

Public

Meeting: **14 September 2015**

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 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 has held 8 meetings to date (inclusive of September 2014, in all months with the exception of August), and one off-site retreat. The Finance Committee has met on two occasions, and the Strategic Policy and Planning Committee, the Human Resources Committee, and the Negotiations Committee have each met once. In addition, the Negotiations Committee held bargaining sessions with the DRPA for three days in June and July of 2015. 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 has advised the Board on numerous issues during the first eight months of 2014, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service; progress against the 2014-16 Business Plan; the development of the 2017-19 Business Plan; the Continuous Improvement Program; the Pan Am Games agreement with the Province; changes to police governance being contemplated by the Province; the renewal of the agreement for the Kids' Safety Village; and bargaining with the DRPA. The advice provided 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 2015 is \$470,461. As of July 31, \$256,692 had been drawn from the budget (55%). While it is expected that the Board will be within the overall budget at the end of the calendar year, there is a mild risk that the budget will be overspent as a result of the legal costs associated with a high number of arbitration matters. The budget will be monitored closely in the coming months to determine if additional steps will be required to mitigate this risk, and the Board will be advised accordingly.

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 disbursed to July 31, 2015 is \$79,231.50. The balance of the account is above the \$10,000 amount required by policy. An independent audit of the account is conducted annually, and the most results were reported to the Board in April 2015. The Board instructed the Executive Director to provide options for the future management of the account beginning in 2016, and the analysis will be completed in the Fall of 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 February 2015. A comprehensive orientation package was provided to Mr. Lal, complemented by verbal discussions. Board members Lal and McLean and the Executive Director attended the OAPSB conference in May 2015.

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 Governance (formerly the Canadian Association of Police Boards). The Chair, 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 members Drew and Rockbrune and the Executive Director attended the Canadian Association of Police Governance (CAPG) conference in August 2015, and the Executive Director also attended the Economics of Policing Summit in March 2015 as a delegate of the CAPG. Board members were present at an extensive number of local events, including retirement functions for DPRS members and charitable events sponsored by the Board.

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. 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.

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