Report to / Rapport au:

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

24 January 2022 / 24 janvier 2022

Submitted by / Soumis par:

Executive Director, Ottawa Police Services Board / Directrice exécutive,

Commission de services policiers d'Ottawa

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SUBJECT: OTTAWA POLICE SERVICES BOARD WORK PLAN: 2022

OBJET: PLAN DE TRAVAIL DE LA COMMISSION DE SERVICES POLICIERS

D'OTTAWA POUR 2022

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the 2022 Board Work Plan, as endorsed by the Policy and Governance Committee.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve le plan de travail pour 2022 de la Commission, approuvés par le Comité des politiques et de la gouvernance.

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 2022 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 2021 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 Board's Policy & Governance Committee as well as the Ottawa Police Service were consulted in the development of the work plan and any input provided has been incorporated.

FINANCIAL IMPLICATIONS

Funds to carry out the activities listed in the work plan have been included in the Board's 2022 budget.

SUPPORTING DOCUMENTATION

Document 1: Ottawa Police Services Board 2022 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 2022 that will ensure its legislative and oversight responsibilities are fulfilled.

Document 1

OTTAWA POLICE SERVICES BOARD

2022 BOARD WORK PLAN

The Ottawa Police Services Board is responsible for the provision of adequate and effective police services in the municipality. For 2022, its work plan consists of the responsibilities listed below. In addition to the tasks noted, the Board holds regular meetings each month except August.

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

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
Establishing Expectations													
Approve 2022 Calendar of Monitoring Requirements	Х												

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

RE	SPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
2.	Approve 2022 Board Work Plan	Х			•			_						
3.	Receive 2022 Schedule of Conferences and CAPG Webinars	Х												
4.	Review Board Committee membership												Х	The Board's committee membership was last updated in November 2020. A full shuffle will be required when new appointments are made to the Board following the municipal election. The Board may also review its membership prior.
5.	Onboarding/orientation of new Board members (ED)												X	New municipal and citizen appointments expected following the municipal election.
6.	Review Board Procedure By-law (P&G and Board)	X	X											Delayed from 2021. There may be more than one review as a result of the final recommendations report from PACE.
7.	Create new Performance Evaluation Framework for Executive Command (HR and Board)	Х	Х											Ongoing from 2021.

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8.	Review False Alarm													Delayed from 2021.
	Reduction Bylaw (P&G and													
	Board)													
9.	Review Board Policies –													Delayed from 2021.
	Chapter 1, 2, 3 and													
	Confidential Policies (ED,													
	P&G and Board)													
10.	Review Board Policies –													
	Chapter 4 Policies (ED,													
	P&G and Board)													
11.	Review Financial													
	Accountability Procedures													
	Manual (P&G and Board)													
12.	Review, update, and	Χ	Χ	X										Oct 2020 Motion.
	potentially create Board													Continued from
	policies applicable to de-													2021.
	escalation, use of force and													
	non-force options, and/or													
	other tactical deployment													
	strategies, including but not													
	limited to dynamic entries													
	(P&G)													
13.	Arrange Board training													
	opportunity(ies) (ED)													
14.	Prepare, with the													Delayed from 2021.
	assistance of the OPS and													
	other resources as	X	X	X										
	required, 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													

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external consultation (P&G and Board) a) Host session(s) to provide update(s) on progress of plan.					-								
15. Hold joint strategic planning sessions with the Executive Command													Delayed from 2021. To be scheduled where applicable.
16. Bargain a renewal collective agreement with Senior Officers' Association	X	X	X										Ongoing from 2021. Collective Agreement expired December 31, 2018
17. Develop a Board crisis communications plan (P&G)													Delayed from previous year. Partnering w/ OPS on a joint strategy.
18. Develop a framework for donation requests to supplement the Board's Discretionary Fund Policy (FAC)													Delayed from 2021.
19. Receive final report from PACE regarding recommendations for community engagement strategy and review	X												Ongoing from 2021. Stems from Nov 2020 mediation motion.
20. Review Community Partnership Fund motion in the context of the final recommendations from PACE (P&G)		Х	X	X									Delayed from 2021. Nov 2020 motion.
21. Engage with the Ottawa Aboriginal Coalition and other potential indigenous groups or individuals and													Delayed from 2021. Oct 2020 motion.

