

Public

Meeting: **13 June 11**

Agenda Item: **Board Staff Policy -
Monitoring Report**



Recommendation:

That the Board find that all provisions of the Board Staff policy have been complied with since January 2011.

Recommended Motion:

I hereby submit my monitoring report on the Board's Governance Policy "Board Staff". I certify that the information contained in this report is true. Furthermore, I report compliance in each of the eight Policy Provisions as well as the broadest policy provision.

Signed: _____ Date: _____

Executive Director

BROADEST POLICY PROVISION:

For the purposes of assisting the Board to carry out its work, the Board shall engage Board staff consisting of an Executive Director and others as required.

The Executive Director will report directly to, and receive direction from, the Chair of the Board.

Other Board-staff shall report to and take direction from the Executive Director.

The Executive Director is authorized and has direct responsibility to provide the Board with all administrative and support functions necessary to ensure the Board can attend to its governance work effectively and efficiently.

Without limiting the foregoing the Executive Director shall not: [provisions follow]

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, Chief and Board members as required; 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 has held six meetings since the beginning of 2011, in addition to three Committee meetings. No special meetings have been held. Adequate support was provided for all meetings.

Therefore, I report compliance with this provision.

2. Fail to advise the Board regarding its decision processes and outcomes.

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 governance and oversight of the Police Service. This information is gathered through independent research, reviewing monitoring reports and other documentation produced by the Police Service, networking with other Boards, and by 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 has advised the Board on numerous issues since the beginning of 2011, including the following: complaints under Part V of the *Police Services Act*; grievances; monitoring reports from the Chief of Police covering aspects of management of the Police Service and the Board's ends policies; and collective bargaining issues. 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 thorough 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 budget has remained effectively constant for a period of years, reflecting the overall consistency in yearly expenses. Variances are most evident in the area of professional services, which includes legal fees which can be challenging to predict depending on the number and complexity of grievances and whether collective bargaining will take place. A summary of the Board's 2011 budget and year to date spending until the end of April 2011 is appended (Appendix 'A'). Based on current trends, the Board's spending will be within budget.

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

All disbursements from the Unclaimed Money and Property Account are consistent with Board policy. A summary of all disbursements is included at each monthly board meeting in the reading file and a year to date overview is appended to this report (Appendix 'B'). The balance of the account is above \$10,000.

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 were informed of the OAPSB’s recent conference in Niagara Falls and the training session that occurred. Three Board members were able attend the session.

The OAPSB is currently developing on line training for its member Boards. Module 1 has been finalized and details of how to access it have been shared with members of the Board.

Board members were also provided information to enable them to experience other educational opportunities, such as conferences hosted by the Canadian Association of Police Boards, the International Association of Chiefs of Police, Canadian Association of Chiefs of Police and Ontario Association of Chiefs of Police.

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, and meetings of the Big 12. Board representatives also participate at local activities such as the 20/30 year service awards dinner, charitable fundraising events, the Police Appreciation Dinner, and graduation ceremonies. The Executive Director will continue to work with the Service to identify opportunities for the Board to demonstrate visibility to the community.

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 on a part time contract basis and by the Executive Assistant on a full time contract basis. The Executive Director is responsible to manage the performance of this staff member. The management of staff performance is based upon the principle of continuous improvement, and the service standard expected of Board staff is one of 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 Executive Assistant's evaluation at the May 2011 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 June and December.

Therefore I report compliance with this provision.

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