

Halifax Board of Police Commissioners 2014/15 Work Plan

2014 (May – December)

May

1.Orientation Manual: Initiate development of HBPC operations and policy manual for orientation of new members and guide to existing members – (completion by August.)

2.Agenda: adjust regular agenda to provide for:

- Update regarding new operational policies of HRP.
- Update regarding new practices of RCMP.
- In camera review of staff discipline regarding RCMP and HRP.
- In Camera Review of HRP complaints brought to attention of Review Board.
- Status of progress regarding annual plan objectives for HRP and RCMP.(Quarterly)

3. Discuss Clairmont Report recommendations and next steps including HBPC role, response process and timeframe.

4. Discuss and clarify HBPC role regarding Public Safety Office.

June

1.Planning: Review HRP Strategic Plan, results of June consultations and proposed action to ensure that plan is relevant , reflects community needs and is appropriate to use as a basis for budget preparation.

2.Planning / Community :Conduct a community partners forum to discuss and review relevance of Strategic Plan

3.Planning / Community: Meet with selected youth group to discuss and review relevance of Strategic Plan as it pertains to youth.

4.Community: Update website information regarding HPC role , membership, work plan. public feedback process and contact information.

5.Community: Establish process, schedule and content for annual HRP, RCMP and HBPC community meetings within each of the 16 Councillor districts.

July

1.Planning:Commence discussion of annual plan requirements for next fiscal year based on vision contained in overall strategic plan.

2.Discuss role of HBPC with new labour contract process.

3. Planning: Quarterly review of progress regarding HRP and RCMP annual plans.

August

1.Budget : Board representative meets with HR Police Budget Committee to review budget pressures related to Strategic and annual plan for next fiscal year.

2.Planning: Attend CAPG national meeting in Halifax and discuss Board work planning with others.

September

- 1.**Budget:** Board Representative and Chief meet with Board to discuss budget pressures for next fiscal year.
- 2.**Planning:** Discuss results of discussions with others at the CAPG meeting.
- 3.**Planning:** HRP engages staff to obtain feedback regarding annual plan objectives for next fiscal year based on approved Strategic Plan.

October

- 1.**Budget:** Board Representative meets with HRP Budget Committee to assist with Budget preparation as may be required or requested.
2. **Budget:** Review and discuss need for HBPC support to RCMP in budget discussions with Province.
- 3.**Planning:** Quarterly review of progress on HRP and RCMP annual plans.

November

- 1.**Budget:** Chief presents draft budget to Commission for consideration and approval.
- 2.**Budget:** Board assures that budget provides for proper provisioning of HRP in areas of accommodation and material

December

- 1 Chief prepares budget for submission to Council.

2015 (January – March)

January

- 1.Budget: Chair submits HPC budget to council for approval.
- 2.Planning: Quarterly review of progress on HRP and RCMP annual plans.

February

- 1.Budget :Chief and Chair present HRP budget to Council for approval.
- 2.Budget: Budget is adjusted by percentage or dollar amount as required by Council and returned to Council .
3. Budget: HBPC ensures that HRP service expectations are consistent with the approved budget level.
4. Budget: Chair reviews HBPC budget requirements for next fiscal year with Commissioners and presents budget to Council.

March

3. Planning: Chief prepares and submits personal performance targets for next fiscal year based on annual plan for upcoming year.
4. Planning: Board reviews and approves performance targets of Chief.

5. Planning: Chief ensures that HRP annual plan objectives are included in performance targets of senior staff and that the plan is communicated to all HRP staff.

5. Planning: Review RCMP year end report regarding achievement of objectives for current fiscal year.

April

1. Performance Evaluation: Chair commences performance evaluation of Chief by seeking self evaluation from Chief and consults with CAO.

2. Performance Evaluation: Chair discusses performance evaluation of Chief with Board.

3. Performance Evaluation: Chair prepares draft evaluation and reviews it with Board.

4. Performance Evaluation: Chair completes performance evaluation regarding Chief

5. Performance Evaluation: HBPC provides advice, as requested, to RCMP Commanding Officer regarding annual appraisal of OIC.