

**Report to / Rapport au:**

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

**25 January 2021 / 25 janvier 2021**

**Submitted by / Soumis par:**

**Executive Director, Ottawa Police Services Board / Directrice exécutive,  
Commission de services policiers d'Ottawa**

**Contact Person / Personne ressource:**

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**SUBJECT: OTTAWA POLICE SERVICES BOARD WORK PLAN: 2021**

**OBJET: PLAN DE TRAVAIL DE LA COMMISSION DE SERVICES POLICIERS  
D'OTTAWA POUR 2021**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the 2021 Board Work Plan, as endorsed by the Policy and Governance Committee.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve le plan de travail pour 2021 de la Commission, approuvés par le Comité des politiques et de la gouvernance.**

**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 2021 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 2020 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.

The Board also passed a number of motions in the latter half of 2020, committing itself to important work this year around reviews of use of force policies; holding a community mediation; identifying calls for action within the Truth and Reconciliation Commission; creating a working group for the 2022 budget; and establishing a Community Partnership Fund. These motions have all been captured within the work plan.

## **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 2021 budget.

## **SUPPORTING DOCUMENTATION**

Document 1: Ottawa Police Services Board 2021 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 2021 that will ensure its legislative and oversight responsibilities are fulfilled.



<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>
Reduction Bylaw ( <i>P&amp;G and Board</i> )													
9. Review Board Policies – Chapter 1, 2, 3 and Confidential Policies ( <i>ED, P&amp;G and Board</i> )													
10. Review, update, and potentially create Board policies applicable to de-escalation, use of force and non-force options, and/or other tactical deployment strategies, including but not limited to dynamic entries ( <i>P&amp;G</i> )													Oct 2020 Motion
11. Arrange Board training opportunity(ies) ( <i>ED</i> )													
12. Prepare, with the assistance of the OPS and other resources as required, a 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 ( <i>P&amp;G and Board</i> ) a) Host session(s) to provide update(s) on progress of plan.	X	X	X	X	X								
13. Hold joint strategic planning sessions with the Executive													To be scheduled where applicable.







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3. Board to meet with individual members of Executive Command re: performance evaluation.	X	X					X					X	2020 performance evaluation was delayed due to creation of a new framework; includes mid-point check-in.
4. Board Performance Self-Evaluation								X	X				A comprehensive self-evaluation is typically completed by the Board once every four years. The last comprehensive self-evaluation was done in 2017.
5. Performance evaluation for ED (HR)	X					X						X	Includes mid-point check-in.
6. Review remuneration for Executive positions	X	X	X										
7. Review performance in achieving Strategic Plan (semi-annual)	X						X						
8. Review annual report on Public Rewards	X												
9. Review Workplace Accidents and Injuries: 2020 Annual Report			X										
10. Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management)						X							Moved to June to align with reporting timelines of the OPS.
11. Receive quarterly reports on the administration of the complaints system.				X			X			X			
12. Review 2020 annual report						X							Moved to June to



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on administration of the complaints system through Annual Report													align with reporting timelines of the OPS.
13. Receive quarterly reports on the finances of the organization.				X			X			X			
14. Review 2020 annual Financial Status report				X									
15. Review quarterly reports on Legal Services	X			X			X			X			
16. Review quarterly reports on Labour Relations (In Camera)	X			X			X			X			
17. Review quarterly reports on Workforce Management		X		X			X			X			
18. Receive quarterly reports on Board Monitoring Requirements	X			X			X			X			Q4 update provided as part of year-end report on workplan.
19. Review quarterly reports on OPS performance		X			X				X		X		
20. Receive annual report on Appointments made under <i>Interprovincial Policing Act</i>	X												
21. Receive annual report on Board Policy CR-1: Positive Workplace		X											
22. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards. ( <i>FAC &amp; Board</i> )		X											
23. Receive annual report on Accessibility Plan	X												
24. Receive annual report on Human Rights and Racial											X		



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1. Attend OAPSB Conference – May 27-29					X								
2. Attend CAPG Conference – <i>TBD</i>													
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