

**Report to / Rapport au:**

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

**24 February 2020 / 24 février 2020**

**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: INTERNAL BOARD COMMUNICATIONS PROTOCOL**

**OBJET: PROTOCOLE DE COMMUNICATIONS INTERNES DE LA  
COMMISSION**

**REPORT RECOMMENDATION**

**That the Ottawa Police Services Board approve the Internal Board Communications Protocol, as endorsed by the Policy and Governance Committee.**

**RECOMMANDATION DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve le protocole de communications internes de la Commission, comme le recommande le Comité des politiques et de la gouvernance.**

**BACKGROUND**

The Board's Policy and Governance Committee met on February 7, 2020, and discussed a draft internal communications protocol for the Board. The draft protocol endorsed by the Committee is attached as Document 1 and is before the Board for approval.

The protocol is intended to provide clarity around internal communication channels and procedures for Board members. It is meant to be a living document which can be revised by the Board as needed to ensure efficient, effective, and clear communications within the Board and with the Service.

The protocol also includes a diagram to help depict the Board's structure and internal communication channels, as well as how it communicates with the Police Service.

### **SUPPORTING DOCUMENTATION**

Document 1 – Draft Internal Board Communication Protocol

### **CONCLUSION**

Document 1 contains the draft internal Board communication protocol for approval.