

## Public

Meeting: **March 24, 2020**

Agenda  
Item: **Board Staff Policy**



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### **Recommended Motion**

**That the Board find compliance with the Board Staff policy.**

### **Policy Provisions:**

Without limiting the foregoing the Executive Director shall not:

1. Allow for meetings to be unsupported.

### **Executive Director's interpretation**

Providing support to all Board meetings is the key function of Board staff. Support for meetings involves the following activities: developing agendas with the input of the Board and the Chief of Police and members of the DRPS; coordinating presentations by DRPS members, external stakeholders and deputations by citizens; reviewing and analyzing reports submitted by the Chief of Police and correspondence directed to the Board; conducting research, drafting reports and providing advice related to the Board's governance and oversight responsibilities; ensuring the organization and distribution of materials in advance to provide sufficient time to review; recording the minutes; and ensuring the Board's decisions are communicated to the appropriate audiences.

### ***Data in Support***

The Board held 11 regular meetings and two special meetings in 2019. The Strategic Policy and Planning Committee convened twice, and the Finance Committee and the HR Committee each met once. The Negotiations Committee met on multiple occasions to conduct collective bargaining with the Durham Regional Police Association and the Senior Officers' Association. Presentations and deputations by external groups and citizens were arranged effectively and adequate support was provided for all meetings.

**Therefore, I report compliance with this provision.**

2. Fail to advise the Board regarding its decisions and processes.



## **Executive Director's Interpretation**

It is the responsibility of the Executive Director to ensure that the Board is furnished with the appropriate information and advice to exercise effective governance and oversight of the Police Service. This information is gathered through independent research, by reviewing and analyzing reports and other materials produced by the DRPS, other Police Services, academics and think-tanks, the provincial and federal governments, and community stakeholders, and by building constructive relationships throughout the police sector. The scope of the advice covers all governance and oversight matters and responsibilities conferred upon the Board through the *Police Services Act*, other relevant legislation, and additional duties assigned by the Board to the Executive Director.

### ***Data in Support***

The Executive Director has advised the Board on numerous issues during 2019, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service and compliance with Board policy and objectives; progress related to the 2017-19 Business Plan and the development of the 2020 Strategic Plan; various labour relations matters, including collective bargaining with both Associations representing DRPS matters; the content and implementation of new policing legislation; the 2020 budget and related discussions; and the response to actions taken by the Ontario Civilian Police Commission. The advice provided has been complemented by thorough research and consultation.

**Therefore, I report compliance with this provision.**

3. Fail to provide for financial planning, operations and reporting of the Board's governance budget.

## **Interpretation of the Executive Director**

The effective management of resources requires diligent planning, adherence to procedure and timely reporting. The Board budget is established as part of the budget process for the Police Service and involves a review of previous years' expenditures and considers the current environment as a predictor of future costs. The Board office receives monthly reports to enable the tracking of expenses and requisite planning for contingencies. The Executive Assistant attends to all accounts payable and receivable and ensures appropriate coding of expenses in consultation with Police Service staff. The Board's budget is identified in the budget documents submitted to and approved by the Board and Regional Council.

### ***Data in support***



The Board's annual budget for 2019 was \$585,400. At the end of the year, the actual expenses were slightly under budget, at \$580,652. Most of the accounts were close to the budgeted amount. It should be noted that the Board will be reimbursed for legal expenses from the municipal insurance pool related to costs for the OCPC matter to a maximum of \$100,000. Approximately \$40K of the \$144K reported in legal expenses remains to be processed for reimbursement.

**Therefore, I report compliance with this provision.**

4. Fail to Manage the Unclaimed Money and Property Fund, including banking and authorizing disbursements of not more than \$5,000 or one donation per charity per year while maintaining a minimum fund balance of \$10,000.

#### **Interpretation of the Executive Director**

This provision addresses money and property in the possession of the Service in accordance with sections 132 and 133 of the *Police Services Act*. The Board is permitted to dispense these funds in the public interest, and has adopted a policy entitled "Management of the Unclaimed Money and Property Account" to guide disbursements in this regard. The Executive Director is authorized to approve a donation up to \$2,000, and the Board's approval is required for any donation larger than this amount.

