

Public

Meeting: **11 Sep 06**

Agenda Item: **Monitoring Report:
Board-staff Policy – Jan-Jun 2006**



Recommended Motion:

THAT the Board find that all provisions of the *Board-staff* policy have been complied with for the period January to December 2005.

BOARD-STAFF POLICY
1 January 2006 – 30 June 2006

I hereby submit my monitoring report on your Governance Policy “Board-staff”. I certify that the information contained in this report is true. Furthermore, I report compliance in each of the eight Policy Provisions as well as the broadest policy provision.

Signed: _____ Date: _____
Executive Director

BROADEST POLICY PROVISION:

For the purposes of assisting the Board to carry out its work, the Board shall engage Board-staff consisting of an Executive Director and others as required.

The Executive Director will report directly to, and receive direction from, the Chair of the Board. Other Board-staff shall report to and take direction from the Executive Director.

The Executive Director is authorized and has direct responsibility to provide the Board with all administrative and support functions necessary to ensure the Board can attend to its governance work effectively and efficiently.

Without limiting the foregoing the Executive Director shall not: [provisions follow]

Executive Director’s Interpretation:

I submit that the Board has comprehensively interpreted this policy in its subsequent policy provisions. My interpretations and data will be attached to those provisions.

POLICY PROVISION #1

Allow for meetings to be unsupported;

Executive Director's Interpretation: It is my interpretation that *not allow for meetings to be unsupported* means ensuring that the information and recording necessary for the Board to perform its work effectively are to be provided in a timely fashion. Further, it is my interpretation that:

- Meeting agendas and reports are to be consolidated and distributed to each Board member and the Chief of Police, in advance of Board meetings;
- That the proceedings of each Board meeting shall be recorded in the form of formal, written minutes; and
- Copies of each meeting's agendas, reports and minutes shall be duly filed in the Board office, for future reference.

Data:

- In the first six months of 2006, there were no complaints regarding agenda items.
- Board agendas were provided to all Board members a minimum of 5 days in advance of each, meeting 100% of the time.
- The Board has approved the minutes for each meeting, indicating their accuracy.
- Direct inspection of hard copy, electronic and web-site files indicates that no agendas, reports or minutes or parts thereof are missing. There have been no complaints of any kind regarding any files pertaining to Board meetings.

I therefore report compliance.

POLICY PROVISION #2

Fail to advise the Board regarding its decision processes and outcomes;

Executive Director's Interpretation: It is my interpretation that:

- *Advise* means to provide written reports that provide context, analysis, options as appropriate, and recommendations;
- That *decision processes* refers to how the Board makes its decisions, consistent with its policies;
- That *decision outcomes* refers to the actual decisions made by the Board; and
- That the requirement to provide advice extends to all decisions before the Board.

Data:

- Formal, written advice was provided to the Board regarding every statutory or outcome-based decision before the Board in the first six months of 2006, except when directed otherwise (i.e. the DRPS budget). Frequently, internal and external input has been sought while preparing this advice.
- During the period January-June 2006, there were 67 decisions before the Board, including several policy amendments and monitoring report scorecards. The Board adopted the recommendations of the Executive Director in 61 cases, and modifications of the Executive Director's advice in the other 6 instances.

- The annual retreat was designed and facilitated by the Executive Director, the Deputy Selection Process was managed, and the preparation of bargaining positions.
- In the past 6 months, there have been no complaints regarding the provision of advice to the Board.

I therefore report compliance.

POLICY PROVISION #3

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

Executive Director's Interpretation: It is my interpretation that:

- *Financial planning* refers to the preparation of the annual governance budget, in accordance with the Regional format and any specific Board direction;
- *Financial operations* means directing the Finance Unit to make specific governance expenditures; and
- *Financial reporting* refers to apprising the board of that status of the governance budget.

Data:

Financial planning as illustrated by the proposed 2007 governance budget is currently before the Board. It represents a 0% increase over 2006.

Regarding financial operations and reporting, please refer to the attached semi-annual financial report regarding the governance budget and its variances. Major variations are the increased cost of Program Materials and Supplies (as a result of increased costs of catering board meetings and Awards Night), and those line items related to (largely unpredictable) labour issues.

There have not been any deviations from the Region's financial rules and procedures.

Overall, the Board has spent 38% of its FY2006 governance budget. A surplus of approximately \$30K (6%) is anticipated at year-end.

I therefore report compliance.

