

**Public**

Meeting: **10 March 13**

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; 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 eleven meetings during 2013, in all months with the exception of August, plus an additional special meeting for the purpose of discussing collective bargaining. Board Committees met on five occasions, and another five negotiations sessions were held with the Durham Regional Police Association and the Senior Officers' Association. One Committee teleconference also occurred for the purpose of discussing collective bargaining. The Joint Job Evaluation Committee met on two occasions to evaluate civilian positions in the Senior Officers' 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 matters 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 2013, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service; the 2014-16 Business Plan; the Continuous Improvement Program; the DRPS 2014 budget; the Ministry Inspection of the DRPS and the Board's response; the section 116 OCPC hearing; Board policies; collective bargaining, civilian job evaluation and other labour issues; and supporting the selection process for a 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 2013 was \$474,144. The account finished in a surplus position of \$40,044, an 8% variance. This is a similar result to the budget experience in

2012. Expenses were higher than budgeted in the payroll account as a result of the presence of two Executive Assistants for a transition period of six weeks during 2013.

**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 2013 were \$107,257.26 compared to \$161,065.17 in 2012. The total amount dispersed in 2013 was \$120,674.64 compared to \$107,072.36 in 2012. A summary of all disbursements is included at each monthly Board meeting in the reading file, and a yearly cumulative report is included with this report. All donations over \$2000 require the approval of the Board. 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 Wilson and Furlong and the Executive Director attended the OAPSB labour seminar in November.

## **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 Police Services Boards 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. The Executive Director attended the OAPSB conference in May and the Board was also represented at the Association's labour seminar in the Fall. Board representatives also participated at local activities such as the long service awards dinner, the Police Appreciation Dinner, the Auxiliary member recognition dinner, the DRPA retirement dinner, the civilian recognition lunch and numerous charitable activities. Board member Rockbrune 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.

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 office experienced a transition in this role in 2013 and both the former employee and the incumbent have provided superior support and administration to the Board. The Board approved the 2012 staff evaluations at the April 2013 Board meeting. The 2013 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.**

Bill Clancy  
Executive Director

Attachments: Board Budget to Actual Financial Report – 2013  
Unclaimed Money and Property Account – 2013 Donations