#### ***Data in Support***

Disbursements from the Unclaimed Money and Property Account are consistent with Board policy. The total amount disbursed in 2019 was \$125,831, with \$166,968.25 deposited into the account. In 2018, the level of disbursements was similar, at \$125,220, though deposits were substantially lower at \$75,338. All donations over \$2,000 were approved by the Board and the balance of the account is above the \$10,000 amount required by policy. An independent audit of the account is conducted annually, and the most recent results were reported to the Board in April 2019. A review of the account to ensure its sustainability is also completed by the Executive Director in the fall of each year and presented to the Board.

**Therefore, I report compliance with this provision.**

5. Fail to coordinate Board member training

#### **Interpretation of the Executive Director**

The requirement for Board members to undergo training is stated in Regulation 421/97 under the *Police Services Act* as follows: "Board members shall undergo any training that may be provided or required by them by the Solicitor General". The Board's Code



of Conduct Policy states explicit adherence to this Regulation. There is currently no training provided by the Ministry, nor is any training identified by the Ministry as a requirement. Recognizing the important responsibilities that are invested in Board Members, however, the Ontario Association of Police Services Boards (OAPSB) offers ongoing training to its members at its annual conference and at a seminar each Fall.

### ***Data in Support***

All Board members are given the opportunity to attend the OAPSB's training sessions which are held immediately prior to its Annual Meeting and Conference, and access to online training has been shared with the Board. An orientation binder is also provided to all new Board members upon their arrival, and arrangements made to ensure appropriate briefings and sessions. Board members participated in an extensive number of learning activities in 2019, including the IACP Wellness Symposium, the OAPSB conference and labour seminar, the CACP and CAPG conferences, in addition to a number of facility tours arranged by members of the DRPS. Board members provided positive feedback on the nature and quality of the learning opportunities.

**Therefore, I report compliance with this provision.**

6. Allow the Board to lack representation with the Ontario Association of Police Services Boards and the Canadian Association of Police Boards, and at local events.

### **Interpretation of the Executive Director**

This provision requires that Durham Board maintains a visible and viable presence locally, provincially and nationally to communicate its positions and interests.

### ***Data in Support***

The Board is a member of both the Ontario Association of Police Services Boards and the Canadian Association of Police Governance (formerly the Canadian Association of Police Boards, now known as the CAPG). Chair Ashe, and Board Members Cubitt and de Boer attended the OAPSB conference in May and Vice-Chair Drew and Board members Cubitt and Barnes attended the CAPG conference in August 2019. The Executive Director and Board Member Cubitt were also present at the OAPSB Fall Labour Seminar. The Executive Director also participated in number of webinars hosted by the CAPG and at various meetings as a representative of the Big 12 Polices Services and as a member of the Emergency Services Steering Committee (ESSC) and the ESSC leadership group. This group of municipal representatives collaborate to address the escalation of costs in the emergency services sector. Board representatives also participated at local activities such as the long service awards dinner, the Police Appreciation Dinner, new DRPS member ceremonies, the Auxiliary member recognition dinner, the DRPA retirement dinner, and numerous events held in support of charitable

organizations. Board staff will continue to identify opportunities for the Board to demonstrate visibility to the community.

**Therefore, I report compliance with this provision.**

7. Fail to manage Board staff performance

**Interpretation of the Executive Director**

The Board office is staffed by the Executive Director and the Executive Assistant. The Executive Director is responsible to manage the performance of the Executive Assistant. The management of staff performance is based upon the principle of continuous improvement, and the service standard expected of Board staff is excellence.

***Data in Support***

The performance of the Executive Assistant is managed on an ongoing basis, and includes both a formal assessment once a year by the Executive Director and continuous feedback informally. The Board considered the 2019 staff evaluations at the February and March 2019 meetings.

**Therefore, I report compliance with this policy provision.**

8. Fail to provide semi-annual monitoring reports regarding this policy.

**Interpretation of the Executive Director**

Two reports to the Board covering all aspects of this policy are to be submitted to the Board.

***Data in Support***

Reports on this policy are provided in September and March each year.

