

**Public**

Meeting: **10 September 12**

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 involve the following activities: developing agendas with the input of the Chair and the Chief; preparing reports for the consideration of the Board; reviewing and analyzing reports submitted by the Chief of Police; distributing materials in advance; recording the minutes; and ensuring the Board's decisions are communicated to the appropriate audiences.

### **Data in Support**

The Board held 6 regular meetings to June 30, 2012, one special meeting for the purpose of choosing a new Deputy Chief, and one off-site retreat. Board Committees met on 6 occasions, the majority involving bargaining and arbitration with the Durham Regional Police Association. 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, reviewing monitoring reports and other materials produced by the Police Service, networking with other Boards, and through building constructive relationships with stakeholders. The scope of the advice covers all governance and oversight 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 advised the Board on numerous issues during the first six months of 2012, including the following: new and revised Board policies; monitoring reports from the Chief of Police covering the operations and management of the Police Service; the selection process for a new Deputy Chief of Police; the existing and forthcoming Business Plans; collective bargaining issues; the Next Gen project; and the Independent Civilian Review report on the G20 in Toronto. The advice 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 2012 is \$483,129. As of June 30th, \$194,455 or 40%, had been drawn from the budget. This is very similar to the budget experience in 2011,

with 39% of the budget committed during the first six months. It is expected that the Board will be in a surplus position at the end of the calendar year.

**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.

### **Data in Support**

All disbursements from the Unclaimed Money and Property Account are consistent with Board direction. A summary of all disbursements is included at each monthly Board meeting in the reading file. The total amount distributed to June 30th from this account is \$57,888.84. This closely resembles the disbursements in the first six months of last year, which totaled \$60,471.88. The balance of the account is above the \$10,000 amount required by policy.

**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 on labour relations.

## **Data in Support**

All Board members have been given the opportunity to attend the OAPSB's training sessions and access to online training has been shared with Board members. Three Board members attended the OAPSB conference in Ottawa in April of 2012. Board members are also kept informed of developments at the provincial and national levels with respect to issues affecting the governance of policing.

**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 Chiefs of Police and the Canadian Association of Police Boards. Board members and the Executive Director actively participate in the activities of the Associations, through conferences, special projects, seminars and meetings of the Big 12. Board representatives also participated at local activities such as the charitable fundraising events, the Auxiliary member recognition dinner, retirement functions, and swearing-in ceremonies for newly promoted officers, including the Deputy Chief. 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 two full time contract employees: 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 as the need arises. The Board approved the 2011 Board staff evaluations at the May 2012 Board meeting.

**Therefore, I report compliance with this 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  
Executive Director