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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)													
22. Meet with targeted													
community partners as													
required (Chair, P&G and													
Board)													
23. Hold Public Interest													
meetings in collaboration													
with OPS as required													
24. Schedule OPS													
presentations at Board													
meetings (ED)													On main or finance 0004
25. Issue updated Board													Ongoing from 2021.
Quarterly Newsletter (ED)													Revised template
26. Review OPS use of													still to be developed.
delegated authority													
(quarterly or bi-annually,													
per direction at December													
2021 meeting)													
27. Review OPS proposed	X	X	Х	<u> </u>							1		
options for meeting													
management intervention													
efficiency targets, as													
directed in the 2021 budget													
process.													
28. Review OPS													
implementation plan for													

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Member Health and							_						
Wellness initiative, as													
directed in the 2021 budget													
process.													
29. Review business cases for													
new services in 2022													
budget, as directed in the													
2021 budget process.													
30. Provide input into annual	Х												
Audit Plan (FAC and Board)													
31. Provide input into the													*Budget timelines
development of fiscal						Χ			Х				will likely shift due to
policies, objectives &													municipal election
priorities (FAC)													•
32. Review annual budget for													*Budget timelines
consistency with the OPS						X			X				will likely shift due to
long range financial plans													municipal election
(FAC)													•
a) Ensure OPS builds a													
three-year financial													
forecast that aligns with													
the Board's strategic													
plan													
33. Review annual budget													*Budget timelines
development process and						X			X				will likely shift due to
guidelines & make													municipal election
recommendations for													
revisions (FAC)													
34. Review and approve												1	*Budget timelines
budget guidelines and									X				will likely shift due to
timetable													municipal election
35. Table draft Budget											Х		*Budget timelines
													will likely shift due to
				<u> </u>							<u> </u>	<u> </u>	municipal election

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36. Review & approve OPS budget									•		Х		*Budget timelines will likely shift due to municipal election
37. Develop 2022 Board work plan (P&G)	X												
38. Submit Accessibility Compliance Report (ED)													Public sector organizations are required to submit this report every two years. Due next in 2023.
39. Submit annual report on use of urgent demands for records pertaining to missing persons investigations, to Ministry. (ED)		X	X				mainainain						
40. Review staffing of Board office and potential for growth.													
41. Complete Deputy Chief Recruitment.	Х	Х	Х										
Evaluating & Monitoring Performance													
1. Track activities of Board (ED)	Х	Х	Х	X	Х	X	Χ	Х	Х	Х	Х	Х	
Report on 2021 Board Activities, Training & Performance (ED)	Х												
3. Board to meet with individual members of Executive Command re: performance evaluation & mid-point check-in.		X					Х						

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4.	Board Performance Self- Evaluation								X	X				A comprehensive self-evaluation is typically completed by the Board once every four years. The last comprehensive self-evaluation was done in 2017.
5.	Performance evaluation for ED (HR)	X												
6.	Review remuneration for Executive positions		X											Completed as part of Performance Evaluation Process
7.	Review performance in achieving Strategic Plan (semi-annual)	X						X						
8.	Review annual report on Public Rewards	Χ												
9.	Review Workplace Accidents and Injuries: 2021 Annual Report			Х										
10.	Review activities of Police Service through Annual Report (incl. Use of Force & Asset Management)						X							Moved to June to align with reporting timelines of the OPS.
11.	Receive quarterly reports on the administration of the complaints system.				X			X			X			
12.	Review 2021 annual report on administration of the complaints system through Annual Report						Х							Moved to June to align with reporting timelines of the OPS.

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13. Receive quarterly reports				X			X			Х			
on the finances of the													
organization.													
14. Review 2021 annual				X									
Financial Status report													
15. Review quarterly reports on	Х			Х			Х			Х			
Legal Services													
16. Review quarterly reports on													
Labour Relations (In	X			X			Х			Х			
Camera)													
17. Review quarterly reports on		Х			Х				Х		Χ		
Workforce Management													
18. Receive quarterly reports													Q4 update provided
on Board Monitoring	X			X			Х			Х			as part of year-end
Requirements													report on workplan.
19. Review quarterly reports on		Х			Х				Х		Х		
OPS performance													
20. Receive annual report on													
Appointments made under	X												
Interprovincial Policing Act													
21. Receive annual report on													
Board Policy CR-1:		X											
Positive Workplace													
22. Receive annual report on													
Quality Assurance Unit,		Х											
including compliance with													
Ministry standards. (FAC &													
Board)													
23. Receive annual report on	Х												
Accessibility Plan													
24. Receive annual report on	Х												2021 report was
Human Rights and Racial											X		delayed from
Profiling Policy													November.
25. Approve annual Audit Plan	Χ												

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26. Receive annual report on Board Policy CR-7: Workforce Management:					-								
a) Promotion Process			Х										
b) Non-Executive Succession		Χ											
Plan (incl. in Q4 Workforce Mgmt report)													
27. Receive annual report on Board Policy CR-6: Public Consultation									х				
28. Receive annual report on Executive Succession Planning			Х										
29. Review annual report on Board discretionary funding												Х	
30. Receive annual report on Secondary Activities	Х												
31. Receive annual report on Equitable Work Environment (HR & Board)	Х											X	2021 report delayed from December.
32. Review final report from Rubin Thomlinson on pilot	Х												
Miscellaneous													
Attend OAPSB Conference TBD													
2. Attend CAPG Conference – TBD													
3. Attend OAPSB Fall Labour Seminar – TBD	D.0.4		0.0										

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