

OTTAWA POLICE SERVICES BOARD

2019 BOARD WORK PLAN

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.

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
<i>Establishing Expectations</i>													
1. Approve 2019 Calendar of Monitoring Requirements	X												
2. Approve 2019 Board Work Plan	X												
3. Receive 2019 Schedule of Conferences and CAPG Webinars	X												Linked to recommendation from 2017 Board Performance Evaluation.
4. Review Board Committee membership		X											
5. Review Board Procedure By-law													
6. 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 (P&G and Board)	X	X	X										Linked to recommendation from 2017 Board Performance Evaluation.
7. Participate in joint strategic				X						X			Dates are

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planning sessions with the Executive Command													placeholders and can be adjusted according to planning cycle.
8. Recruit new Chief (<i>HR and Board</i>)	X	X	X	X	X								
9. Bargain a renewal collective agreement with Senior Officers' Association													Collective Agreement expired December 31, 2018
10. Develop a Board crisis communications plan													Delayed from previous year
11. Meet with targeted community partners as required (<i>P&G</i>)													
12. Hold Public Interest meetings in collaboration with OPS as required													
13. Schedule OPS presentations at Board meetings													
14. Issue Board Quarterly Newsletter	X			X			X			X			
15. Provide input into annual Audit Plan (FAC)												X	A 3-year, 2019-2021 Audit Plan is going forward to the Board for approval in December 2018; the plan will be reviewed annually to ensure it remains current.
16. Provide input into the development of fiscal policies, objectives &							X			X			

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priorities (FAC)													
17. Review annual budget for consistency with the OPS long range financial plans (FAC)						X			X				
18. Review annual budget development process and guidelines, & make recommendations for revisions. (FAC)						X			X				
19. Review and approve budget guidelines and timetable									X				
20. Table draft Budget										X			
21. Review & approve OPS budget											X		
22. Develop 2020 Board work plan (P&G)												X	
23. Bargain a renewal collective agreement with Ottawa Police Association													Collective Agreement expires December 31, 2019
24. Submit Accessibility Compliance Report												X	Public sector organizations are required to submit this report every two years
Evaluating & Monitoring Performance													
1. Track activities of Board	X	X	X	X	X	X	X	X	X	X	X	X	
2. Report on 2017 Board Activities, Training & Performance	X												
3. Chair (& Vice Chair) to	X												

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meet with Executive Command re: performance evaluation													
4. Review remuneration for Executive positions	X												
5. Review performance in achieving Business Plan (semi-annual)	X						X						
6. Review annual report on Public Rewards	X												
7. Ministry Inspection of Major Case Management													Ongoing from 2017
8. Review Workplace Accidents and Injuries: 2018 Annual Report			X										
9. Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management)				X									
10. Receive quarterly reports on the administration of the complaints system.				X			X			X			
11. Review 2018 annual report on administration of the complaints system through Annual Report				X									
12. Receive quarterly reports on the finances of the organization.				X			X			X			
13. Review 2018 annual Financial Status report				X									
14. Review quarterly reports on Legal Services	X			X			X			X			
15. Review quarterly reports on													

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Labour Relations (In Camera)	X			X			X			X			
16. Review quarterly reports on Workforce Management		X		X			X			X			
17. Receive quarterly reports on Board Monitoring Requirements	X			X			X			X			
18. Review quarterly reports on OPS performance		X			X				X		X		
19. Receive annual report on Appointments made under <i>Interprovincial Policing Act</i>	X												
20. Receive annual report on Board Policy CR-1: Positive Workplace		X											
21. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards.		X											
22. Receive annual report on Accessibility Plan	X												
23. Receive annual report on Human Rights and Racial Profiling Policy											X		
24. Approve annual Audit Plan													A three-year audit plan (2019-2021) is being presented to the Board for approval in December 2018
25. Receive annual report on Board Policy CR-7: Workforce Management:													
a) Promotion Process			X										

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b) Non-Executive Succession Plan (incl. in Q4 Workforce Mgmt report)		X											
26. Receive annual report on Board Policy CR-6: Public Consultation									X				
27. Receive annual report on Executive Succession Planning		X											*Moved to February to align with cycle of performance reviews
28. Review performance of Chief, Deputy Chiefs and Director General												X	
29. Review annual report on Board discretionary funding												X	
30. Receive annual report on Secondary Activities	X												
31. Receive annual report on Equitable Work Environment (<i>HR & Board</i>)												X	
Miscellaneous													
1. Attend OAPSB Conference – May 22-25					X								
2. Attend CAPG Conference – August 8-11								X					

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