

Public

Meeting: **6 March 12**

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: developing agendas with the input of the Chair and the Chief; receiving and reviewing reports submitted by the Chief of Police; providing advice to the Board on the content of agenda items; 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 11 meetings during 2011, in all months with the exception of August. In addition, a total of 9 Committee meetings here held. Furthermore, the Negotiations Committee met on four occasions with the Durham Regional Police Association in 2011 to negotiate collective agreements. 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 and analyzing 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 2011, including the following: complaints under Part V of the *Police Services Act*; grievances; monitoring reports from the Chief of Police covering aspects of management of the Police Service; Board policies; collective bargaining issues; and supporting the selection process for a new Deputy Chief of Police. 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 2011 was \$478,387. The account finished in a surplus position of \$43,373 at year end, a 9% variance. The surplus can be attributed to lower than expected costs in several areas, such as payroll deductions, program and materials, and education and training. The Professional Services account was overspent by approximately \$17,000, the result of higher than expected legal fees.

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

All disbursements from the Unclaimed Money and Property Account are consistent with Board policy. A summary of all disbursements is included at each monthly Board meeting in the reading file and a statement of all donations in 2011 is appended to this report. The total amount dispersed from this account in 2011 was \$75,944. 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

Two Board members attended the OAPSB training session for new Board members in Niagara Falls. The OAPSB developed on line training for its member Boards in 2011. Module 1 has been finalized and details of how to access it were shared with members of the Board. Board members also participated in other educational opportunities, such as conferences hosted by the Canadian Association of Police Boards and the International Association of Chiefs of Police.

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. Five Board members attended the OAPSB conference in Niagara Falls in May 2011 and three Board members attended the Labour Relations seminar hosted by the OAPSB in Toronto in September 2011. Two Board members participated at the CAPB annual conference and meeting in Regina in August 2011. At this meeting, the CAPB supported a resolution from the Durham Board regarding changes to the criminal information request process, and the effect of federal decisions on municipal police resources. Board representatives also participated at local activities such as the long service awards dinner, charitable fundraising events, the Police Appreciation Dinner, and the Auxiliary member recognition dinner. Board staff will continue to identify opportunities for the Board to demonstrate visibility to the community.

7. Fail to manage Board staff performance

Interpretation of the Executive Director

The Board office was staffed by the Executive Director on a part time contract basis and by the Executive Assistant on a full time contract basis during 2011. The Executive Director is responsible to manage the performance of this staff member. The management of staff performance is based upon the principle of continuous improvement, and the service standard expected of Board staff is one of 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 2010 Board staff evaluations at the May 2011 Board meeting. The 2011 evaluations are forthcoming.

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.

A handwritten signature in black ink that reads "Bill Clancy". The signature is written in a cursive, slightly slanted style.

Bill Clancy
Executive Director

Attachments: Board Budget to Actual Financial Report – 2011
Unclaimed Money and Property Account – 2011 Donations