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:

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Commission de services policiers d'Ottawa

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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.

Document 1

OTTAWA POLICE SERVICES BOARD

2021 BOARD WORK PLAN

The Ottawa Police Services Board is responsible for the provision of adequate and effective police services in the municipality. For 2021, its work plan consists of the responsibilities listed below. In addition to the tasks noted, the Board holds regular meetings each month except August.

^{**}For tasks which are not time-dependent, no specific months have been assigned for targeted completion to allow flexibility in the workplan.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
Establishing Expectations													
Approve 2021 Calendar of Monitoring Requirements	Х												
Approve 2021 Board Work Plan	Х												
Receive 2021 Schedule of Conferences and CAPG Webinars	Х												
Review Board Committee membership									Х				Last comprehensive shuffle occurred Sept 2020.
5. Onboarding/orientation of new Board members (ED)													No appointments set to expire in 2021.
6. Review Board Procedure By-law (P&G and Board)													
7. Create new Performance Evaluation Framework for Executive Command and ED (HR and Board)	X	Х	Х										Continued from 2020. Work still required on ED framework.
8. Review False Alarm													

^{*}Unless stipulated otherwise, all responsibilities are held by the Board.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
Reduction Bylaw (P&G and Board)					_		_						
9. Review Board Policies – Chapter 1, 2, 3 and Confidential Policies (ED, P&G and Board)													
10. Review, update, and potentially create Board policies applicable to deescalation, use of force and non-force options, and/or other tactical deployment strategies, including but not limited to dynamic entries (P&G)													Oct 2020 Motion
11. Arrange Board training opportunity(ies) (ED)													
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 (P&G and Board) a) Host session(s) to provide update(s) on progress of plan.	X	Х	X	X	X								
13. Hold joint strategic planning sessions with the Executive													To be scheduled where applicable.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
Command				-					-				
14. Bargain a renewal collective agreement with Senior Officers' Association	Х	Х											Collective Agreement expired December 31, 2018
15. Develop a Board crisis communications plan (P&G)													Delayed from previous year. Partnering w/ OPS on a joint strategy.
16. Develop a framework for donation requests to supplement the Board's Discretionary Fund Policy (FAC)													
17. Hire a third party to establish a mediation process with the Ottawa community, specifically those that identify as BIPOC)	X	X	X										Nov 2020 motion
18. Engage with the Ottawa Aboriginal Coalition and other potential indigenous groups or individuals and work to identify calls of action within the Truth and Reconciliation Commission (TRC) that apply to both OPSB and OPS and report back to the Board with an action plan that will implement these findings (P&G)													Oct 2020 motion
19. Meet with targeted community partners as required (Chair, P&G and													

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Board)									_				
20. Hold Public Interest													
meetings in collaboration													
with OPS as required													
21. Schedule OPS													
presentations at Board													
meetings (ED)													
22. Issue Board Quarterly			Х			Х			Х			Х	
Newsletter (ED)													
23. Provide input into annual												Х	A 3-year, 2019-2021
Audit Plan (FAC and Board)													Audit was approved.
													The plan is
													reviewed annually.
24. Establish a working group	X	Χ	X										Nov 2020 motion
to determine how the 2022													
OPS budget can be													
reduced or frozen at 2021													
levels (FAC)													N. OOOO d
25. Establish terms of	X	Χ	Х										Nov 2020 motion
reference for a Community													
Partnership Fund (P&G)													
26. Provide input into the						X							
development of fiscal						^			X				
policies, objectives &													
priorities (FAC) 27. Review annual budget for													
consistency with the OPS						Х			Х				
long range financial plans						^			^				
(FAC)													
a) Ensure OPS builds a													
three-year financial													
forecast that aligns with													
the Board's strategic													
plan													
28. Review annual budget													

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development process and				_		Х			X				
guidelines & make													
recommendations for													
revisions (FAC)													
29. Review and approve													
budget guidelines and									X				
timetable													
30. Table draft Budget											X		
31. Review & approve OPS budget											Х		
32. Develop 2022 Board work plan (P&G)												Х	
33. Bargain a renewal	Х	Х	Х										Collective
collective agreement with													Agreement expired
Ottawa Police Association													December 31, 2019.
34. Submit Accessibility												Х	Public sector
Compliance Report (ED)													organizations are
													required to submit
													this report every two
													years. Due next in 2021.
35. Submit annual report on		Χ											
use of urgent demands for													
records pertaining to													
missing persons													
investigations, to Ministry.													
(ED)													
Evaluating & Monitoring													
Performance													
Track activities of Board (ED)	Х	Х	Х	Х	Χ	Х	Х	Х	Х	Х	Х	Х	
2. Report on 2020 Board													
Activities, Training &	X												
Performance (ED)													

RE	SPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
3.	Board to meet with individual members of Executive Command re: performance evaluation.	Х	Х					X					Х	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)	Х					Х						Х	Includes mid-point check-in.
6.	Review remuneration for Executive positions	Х	Х	Х										
7.	Review performance in achieving Strategic Plan (semi-annual)	Х						Х						
8.	Review annual report on Public Rewards	Х												
9.	Review Workplace Accidents and Injuries: 2020 Annual Report			Х										
10.	Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management)						Х							Moved to June to align with reporting timelines of the OPS.
	Receive quarterly reports on the administration of the complaints system.				Х		\ \frac{1}{2}	Х			Х			
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.				Х			Х			Х			
14. Review 2020 annual Financial Status report				X									
15. Review quarterly reports on Legal Services	Х			Х			Х			Х			
16. Review quarterly reports on Labour Relations (In Camera)	Х			Х			Х			Х			
17. Review quarterly reports on Workforce Management		Х		X			Х			Х			
18. Receive quarterly reports on Board Monitoring Requirements	Х			Х			Х			Χ			Q4 update provided as part of year-end report on workplan.
Review quarterly reports on OPS performance		X			Х				X		Х		
20. Receive annual report on Appointments made under Interprovincial Policing Act	Х												
21. Receive annual report on Board Policy CR-1: Positive Workplace		Х											
22. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards. (FAC & Board)		X											
23. Receive annual report on Accessibility Plan	Х												
24. Receive annual report on Human Rights and Racial											Х		

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Profiling Policy				_									
25. Approve annual Audit Plan												Х	A three-year audit plan was approved by the Board in December 2018. It is reviewed annually.
26. Receive annual report on Board Policy CR-7: Workforce Management:													
a) Promotion Processb) Non-Executive SuccessionPlan (incl. in Q4 WorkforceMgmt report)		X	X										
27. Receive annual report on Board Policy CR-6: Public Consultation									Х				
28. Receive annual report on Executive Succession Planning		X											
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	
32. Review consultation plan for mental health strategy	X												
33. Review final report from Rubin Thomlinson on pilot									Х				
34. Review OPS plan for deployment model for community police													
Miscellaneous													

RE	SPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
1.	Attend OAPSB Conference – May 27-29					Х								
2.	Attend CAPG Conference – TBD													
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