

## 2018 BOARD WORK PLAN: YEAR-END STATUS

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.

KEY: X = scheduled month; √ = completion date (if line contains only an √, the item was completed on schedule)

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
<b><i>Establishing Expectations</i></b>													
1. Approve 2018 Calendar of Monitoring Requirements ( <i>Board</i> )	√												
2. Approve 2018 Board Work Plan ( <i>Board</i> )	√												
3. Receive 2018 Schedule of Conferences and CAPG Webinars ( <i>Board</i> )	√												Linked to recommendation from 2017 Board Performance Evaluation.
4. Review Board Committee membership ( <i>Board</i> )		√											
5. Review Province's changes to Police Services Act, including corresponding regulations, to determine what actions may be required and implement required changes ( <i>P&amp;G</i> )	-	-	-	-	-	-	-	-	-	-	-	-	Not applicable; no changes were made to the <i>Police Services Act</i> under the new provincial

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<i>and Board)</i>													government
6. Review of Board policies: some Chapter 1 and Chapter 3 policies as well as confidential Ministry Policies ( <i>P&amp;G</i> )			√	√									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&amp;G</i> )									√				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;									√	√			Linked to recommendation from 2017 Board Performance Evaluation. Work ongoing into 2019.

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also includes internal and external consultation ( <i>P&amp;G and Board</i> )													
13. Recruit new Deputy Chief ( <i>HR and Board</i> )			√	√	√	√							
14. Develop a Board crisis communications plan ( <i>P&amp;G</i> )					X	X							Delayed from previous year
15. Review existing board communications policies, protocols, procedures ( <i>P&amp;G</i> )		√		√	X	X							Linked to recommendation from 2017 Board Performance Evaluation
16. Meet with targeted community partners as required ( <i>P&amp;G</i> )							√						Public consultation sessions held in preparation for strategic plan. Other meetings held throughout the year with stakeholders.
17. Hold Public Interest meetings in collaboration with OPS as required ( <i>Board</i> )							√				√		
18. Schedule OPS presentations at Board meetings ( <i>ED</i> )		√		√	√	√			√	√	√	√	

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19. Issue Board Quarterly Newsletter ( <i>ED</i> )	√			√			X	√		X	√		
20. Provide input into annual Audit Plan ( <i>FAC</i> )			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 will be discussed in November.
21. Provide input into the development of fiscal policies, objectives & priorities ( <i>FAC</i> )						X			X				Delayed until new year.
22. Review annual budget for consistency with the OPS long range financial plans ( <i>FAC</i> )													Delayed until new year.
23. Review annual budget development process and guidelines, & make recommendations for revisions ( <i>FAC</i> )													Delayed until new year.
24. Review and approve budget guidelines and timetable ( <i>FAC &amp; Board</i> )													Delayed until new year.

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25. Table draft Budget ( <i>Board</i> )													Delayed until February 2019.
26. Review & approve OPS budget ( <i>Board</i> )													Delayed until February 2019.
27. Develop 2019 Board work plan ( <i>P&amp;G</i> )												√	
<b><i>Evaluating &amp; Monitoring Performance</i></b>													
1. Track activities of Board ( <i>ED</i> )	√	√	√	√	√	√	√	√	√	√	√	√	
2. Report on 2017 Board Activities, Training & Performance ( <i>ED</i> )	√												
3. Review remuneration for Executive positions ( <i>Board</i> )	√												
4. Review performance in achieving Business Plan (semi-annual) ( <i>P&amp;G and Board</i> )	√						√						
5. Review annual report on Public Rewards ( <i>Board</i> )	√												
6. Ministry Inspection of Major Case Management													Ongoing
7. Review Workplace Accidents and Injuries: 2017 Annual Report ( <i>Board</i> )			X	√									

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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>				√			√			√			Final quarterly report (annual report) is received in April of following year due to time required for data collection & analysis.
10. Review 2017 annual report on administration of the complaints system through Annual Report <i>(Board)</i>				X		√							
11. Receive quarterly reports on the finances of the organization <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.
12. Review 2017 annual Financial Status report <i>(Board)</i>			√	X									
13. Review quarterly reports on Legal Services <i>(Board)</i>	√			√			√			√			

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14. Review quarterly reports on Labour Relations (In Camera) (Board)	√			√			√			√			
28. Review quarterly reports on Workforce Management (Board)		√			√				√		√		
15. Receive quarterly reports on Board Monitoring Requirements (Board)	√			√			√			√			
16. Review quarterly reports on OPS performance (Board)		√			√				√		√		
17. Receive annual report on Appointments made under <i>Interprovincial Policing Act</i> (Board)	√												
18. Receive annual report on Board Policy CR-1: Positive Workplace (Board)		√											
19. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards (Board)		X			√								
20. Receive annual report on Accessibility Plan (Board)	√												
21. Receive annual report on Human Rights and Racial Profiling Policy (Board)											√		

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22. Approve annual Audit Plan (Board)												X	
29. Receive annual report on Board Policy CR-7: Workforce Management: a) Promotion Process (Board)			√										
b) Non-Executive Succession Plan (incl. in Q4 Workforce Mgmt report) (Board)		X											
30. Receive annual report on Board Policy CR-6: Public Consultation (Board)									√				
23. Receive annual report on Executive Succession Planning (Board)												X	Delayed until February 2019 in order to align with performance review cycle.
24. Review performance of Chief, Deputy Chiefs and Director General (Board)												X	
31. Review annual report on Board discretionary funding (Board)												X	
32. Receive annual report on Secondary Activities (Board)	√												

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<b><i>Miscellaneous</i></b>													
1. Attend OAPSB Conference – May 23-26 ( <i>Board</i> )					√								
2. Attend CAPG Conference – August 8-12 ( <i>Board</i> )								√					

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