**Therefore I report compliance with this provision.**

**Based on the above, I report overall compliance with this policy.**

*Bill Clancy*

Bill Clancy  
Executive Director

Attachments:      Board Budget to Actual Financial Report – 2019  
                             Unclaimed Money and Property Account – 2019 Donations



# Durham Regional Police Service

Branch Report for the 12 month period ended December 2019

Branch: Police Services Board



Cost Category	December 2017 Restated	December 2018 Restated	Actuals	Open 'Operating' Purchase Orders	Total Spending Commitments	2019 Budget	Budget Variances	2019 Budget + Approved Variances	% Committed
Payroll Expenses & Reserves	\$ 332,568	\$ 331,670	\$ 345,247	\$ -	\$ 345,247	\$ 358,913	\$ -	\$ 358,913	96%
Personnel Related	\$ 60,678	\$ 42,942	\$ 48,621	\$ -	\$ 48,621	\$ 47,917	\$ -	\$ 47,917	101%
Communication	\$ 3,694	\$ 2,493	\$ 1,446	\$ -	\$ 1,446	\$ 2,195	\$ -	\$ 2,195	66%
Supplies, Food, Services	\$ 26,238	\$ 19,540	\$ 32,449	\$ -	\$ 32,449	\$ 32,596	\$ (6,800)	\$ 25,796	126%
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Computer Maintenance / Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment Maintenance / Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Vehicle Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Professional & Consulting	\$ (1,544)	\$ 3,765	\$ 8,456	\$ -	\$ 8,456	\$ 10,200	\$ -	\$ 10,200	83%
Legal Services	\$ 92,597	\$ 171,777	\$ 144,432	\$ -	\$ 144,432	\$ 133,579	\$ -	\$ 133,579	108%
Financial Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital	\$ 15,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Gross Expenditures</b>	<b>\$ 530,142</b>	<b>\$ 572,187</b>	<b>\$ 580,652</b>	<b>\$ -</b>	<b>\$ 580,652</b>	<b>\$ 585,400</b>	<b>\$ (6,800)</b>	<b>\$ 578,600</b>	<b>100%</b>
Revenue & Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Net Expenditures</b>	<b>\$ 530,142</b>	<b>\$ 572,187</b>	<b>\$ 580,652</b>	<b>\$ -</b>	<b>\$ 580,652</b>	<b>\$ 585,400</b>	<b>\$ (6,800)</b>	<b>\$ 578,600</b>	<b>100%</b>



