

2021 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 2021, its work plan consisted of the responsibilities listed below. In addition to the tasks noted, the Board held regular meetings each month except in August.

Of note for 2021, due to the ongoing global pandemic, all meetings continued to be held virtually.

The below chart provides an update on the year-end status of the Board's 2021 workplan. All tasks that were not completed have been carried over into the draft 2022 workplan, which will be reviewed by the Policy and Governance Committee, prior to being considered for approval by the Board.

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

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

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

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RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
14. Bargain a renewal collective agreement with Senior Officers' Association	-	-	-	-	-	-	-	-	-	-	-	-	Negotiations are ongoing.
15. Develop a Board crisis communications plan (P&G)													Delayed to 2022. Partnering w/ OPS on a joint strategy.
16. Develop a framework for donation requests to supplement the Board's Discretionary Fund Policy (FAC)													Delayed to 2022.
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. A firm was hired in May and work is ongoing. The final report is expected to come forward in Q1 of 2022.
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. Delayed to 2022.
19. Meet with targeted community partners as required (Chair, P&G and Board)	-	-	-	-	-	-	-	-	-	-	-	-	Some virtual meetings took place throughout the year.

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20. Hold Public Interest meetings in collaboration with OPS as required									√				A consultation session was held in September on the budget. There has also been increased public participation at meetings of the Board.
21. Schedule OPS presentations at Board meetings (<i>ED</i>)	-	-	-	-	-	-	-	-	-	-	-	-	Presentations were provided on various topics throughout the year.
22. Issue Board Quarterly Newsletter (<i>ED</i>)			X			X			X			X	Newsletter on hold. Board staff looking into new e-newsletter format to improve accessibility.
23. Provide input into annual Audit Plan (<i>FAC and Board</i>)												X	A 3-year, 2019-2021 Audit was approved. The plan is reviewed annually. A new plan is coming forward to the FAC/Board in January 2022.
24. Establish a working group to determine how the 2022 OPS budget can be reduced or frozen at 2021 levels (<i>FAC</i>)		√											Nov 2020 motion
25. Establish terms of reference for a Community Partnership Fund (<i>P&G</i>)	X	X	X										Nov 2020 motion. Work on this motion has been put on hold in order to align

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32. Develop 2022 Board work plan (P&G)												X	Delayed to January 2022.
33. Bargain a renewal collective agreement with Ottawa Police Association	X	X	X							√			Arbitration award issued in October.
34. Submit Accessibility Compliance Report (ED)												√	Public sector organizations are required to submit this report every two years.
35. Submit annual report on use of urgent demands for records pertaining to missing persons investigations, to Ministry. (ED)		X	√										
Evaluating & Monitoring Performance													
1. Track activities of Board (ED)	√	√	√	√	√	√	√	√	√	√	√	√	
2. Report on 2020 Board Activities, Training & Performance (ED)	√												
3. Board to meet with individual members of Executive Command re: performance evaluation.	X	X				√	√				√	X	2020 performance evaluation was delayed due to the creation of a new framework. Less formal check-ins were held as an interim solution.
4. Board Performance Self-Evaluation								X	X				Formal evaluation delayed to 2022.

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5. Performance evaluation for ED (HR)	√					X						X	No mid-point check-in occurred. Final annual evaluation targeted for January 2022.
6. Review remuneration for Executive positions	X	X	X			√	√						
7. Review performance in achieving Strategic Plan (semi-annual)	X					√	X						Initial update was delayed until June. No second update occurred in 2021.
8. Review annual report on Public Rewards	√												
9. Review Workplace Accidents and Injuries: 2020 Annual Report			X	√									
10. Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management)						X	√						
11. Receive quarterly reports on the administration of the complaints system.				√			√			√			
12. Review 2020 annual report on administration of the complaints system through Annual Report						X	√						
13. Receive quarterly reports on the finances of the organization.				X	√		√			X	√		
14. Review 2020 annual Financial Status report			√	X									
15. Review quarterly reports on Legal Services	X	√		√			√			√			

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16. Review quarterly reports on Labour Relations (In Camera)	√			√			√			√			
17. Review quarterly reports on Workforce Management		√		X	√		X		√	X	√		
18. Receive quarterly reports on Board Monitoring Requirements	√			√			√			√			
19. Review quarterly reports on OPS performance		√			√				√		√		
20. Receive annual report on Appointments made under <i>Interprovincial Policing Act</i>	√												
21. Receive annual report on Board Policy CR-1: Positive Workplace		√											
22. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards. (<i>FAC & Board</i>)		√											
23. Receive annual report on Accessibility Plan	√												
24. Receive annual report on Human Rights and Racial Profiling Policy											X		Delayed to January 2022.
25. Approve annual Audit Plan												X	A 3-year, 2019-2021 Audit was approved. The plan is reviewed annually. A new plan is coming forward to the FAC/Board in January 2022.

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1. Attend OAPSB Conference					√								
2. Attend CAPG Conference									√				
3. Attend OAPSB Fall Labour Seminar											√		

FAC = Finance and Audit Committee; P&G = Policy & Governance Committee; HR = Human Resources Committee;
ED = Executive Director