

Public

Meeting: **8 September 2014**

Agenda
Item: **Board Staff policy**



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; coordinating the content and timing of agenda items in consultation with the Police Service and the Board; receiving and reviewing reports submitted by the Chief of Police; distributing materials in advance; arranging for deputations and presentations; recording the minutes; and ensuring the Board's decisions are communicated effectively to the appropriate audiences.

Data in Support:

The Board held 7 regular meetings to July 31, 2014, one special meeting for the purpose of choosing a Chief of Police and one off-site retreat. Board Committees met on three occasions. Adequate support was provided for all meetings and all action items were recorded and tracked.

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 equipped with appropriate and timely 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 drafted by the Police Service, networking

with other Boards, and through building constructive relationships with stakeholders across the police sector. 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 a wide variety of issues during the first seven months of 2014, including the following: monitoring reports from the Chief of Police covering aspects of management of the Police Service; supporting the process for the selection and swearing-in of a new Chief of Police; the Continuous Improvement Program; and various labour matters. The Executive Director supported the Board in playing a proactive advocacy role on issues affecting policing in Ontario such as medical marihuana, conducted energy weapons, assistance to victims, and the police complaints process. The advice and support provided has been developed through 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 2014 is \$470,993. As of July 31, \$233,447 had been drawn from the budget (49.5%). It is expected that the Board will be within budget 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 \$5000 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:

Disbursements from the Unclaimed Money and Property Account are consistent with Board policy and Board approval is required should exceptions be made. A summary of all disbursements is included at each monthly Board meeting in the reading file. The total amount dispersed to July 31st from this account is \$75,659. In the first seven months of 2013, \$84,664.64 was dispersed which included a contribution toward the purchase of badges and warrant cards for members of the DRPS at a cost of \$23,001.64. The balance of the account is above the \$10,000 amount required by policy. An independent audit of the account was completed and presented to the Board in April 2014.

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. Various educational opportunities were offered to Board members in the first half of 2014, including conferences held by the Police Association of Ontario, the Ontario Association of Chiefs of Police and the Ontario Association of Police Services Boards. Board members are kept informed of developments at the provincial and national levels with respect to issues affecting 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 continues to be a member of both the Ontario Association of Chiefs of Police and the Canadian Association of Police Governance (formerly the Canadian Association of Police Boards). The Executive Director and the Chair attended the Ontario Association of Police Services Board conference in Toronto in May 2014, where the Board's resolution on Medical Marihuana was supported by the membership. Board members also attended the Police Association of Ontario conference in February 2014, and the Executive Director and the Chair also participated in meetings of the Big 12. Board members and the Executive Director attended the Canadian Association of Police Governance conference in Halifax in August 2014, where the Board's resolution on Medical Marihuana was again endorsed. Board members continue to support and be present at local events and charitable fundraising efforts and 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.

Data in Support:

Board staff members are committed to a standard of excellence in serving the Board and responding to inquiries. The Board approved the 2013 evaluations for the Executive Director and the Executive Assistant and at the May 2014 Board meeting.

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
Executive Director