POLICY PROVISION #4

Fail to manage the Unclaimed Property Fund, including banking and authorizing disbursements of not more than \$1500 per charity per year while maintaining a minimum fund balance of \$10,000;

Executive Director's Interpretation: It is my interpretation that:

- *Manage the Unclaimed Property Fund* means that I have primary responsibility for all aspects of the Fund, including banking arrangements, deposits, disbursements and arranging for audits;
- *Banking* refers to establishing appropriate banking arrangements, and ensuring all transactions;
- *Disbursements of not more than \$1500 per charity per year* means that I do not have the authority to sponsor on the Board's behalf a single charity for more than \$1500 per annum,

nor a single charitable event at more than \$1500 per annum. Such disbursements require specific Board approval; and

- *Maintaining a minimum fund balance of \$10,000* means that the fund balance must never be allowed to be less than \$10,000.

Furthermore, it is my interpretation that I do not have the authority to deny requests for support from registered charitable institutions that reside in Durham Region.

Data:

- The running log of Unclaimed Property Fund disbursements, along with the Fund balance, is attached to this report. The Board individually approved all disbursements of more than \$1500 per year per charity. The Fund balance has never been less than \$50K in the first six months of 2006.
- There were no areas of concern cited in the 2005 External Audit Report, which the Board accepted at its 10 July 2006 meeting.

I therefore report compliance.

POLICY PROVISION #5

Fail to coordinate Board member training;

Executive Director's Interpretation: It is my interpretation that:

- *Coordinate Board member training* means to ensure Board members are aware of external police-governance training and educational opportunities, and arrange administratively for attendance at such opportunities in accordance with Board member interests. It is further my recommendation that I am to arrange for all local Board member training.

Data:

Board member attendance at the OAPSB AGM was coordinated by Board-staff, and the Executive Director was one of the trainers at this provincial conference. There were no new members, so no orientation training was conducted during this period. The Board Retreat, designed, coordinated and facilitated by Board-staff, was an educational experience, which featured among other things educational briefings by the Chief's staff.

There have been no complaints regarding training activities thus far in 2006.

I therefore report compliance.

POLICY PROVISION #6

Allow the Board to lack representation with the Ontario Association of Police Services Boards (OAPSB) and the Canadian Association of Police Boards (CAPB), and at local events;

Executive Director's Interpretation: It is my interpretation that:

- *Representation* means Board membership and participation in both OAPSB and CAPB; and
- *Local events* are community safety-related events to which Board representation has been requested.

Data:

- The Board belongs to each Association, and several members attended the OAPSB AGM during the first six months of 2006. The Board Chair is the Vice-President of OAPSB, while the Board Vice-Chair is also the Vice-Chair of OAPSB Zone 3, and the Executive Director is a member of OAPSB's Governance Training Committee and its Labour Relations Committee.
- There have been no complaints about Board representation at OAPSB and/or CAPB, from either Board members or the Associations.
- No community safety-related event, to which the Board was invited, were unattended in the first six months of 2006.

I therefore report compliance.

POLICY PROVISION #7

Fail to manage Board-staff performance; and

Executive Director's Interpretation: It is my interpretation that

- *Manage performance* refers to establishing work objectives, conditions and standards, and subsequently evaluating individual performance against those objectives, conditions and standards; and
- *Board-staff* refers to the Administrative Assistant as well as the Board's consultants and service providers, as applicable from time-to-time.

Data:

The Administrative Assistant's objectives, conditions and standards have been established in her performance evaluation, contract and job description respectively. Her performance review is due at year-end, and hence is not applicable to this reporting period.

Each of the Board's consultants is engaged only as required for specific tasks and at specific rates, as recorded in the Board office. Each consultant has achieved performance expectations within agreed-upon fee schedules during this time period:

- Board solicitors (Christie and McAleese); and
- Governance consultant (Taylor).

I therefore report compliance.

POLICY PROVISION #8

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

Executive Director's Interpretation: It is my interpretation that:

- *Semi-annual* means twice a year – once at mid-year and once at year-end;
- *Monitoring reports* refers to the style of report as exemplified herein.

Data:

The Board received a 2005 year-end monitoring report regarding this policy in February 2006, and this mid-year report.

I therefore report compliance.

Attachments:

Expenditure Report - Governance Budget – 30 June 06

Unclaimed Property Fund – Expenditures 1 Jan 06 to 30 June 06