRAVAIL DE LA COMMISSION DE SERVICES POLICIERS  
D'OTTAWA POUR 2019**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the 2019 Board Work Plan.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve le plan de travail pour 2019 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 2019 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 2018 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 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 2019 budget.

**SUPPORTING DOCUMENTATION**

Document 1: Ottawa Police Services Board 2019 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 2019 that will ensure its legislative and oversight responsibilities are fulfilled.

## Document 1

## OTTAWA POLICE SERVICES BOARD

## 2019 BOARD WORK PLAN

The Ottawa Police Services Board is responsible for the provision of adequate and effective police services in the municipality. For 2018, 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
<b><i>Establishing Expectations</i></b>													
1. Approve 2019 Calendar of Monitoring Requirements	X												
2. Approve 2019 Board Work Plan	X												
3. Receive 2019 Schedule of Conferences and CAPG Webinars	X												Linked to recommendation from 2017 Board Performance Evaluation.
4. Review Board Committee membership	X	X											
5. Onboarding/orientation of new Board members ( <i>ED</i> )	X	X											
6. Review Board Procedure By-law ( <i>P&amp;G and Board</i> )													
7. Prepare, with the assistance of the OPS, a strategic plan for the Service, which includes objectives, priorities, and core functions, as well as quantitative and qualitative	X	X	X										Linked to recommendation from 2017 Board Performance Evaluation.

<b>RESPONSIBILITIES</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Notes</b>
performance objectives; also includes internal and external consultation ( <i>P&amp;G and Board</i> ) a) Host a session to provide update on progress of plan.	X	X	X										
8. Participate in joint strategic planning sessions with the Executive Command				X						X			Dates are placeholders and can be adjusted according to planning cycle.
9. Recruit new Chief ( <i>HR and Board</i> )	X	X	X	X	X								
10. Bargain a renewal collective agreement with Senior Officers' Association													Collective Agreement expired December 31, 2018
11. Develop a Board crisis communications plan ( <i>P&amp;G</i> )													Delayed from previous year
12. Meet with targeted community partners as required ( <i>P&amp;G and Board</i> )													
13. Hold Public Interest meetings in collaboration with OPS as required													
14. Schedule OPS presentations at Board meetings ( <i>ED</i> )													
15. Issue Board Quarterly Newsletter ( <i>ED</i> )	X			X			X			X			
16. Provide input into annual Audit Plan ( <i>FAC and Board</i> )												X	A 3-year, 2019-2021 Audit Plan is going forward to the Board for approval in





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12. Receive quarterly reports on the finances of the organization.				X			X			X			
13. Review 2018 annual Financial Status report				X									
14. Review quarterly reports on Legal Services	X			X			X			X			
15. Review quarterly reports on Labour Relations (In Camera)	X			X			X			X			
16. Review quarterly reports on Workforce Management		X		X			X			X			
17. Receive quarterly reports on Board Monitoring Requirements	X			X			X			X			
18. Review quarterly reports on OPS performance		X			X				X		X		
19. Receive annual report on Appointments made under <i>Interprovincial Policing Act</i>	X												
20. Receive annual report on Board Policy CR-1: Positive Workplace		X											
21. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards. ( <i>FAC &amp; Board</i> )		X											
22. Receive annual report on Accessibility Plan	X												
23. Receive annual report on Human Rights and Racial Profiling Policy											X		
24. Approve annual Audit Plan	[Hatched pattern]												A three-year audit plan was approved

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													by the Board in December 2018
25. Receive annual report on Board Policy CR-7: Workforce Management:													
a) Promotion Process			X										
b) Non-Executive Succession Plan (incl. in Q4 Workforce Mgmt report)		X											
26. Receive annual report on Board Policy CR-6: Public Consultation									X				
27. Receive annual report on Executive Succession Planning		X											*Moved to February to align with cycle of performance reviews
28. Review performance of Chief, Deputy Chiefs and Director General												X	
29. Review annual report on Board discretionary funding												X	
30. Receive annual report on Secondary Activities	X												
31. Receive annual report on Equitable Work Environment ( <i>HR &amp; Board</i> )												X	
<b>Miscellaneous</b>													
1. Attend OAPSB Conference – May 22-25					X								
2. Attend CAPG Conference – August 8-11								X					

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