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

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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.

RE	SPONSIBILITIES	Ĵan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
Es	tablishing Expectations													
1.	Approve 2019 Calendar of Monitoring Requirements	Х												
2.	Approve 2019 Board Work Plan	Х												
3.	Receive 2019 Schedule of Conferences and CAPG Webinars	X												Linked to recommendation from 2017 Board Performance Evaluation.
4.	Review Board Committee membership	Х	Х											
5.	Onboarding/orientation of new Board members (ED)	Х	Х											
6.	Review Board Procedure By-law (P&G and Board)													
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	Х	Х	Х										Linked to recommendation from 2017 Board Performance Evaluation.

RE	SPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
	performance objectives; also includes internal and external consultation (P&G and Board) a) Host a session to provide update on progress of plan.	Х	х	Х										
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 (HR and Board)	X	X	Х	X	Х								
10.	Bargain a renewal collective agreement with Senior Officers' Association													Collective Agreement expired December 31, 2018
11.	Develop a Board crisis communications plan (P&G)													Delayed from previous year
12.	Meet with targeted community partners as required (P&G and Board)													
13.	Hold Public Interest meetings in collaboration with OPS as required													
14.	Schedule OPS presentations at Board meetings (ED)													
15.	Issue Board Quarterly Newsletter (ED)	Х			Х			Χ			Χ			
16.	Provide input into annual Audit Plan (FAC and Board)												Х	A 3-year, 2019-2021 Audit Plan is going forward to the Board for approval in

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														December 2018; the plan will be reviewed annually to ensure it remains current.
	Provide input into the development of fiscal policies, objectives & priorities (FAC)						Х			Х				
	Review annual budget for consistency with the OPS long range financial plans (FAC)						Х			X				
	Review annual budget development process and guidelines, & make recommendations for revisions. (FAC)						Х			X				
	Review and approve budget guidelines and timetable									X				
21.	Table draft Budget										Х			
22.	Review & approve OPS budget											Χ		
23.	Develop 2020 Board work plan (P&G)												Х	
24.	Bargain a renewal collective agreement with Ottawa Police Association													Collective Agreement expires December 31, 2019
25.	Submit Accessibility Compliance Report (ED)												Х	Public sector organizations are required to submit this report every two years

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Ev	aluating & Monitoring				-					-				
Pe	rformance													
1.	Track activities of Board (ED)	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	
	Report on 2017 Board Activities, Training & Performance <i>(ED)</i>	Х												
3.	Chair (& Vice Chair) to meet with Executive Command re: performance evaluation	Х	X											
4.	Review remuneration for Executive positions	Х	Х											
5.	Review performance in achieving Business Plan (semi-annual)	Х						Х						
6.	Review annual report on Public Rewards	Х												
7.	Ministry Inspection of Major Case Management													Ongoing from 2017
8.	Review Workplace Accidents and Injuries: 2018 Annual Report			Х										
9.	Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management)				Х									
	Receive quarterly reports on the administration of the complaints system.				Х			Х			Х			
11.	Review 2018 annual report on administration of the complaints system through Annual Report				Х									

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
12. Receive quarterly reports				Х			Х			Х			
on the finances of the													
organization.													
13. Review 2018 annual				Х									
Financial Status report													
14. Review quarterly reports on Legal Services	Х			Х			Х			Х			
15. Review quarterly reports on													
Labour Relations (In Camera)	X			X			Х			Х			
16. Review quarterly reports on		Х		Х			Х			Х			
Workforce Management 17. Receive quarterly reports													
on Board Monitoring	X			Х			Х			Х			
Requirements	^			_ ^			^			^			
18. Review quarterly reports on		Х			Х				Х		Х		
OPS performance													
19. Receive annual report on													
Appointments made under	X												
Interprovincial Policing Act													
20. Receive annual report on		V											
Board Policy CR-1:		Х											
Positive Workplace 21. Receive annual report on													
Quality Assurance Unit,		Х											
including compliance with		^											
Ministry standards. (FAC &													
Board)													
22. Receive annual report on	Х												
Accessibility Plan													
23. Receive annual report on													
Human Rights and Racial											X		
Profiling Policy					, 		, <u></u>		 *****		_		
24. Approve annual Audit Plan													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 Processb) Non-Executive Succession Plan (incl. in Q4 Workforce Mgmt report)		X	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												Х	
29. Review annual report on Board discretionary funding												Х	
30. Receive annual report on Secondary Activities	Х												
31. Receive annual report on Equitable Work Environment (HR & Board)												Х	
Miscellaneous													
Attend OAPSB Conference May 22-25					Х								
2. Attend CAPG Conference – August 8-11								Х	- Dansey				

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