

Report to / Rapport au:

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

29 January 2018 / 29 janvier 2018

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: 2018

**OBJET: PLAN DE TRAVAIL DE LA COMMISSION DE SERVICES POLICIERS
D'OTTAWA POUR 2018**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the 2018 Board Work Plan.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve le plan de travail pour 2018 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 2018 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 2017 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 2018 budget.

SUPPORTING DOCUMENTATION

Document 1: Ottawa Police Services Board 2018 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 2018 that will ensure its legislative and oversight responsibilities are fulfilled.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
<i>and Board)</i>													
6. Review of Board policies: some Chapter 1 and Chapter 3 policies as well as confidential Ministry Policies (<i>P&G</i>)			X	X									Review of Board Policy GA-3 linked to recommendation from 2017 Board Performance Evaluation
7. Review of Chief of Police Performance Evaluation System (<i>HR and P&G</i>)									X				Board Policy BC-3
8. Review Financial Accountability Procedures Manual (<i>FAC</i>)			X										
9. Board Performance Evaluation – Review achievements of 2017 recommendations (<i>Board</i>)									X				
10. Provide input into Public Survey (<i>Board</i>)													
11. Provide input into Member Survey (<i>Board</i>)													
12. 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 performance objectives; also includes internal and external consultation (<i>P&G and Board</i>)	X	X	X	X	X	X	X	X	X	X	X	X	Linked to recommendation from 2017 Board Performance Evaluation

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
13. Recruit new Deputy Chief (<i>HR and Board</i>)			X	X	X	X							
14. Develop a Board crisis communications plan (<i>P&G</i>)					X	X							Delayed from previous year
15. Review existing board communications policies, protocols, procedures (<i>P&G</i>)					X	X							Linked to recommendation from 2017 Board Performance Evaluation
16. Meet with targeted community partners as required (<i>P&G</i>)													
17. Hold Public Interest meetings in collaboration with OPS as required (<i>Board</i>)													
18. Schedule OPS presentations at Board meetings (<i>ED</i>)													
19. Issue Board Quarterly Newsletter (<i>ED</i>)	X			X			X			X			
20. Provide input into annual Audit Plan (<i>FAC</i>)			X								X		An 18-month long, 2017-2018 Audit Plan was approved in June of 2017; March marks half- way point of implementation; Audit Plan for 2019

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2. Report on 2017 Board Activities, Training & Performance (<i>ED</i>)	X												
3. Review remuneration for Executive positions (<i>Board</i>)	X												
4. Review performance in achieving Business Plan (semi-annual) (<i>P&G and Board</i>)	X						X						
5. Review annual report on Public Rewards (<i>Board</i>)	X												
6. Ministry Inspection of Major Case Management													Date unknown at this time; delayed from 2017.
7. Review Workplace Accidents and Injuries: 2017 Annual Report (<i>Board</i>)			X										
8. Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management) (<i>Board</i>)				X									
9. Receive quarterly reports on the administration of the complaints system (<i>Board</i>)				X			X			X			Final quarterly report (annual report) is received in April of following year due to time required for data collection & analysis.

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Planning (<i>Board</i>)													
24. Review performance of Chief, Deputy Chiefs and Director General (<i>Board</i>)												X	
31. Review annual report on Board discretionary funding (<i>Board</i>)												X	
32. Receive annual report on Secondary Activities (<i>Board</i>)	X												
Miscellaneous													
1. Attend OAPSB Conference – May 23-26 (<i>Board</i>)					X								
2. Attend CAPG Conference – August 8-12 (<i>Board</i>)								X					

FAC = Finance and Audit Committee

P&G = Policy & Governance Committee

HR = Human Resources Committee

ED = Executive Director