

## 2016 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 2016, 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 received on schedule)

RESPONSIBILITIES	Jan.	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Notes
<b><i>Establishing Expectations</i></b>													
1. Approve 2016 Calendar of Monitoring Requirements	√												
2. Approve 2016 Board Work Plan	√												
3. Review Board Committee Membership	√						√					√	Members were canvassed in Dec. 2015 and no changes were requested. Revised in July due to resignation of a member. Revisited in Dec. 2016 due to membership changes.
4. <b>New:</b> Review Committee Procedures						√	√						
5. Review Board Performance	√												
6. Develop Board Policy on					√	√							

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HR = Human Resources Committee

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Street Checks (P&G)													
7. Review of Board policies: Chapters 1, 2 and 4, and some Chapter 3 policies (P&G)								X	X	X			Delayed until Q1 2017.
8. Traffic Stop Race Data Collection Project – Public Consultation on final report										√	√		Oct.-public release of final report Nov.-public info session
9. Develop a Board crisis communications plan					X	X							Not completed
10. Review existing board communications policies, protocols, procedures (P&G)					X	X							Linked to Item 4 – not completed.
11. Meet with targeted community partners as required												√	ByWard Market & Rideau BIA's
12. Hold Public Interest meetings in collaboration with OPS as required													
13. Schedule OPS presentations at Board meetings	√		√	√		√	√		√		√		
14. Issue Board Quarterly Newsletter			√			√			√			√	
15. Provide input into annual Audit Plan (FAC)				X									
16. Provide input into the development of fiscal policies, objectives & priorities (FAC)							√			√			
17. Review annual budget for consistency with the OPS							√			√			

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long range financial plans (FAC)													
18. Review annual budget development process and guidelines, & make recommendations for revisions. (FAC)							√						
19. Review and approve budget guidelines and timetable										√			
20. Table draft Budget											√		
21. Review & approve OPS budget											√		
22. Develop 2016 Board work plan (P&G)												√	
<b><i>Evaluating &amp; Monitoring Performance</i></b>													
1. Track activities of Board	√	√	√	√	√	√	√	√	√	√	√	√	
2. Report on 2015 Board Activities, Training & Performance	√												
3. Review remuneration for Executive positions	√												
4. Review performance in achieving Business Plan (semi-annual)					√ (2015)			√ (2016)					
5. Annual report on Public Rewards	√												
6. Workplace Accidents and Injuries: 2015 Annual Report			√										
7. Review activities of Police													

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Service through Annual Report (incl. Use of Force & Asset Management)				X		√							
8. Receive quarterly reports on the administration of the complaints system.				√			√			√			
9. Review 2015 annual report on administration of the complaints system.				√									
10. Receive quarterly reports on the finances of the organization.				√			√			√			
11. Review 2015 annual Financial Status report			√										
12. Review quarterly reports on Legal Services	√			√			√			√			
13. Review quarterly reports on Labour Relations (In Camera)				√	√		√				√		
14. Review quarterly reports on Workforce Management			√	√			√			√			
15. Receive quarterly reports on Board Monitoring Requirements	√			√			√			√			
16. Review quarterly reports on OPS performance	√				√		√			√			
17. Receive annual report on Appointments made under <i>Interprovincial Policing Act</i>	√												
18. Receive annual report on Board Policy CR-1: Positive Workplace			√										

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19. Receive annual report on Quality Assurance Unit, including compliance with Ministry standards.						√							
20. Receive annual report on Accessibility Plan			√										
21. Receive annual report on Human Rights and Racial Profiling Policy											√		
22. Approve annual Audit Plan					√								
23. Receive annual report on Board Policy Cr-7: Workforce Management (divided into separate reports): A) Promotion Process B) Non-Executive Succession Plan (Incl. In Q4 Workforce Mgmt Report)			√ √										
24. Receive Annual Report On Board Policy CR-6: Public Consultation										√			
25. Annual report on Executive Succession Planning												√	
26. Performance reviews of Chief, Deputy Chiefs and Director General.												√	
27. Annual Report On Board Discretionary Funding												√	
28. Annual Report on Secondary Activities	√												

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<b>Miscellaneous</b>													
1. Plan for 2016 CAPG Conference ( <i>Board staff, Member Smallwood</i> )	√	√	√	√	√	√	√	√					
2. Board ED Recruitment Process ( <i>HR</i> )									√	√	√	√	
3. Collective bargaining with OPA												√	
4. Collective bargaining with SOA							√	√	√				
5. Attend OAPSB Conference – Niagara, May 11-14					√								
6. Attend CAPG Conference –Ottawa, Aug. 12-14								√					
7. Attend Zone 2 Fall meeting in Ottawa									√				
8. <b>New:</b> Deputy Chief Recruitment Process											√	√	

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