

## Public

Meeting: **12 September 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 involves the following activities: developing agendas with the input of the Board and the Chief of Police and members of the DRPS; coordinating presentations by DRPS members, external stakeholders and deputations by citizens; reviewing and analyzing reports submitted by the Chief of Police and correspondence directed to the Board; conducting research, drafting reports and providing advice related to the Board's governance and oversight responsibilities; ensuring the organization and distribution of 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 2016, in all months with the exception of August), and one off-site retreat. The Finance Committee has met on one occasion, and the Strategic Policy and Planning Committee has convened twice. The HR committee met three times for the purpose of recruiting a new deputy chief, and the Negotiations Committee participated in an arbitration session with the DRPA. 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 2016, 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 new Regulation regarding street checks; the recruitment of the new deputy chief and other various labour matters; changes to the *Police Services Act* being contemplated by the Province; and bargaining with the DRPA and the SOA and efforts related to provincial coordination in bargaining. 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 2016 is \$469,754. As of July 31, \$350,357 had been drawn from the budget (75%). It is expected that the Board will not be within the overall budget at the end of the calendar year, primarily the result the Board's decision to adopt new terms and conditions of employment for its two staff members, and higher than anticipated legal costs. The budget will be monitored closely in the coming months to mitigate the risk of an overspend.

**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, 2016 is \$88,356, compared to slightly under \$80K at the same time last year. 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 2016. A plan for the upcoming year will be presented to the Board in November.

**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 the Board.

**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 2016, and Board members Furlong and Drew and the Executive Director attended the OAPSB conference in May 2016. The Executive Director also participated as a representative of the Big 12 Polices Services as a member of the Emergency Services Steering Committee (ESSC) and the ESSC leadership group. This group of municipal representatives collaborate to pursue better bargaining outcomes in the emergency services sector. 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 2015 staff evaluations at the April 2016 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