

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**

Contact Person / Personne ressource:

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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.

2022 BOARD WORK PLAN

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

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[illegible]

[illegible]

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
external consultation (<i>P&G and Board</i>) 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 (<i>P&G</i>)													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 (<i>FAC</i>)													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 (<i>P&G</i>)		X	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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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 Audit Plan (<i>FAC and Board</i>)	X												
31. Provide input into the development of fiscal policies, objectives & priorities (<i>FAC</i>)						X			X				<i>*Budget timelines will likely shift due to municipal election</i>
32. Review annual budget for consistency with the OPS long range financial plans (<i>FAC</i>) a) Ensure OPS builds a three-year financial forecast that aligns with the Board's strategic plan						X			X				<i>*Budget timelines will likely shift due to municipal election</i>
33. Review annual budget development process and guidelines & make recommendations for revisions (<i>FAC</i>)						X			X				<i>*Budget timelines will likely shift due to municipal election</i>
34. Review and approve budget guidelines and timetable									X				<i>*Budget timelines will likely shift due to municipal election</i>
35. Table draft Budget											X		<i>*Budget timelines will likely shift due to municipal election</i>

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36. Review & approve OPS budget											X		*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										
40. Review staffing of Board office and potential for growth.													
41. Complete Deputy Chief Recruitment.	X	X	X										
Evaluating & Monitoring Performance													
1. Track activities of Board (ED)	X	X	X	X	X	X	X	X	X	X	X	X	
2. Report on 2021 Board Activities, Training & Performance (ED)	X												
3. Board to meet with individual members of Executive Command re: performance evaluation & mid-point check-in.		X					X						

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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	X												
9. Review Workplace Accidents and Injuries: 2021 Annual Report			X										
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						X							Moved to June to align with reporting timelines of the OPS.

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26. Receive annual report on Board Policy CR-7: Workforce Management:													
a) Promotion Process													
b) Non-Executive Succession Plan (incl. in Q4 Workforce Mgmt report)		X	X										
27. Receive annual report on Board Policy CR-6: Public Consultation									X				
28. Receive annual report on Executive Succession Planning			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											X	2021 report delayed from December.
32. Review final report from Rubin Thomlinson on pilot	X												
Miscellaneous													
1. Attend OAPSB Conference – TBD													
2. Attend CAPG Conference – TBD													
3. Attend OAPSB Fall Labour Seminar – TBD													

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