

**Public**

Meeting: **March 14, 2016**

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 Board and the Chief of Police; receiving and reviewing reports submitted by the Chief of Police and drafting reports related to the Board's governance and oversight responsibilities; providing advice to the Board on the content and timing of agenda items and reports, presentations and correspondence discussed; distributing materials in advance to provide sufficient time to review; recording the minutes; and ensuring the Board's decisions are communicated to the appropriate audiences.

## **Data in Support**

The Board held eleven meetings during 2015, in all months with the exception of August. The Finance Committee and the Human Resources Committee each met on two occasions, and the Strategic Planning and Policy Committee four times. The Negotiations Committee conducted collective bargaining with the Durham Regional Police Association on five occasions. 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, by reviewing and analyzing reports and other materials produced by the DRPS, other Police Services, academics, and stakeholders, and by building constructive relationships throughout the police sector. 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 2015, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service; the monitoring of the 2014-16 Business Plan and the development of the 2017-19 Plan; the Continuous Improvement Program; the DRPS 2016 budget; the review of the Unclaimed Money and Property Account; Clarington Phase II; the modernization of policing and police governance; street checks; and various labour matters, including collective bargaining. 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 2014 was \$470,461. The account finished in a deficit position of \$13,777 a 3% variance. The primary reason for the overspend was the increase in professional fees, which amounted to \$154,546, or 61% more than budgeted. The Board experienced a significant increase in the number of labour matters requiring legal counsel in 2015.

**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**

Total deposits into the account in 2015 were \$63,831.83 compared to \$46,351.56 in 2014. The total amount dispersed in 2015 was \$101,084, compared to \$115,449.50 in 2014. 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 \$2,000 were approved by the Board and the balance of the account is above the \$10,000 amount required by policy. A review of the account to ensure its sustainability was also completed by the Executive Director in 2015.

**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.

### **Data in Support**

All Board members have been given the opportunity to attend the OAPSB's training sessions which are held immediately prior to its Annual Meeting and Conference, and access to online training has been shared with Board members. One new Board member (Mr. Lal) was appointed in 2015. An orientation package was provided to Mr. Lal and discussions were held, including with the Chief of Police, with regard to current priorities and issues.

**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 and Board members Lal and McLean attended the OAPSB conference in Toronto in May 2015. The Board was also represented at the Association's governance labour seminar in the Fall by the Executive Director and Board member Wilson. The Executive Director and Board members Rockbrune and Drew attended the Canadian Association of Police Governance conference in Markham, Ontario, in August 2015. 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 recognition lunch and numerous events held in support of charitable organizations. The Executive Director and Board member Rockbrune are ex-officio members of the DRPS Diversity Advisory Committee, and participate when possible at monthly meetings. 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. The Board approved the 2014 staff evaluations at the April 2015 Board meeting. The 2015 evaluations are on the agenda of the March 2016 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

Attachments: Board Budget to Actual Financial Report – 2015  
Unclaimed Money and Property Account – 2015 Donations