

Public

Meeting: **18 March 13**

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 2012, in all months with the exception of August. One special meeting was held for the purpose of selecting a new deputy Chief. In addition, a total of 8 Committee meetings were held, as well as three negotiation sessions 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 2012, including the following: monitoring reports from the Chief of Police covering aspects of management of the Police Service; the Independent Civilian Review report on the G20 in Toronto; the existing and forthcoming Business Plans; the Ministry inspection of the DRPS and the Board; the DRPS 2013 budget; 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 2012 was \$483,129. The account finished in a surplus position of \$58,404, a 12% variance. This is a very similar result to the budget experience in 2011. Expenses were less than budgeted in the payroll, program supplies, and professional services accounts.

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

Total deposits into the account in 2011 were \$161,065.17. A summary of all disbursements is included at each monthly Board meeting in the reading file. The total amount dispersed in 2012 was \$107,072.36, compared to \$75,944 in 2011. The increase from the previous year can be attributed to the Board's decision to cover the costs of new DRPS warrant and civilian identification cards, in the amount of \$24,498.36. 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. Board members attended the OAPSB conference in April, the Canadian Association of Police Boards conference in August and the International Association of Chiefs of Police conference in September. 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 (OAPSB) and the Canadian Association of Police Boards (CAPB), and at local events.

Interpretation of the Executive Director

This provision requires that the 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 long service awards dinner, charitable fundraising events, the Police Appreciation Dinner, the Auxiliary member recognition dinner, and the civilian recognition lunch. One Board member and the Executive Director are also ex-officio members of the DRPS Diversity Advisory Committee, which meets once a month and whose members participate in community outreach initiatives. Board staff will continue to identify opportunities for the Board to demonstrate visibility to the community.

Therefore, I report compliance with this policy 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 as the need arises. The Board approved the 2011 Board staff evaluations at the April 2012 Board meeting. The 2012 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 March and September each year.

Therefore I report compliance with this provision.

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

Bill Clancy
Executive Director

Attachments: Board Budget to Actual Financial Report – 2012
Unclaimed Money and Property Account – 2012 Donations