2019 UNCLAIMED PROPERTY FUND - DISBURSEMENTS

	A	B	C	D	E	G
	Date	Recipient	Amount			
1						
2						
3	2-Jan	Municipality of Clarington	\$1,000.00	Charity	To support continued growth and development of arts and culture in the Municipality of Clarington	
4	22-Jan	ProAction Cops & Kids	\$10,000.00		Final Instalment (2015-2019)-5 Year Agreement-To support DRPS officers in their work with local youth	
5	2-Jan	Catholic Family Services of Durham	\$1,000.00		To provide much needed counselling and support to over 2400 community members each year	
6	23-Jan	Ontario Philharmonic	\$2,500.00		Random Acts of Music:Teddy Bear Series	
7	23-Jan	Big Brothers Big Sisters South-West Durham	\$3,000.00		To benefit and enhance the lives of young people throughout the Durham Region	
8	23-Jan	Boys & Girls Club of Durham	\$1,750.00		To help children, youth and families who need it the most	
9	25-Feb	Hearth Place Cancer Support Centre	\$2,000.00		To support Hearth Place Cancer Support Centre for families living in and around Durham Region	
10	25-Feb	Horizon House	\$5,000.00		In support for abused women and their children through education, working towards a safer community	
11	1-Mar	Lakeridge Health Foundation Golf Classic	\$4,500.00		To benefit the highest priority needs of Lakeridge Health -critical and life saving equipment needed	
12	1-Mar	Regional Chair's Classic	\$1,500.00		To raise funds that go directly towards programs and services at Y's Wish Shelter	
13	5-Mar	YWCA Durham	\$810.00		To assist local non-profit organizations with youth oriented projects	
14	22-Mar	Township of Brock	\$900.00		Support summer camp programs for children & youth with developmental challenges	
15	22-Mar	Precious Minds	\$1,400.00		Funds raised go directly back into the community through initiatives such as Project Safe Prom, Awareness ads and education, Victim Support and DRPS Ride	
16	26-Mar	MADD Durham Region Chapter	\$1,500.00		To provide counselling and support to Women's Multicultural Resource and Counselling of Durham	
17	26-Mar	MADDCC of Durham	\$4,000.00		To support the redevelopment and expansion project for Bowmanville Hospital	
18	26-Mar	Bowmanville Hospital Foundation	\$1,000.00		To support those living with epilepsy throughout Durham Region	
19	26-Mar	Epilepsy Durham Region	\$5,000.00		To support individuals with an intellectual disability through the Law Enforcement Torch Run for Special Olympics	
20	26-Mar	Special Olympics Ontario	\$2,500.00		Reaching kids before they need to be rescued	
21	26-Mar	Their Opportunity Minor Sports Corp	\$1,000.00		To inspire children & youth to have greater social consciousness helping young minds grow into leaders.	
22	26-Mar	Big Brothers Big Sisters North Durham	\$2,000.00		In support of ProAction Cops & Kids	
23	17-Apr	ProAction Cops & Kids (ISN Annual Charity Golf Tourney)	\$1,355.40		Provides Scholarships to racialized students pursuing post secondary education in Law Enforcement, Corrections, Criminology and Law.	
24	17-Apr	ABLE	\$1,200.00		Oshawa Mayor's Golf in support of Carea Community Health Centre	
25	23-Apr	Township of Uxbridge	\$1,995.00		To support non-profit organizations & individuals seeking financial assistance for various activities or events	
26	29-Apr	Carea Community Health Centre	\$850.00		To support Clarington's future	
27	7-May	Municipality of Clarington-Mayors Golf Classic	\$500.00		In support of after school program for at risk youths	
28	7-May	Simcoe Hall Settlement House	\$5,000.00		Back to School Backpack Program	
29	9-May	United Way Durham Region	\$5,000.00		In support of Mental Health	
30	21-May	Ontario Shores Foundation for Mental Health	\$5,000.00		In support of Type 1 diabetes	
31	21-May	Diabetes Canada	\$5,000.00		In support of Police families that face a unique set of circumstances	
32	19-Jun	Durham Beyond The Blue	\$6,000.00		Funds supporting the Rouge Valley Ajax and Pickering hospital	
33	19-Jun	Pickering Mayor's Gala	\$5,000.00		Supports Children and Youth Associated with the Durham Children's Aid Society	
34	19-Jun	Durham Children's Aid Foundation	\$900.00		Proceeds donated to Wounded Warriors	
35	19-Jun	Wounded Warriors - Fallen 1st Responder Golf	\$1,000.00		Walk a Mile in Her Shoes 2019	
36	11-Jul	Bethesda House	\$1,000.00		Family Fund Day - 10 Year Celebration	
37	11-Jul	Ajax Pickering Hospital Foundation	\$600.00		Assist youth - camps, programs, bursaries	
38	19-Jul	Township of Scugog	\$800.00		Teaching, Mentoring, and Supporting the youth in the community	
39	31-Jul	Victory Neighbourhood Services Inc	\$2,500.00		In support of the Ontario Police Memorial Golf Tournament	
40	31-Jul	DRPA - Ontario Police Memorial Golf Tournament	\$1,000.00		Funds to support physical, psychological & intellectual challenges	
41	7-Aug	WindReach Farm	\$1,000.00		In support of the Durham Regional Police Children's Games hosting 75 athletes, 100 volunteers & 150 Family members	
42	3-Sep	DRP Children's Games	\$3,000.00		In support of the Station Gallery Art Program	
43	3-Sep	Station Gallery	\$2,000.00		Provides funding to allow for innovative and experiential learning programs across 5 underserved schools, serving 500 youth aged 6 to 18 years old	
44	17-Sep	Youth Fusion	\$500.00		To support the Durham Regional Police Service and the significant contribution it makes towards public safety and security	
45	17-Sep	PADAN	\$500.00		In Support for individuals who have developmental disabilities	
46	4-Oct	Community Living Ajax Pickering Whitby	\$5,000.00		To fund enhanced features for special needs for Newcastle Art Gallery	
47	15-Oct	Durham Region Transit	\$1,000.00		New Year's Eve Free Ride	
48	18-Oct	Durham Pride Prom - Carea Community Health Centre	3,920.00		High School students who identify themselves as (2SLGBTQ)	
49	15-Oct	Durham Regional Crime Stoppers	4,350.00		Investigations regarding crime activity	
50	19-Nov	Victim Services of Durham Region	5,000.00		Financial support to prevent human trafficking in Durham	
51	19-Nov	K9 2020 Charity Calendars	5,000.00		Financial Support to Alzheimer's Durham and Epilepsy of Durham Region and The Animal Guardian	
52	19-Nov	Grandview Kids	1,500.00		For Children and youth with special needs	
53	22-Nov	Durham College Bursary	\$1,500.00		College Bursary	
54	22-Nov	UOIT - DRPSB Endowment Fund			Endowment	
55						
56						
57						