

REPORT TO THE POLICE SERVICE BOARD



Author: Bill Clancy

Date of Report: 10/15/2024

Board Staff Policy

Type of Report: Public

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, the Chief of Police and Command, and other 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 and implemented accordingly.

Data in Support

The Board has held 7 regular meetings to date in 2024 (inclusive of September 17, 2024), and held five Special Meetings. The Strategic Policy and Planning Committee met once, and an educational workshop was held for all Board members on two occasions. All public meetings were livestreamed to ensure accessibility and all presentations and deputations were arranged effectively. Reports to the Board enabled effective decision-making and all decisions were recorded and acted upon in a timely way.

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 and report writing, by reviewing and analyzing reports and other materials produced by the DRPS, other Police

Services, academics and think-tanks, the provincial and federal governments, and community stakeholders, and by building constructive relationships throughout the police sector. The scope of the advice covers all governance and oversight matters and responsibilities conferred upon the Board through the *Community Safety and Policing 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 2024, including the following: the transition to new policing legislation in Ontario, including substantive new training, policy and procedural requirements; engagement with the community; presentations to Regional Council; monitoring reports from the Chief of Police covering aspects of the management and performance of the Police Service and compliance with Board policies and objectives; various labour relations matters; issues related to the OCPC investigation; executive compensation considerations; community engagement; and the DRPS budget. 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 2024 is \$674,016. As of July 31, \$430,831 had been drawn from the budget. It is expected that expenses will slightly exceed the budgeted amount due primarily to legal services costs.

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 258 and 259 of the *Community Safety and Policing 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. The total amount disbursed to August 15, 2024 is \$58,145, compared to \$56,820 at the same time last year. Deposits into the account up to August 15, 2024 are \$83,729. The Board implemented a maximum donation value of \$1,000 in 2023 recognizing the significant disparity between revenue and donations that had been recurring, resulting in the depletion of the account. The balance of the account is above the \$10,000 amount required by policy, at \$134,728. An independent audit of the account is conducted annually, and the most recent results were reported to the Board in April of this year. 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

Board member training is required under the *Community Safety and Policing Act*. Section 35 of the Act states the following:

35 (2) A member of a police service board or of a committee of the board shall successfully complete the following training:

1. The training approved by the Minister with respect to the role of a police service board and the responsibilities of members of a board or committee.
2. The training approved by the Minister with respect to human rights and systemic racism.
3. The training approved by the Minister that promotes recognition of and respect for,
 - i. the diverse, multiracial and multicultural character of Ontario society, and
 - ii. the rights and cultures of First Nation, Inuit and Métis Peoples.
4. Any other training prescribed by the Minister.

In addition to the mandatory training, Board staff explore and arrange for other learning opportunities for Board members on an ongoing basis, related both to the policing sector generally and the DRPS in particular.

Data in Support

All Board members completed the mandatory training required by the *Community Safety and Policing Act* regarding the roles and responsibilities of Police Service Boards. The remaining training has not yet been made available by the Ministry of the Solicitor General.

Upon appointment, all Board members are provided an orientation package and briefings are held with the Executive Director, the Chief of Police and Command. Board members are offered the opportunity to participate in ride-alongs over the course of their appointments and engage the various operational units to improve their understanding of the organization and community safety challenges in Durham Region. The training sessions offered by the Ontario Association of Police Services Boards (OAPSB) prior to its Annual Conference are extended to Board members, and Board members are also offered the opportunity to attend the OAPSB labour conference each Fall. The Canadian Association of Police Governance (CAPG) hosted webinars for Board members on issues such as artificial intelligence, police leadership, body worn cameras, and collaboration with Associations. Board members will also be attending the conference hosted by the International Association of Chiefs of Police to further their knowledge of current police challenges and opportunities to improve community safety.

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 (OAPSB) and the Canadian Association of Police Governance (formerly the Canadian Association of Police Boards, now known as the CAPG). The OAPSB conference and AGM occurred in person in June 2024 and five members attended on behalf of the Board. Board Member Fisher was reappointed as a representative of the Big 12 on the OAPSB's Board of Directors. The Board was also represented by six Board members at the conference hosted by the CAPG in August. Board members were present at an extensive number of local events in support of charitable groups.

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 Executive Director's performance evaluation for 2023 and agreement for 2024. The same were completed for the Executive Assistant.

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 – July 31, 2023
Unclaimed Money and Property Account – 2023 Donations