

REPORT TO THE POLICE SERVICE BOARD



Author: Bill Clancy

Date of Report: 3/17/2025

**Board Staff Policy –
March 2025**

Type of Report: In-Camera

Recommendation:

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 held 9 regular meetings and 7 special meetings in 2024. The Strategic Policy and Planning Committee met on one occasion. Presentations and deputations by the Service and external groups were arranged for effectively and 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 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 *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 2024, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service and compliance with Board policy and objectives; the implementation of the Community Safety and Policing Act and related Regulations; progress related to the 2024 Strategic Plan, matters pertaining to Ontario Civilian Police Commission investigation; ; community engagement activities; labour relations matters, updates to Regional Council; and the 2025 DRPS operating and capital budget and capital acquisitions. The advice provided was 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 was \$674,016. Actual expenses incurred in 2024 were \$718,048. The legal budget was slightly overspent and personnel related expenses were higher than projected.

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. The Executive Director is authorized to approve a donation up to \$2,000, and the Board’s approval is required for any donation larger than this amount.

Data in Support

Disbursements from the Unclaimed Money and Property Account were consistent with Board policy. The total amount disbursed in 2024 was \$67,455 compared to \$64,320 in 2023. There was \$105,402 deposited into the account in 2024, compared to \$16,295 in 2023. 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. An independent audit of the account is conducted annually, and the most recent results were reported to the Board in April 2024. A review of the account to ensure its sustainability is also completed by the Executive Director in the Fall of each year and presented to the Board. The balance of the account at the end of 2024 was \$147,497.

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 section 35(2) of the *Community Safety and Policing Act*. This on line training, delivered through the Ontario Police College, addresses the roles and responsibilities of Board members, and issues related to human rights and systemic racism, respect for diversity, and recognition and respect for the rights and cultures of First Nation, Inuit, and Métis peoples. Orientation materials for Board members are provided upon appointment, and internal learning opportunities are extended on an ongoing basis with the support of the DRPS, in addition to external participation at various conferences and events.

Data in Support

All Board members have successfully completed on line training required by the Act. Board members also participated in an extensive number of other learning activities in 2024, including numerous CAPG webinars, the CAPG conference, the IACP conference, and the OAPSB conference and labour seminar. Board members were also given the opportunity to participate in various learning activities within the DRPS, including tours of capital facilities, ridealongs, and RIDE checks. The Board’s policy on Board Member Orientation and Training was updated in 2023 to include a provision that Board members endeavor to complete a minimum of 20 hours of education per year, and this number was vastly exceeded in 2024. Board members provided positive feedback on the nature and quality of the learning opportunities.

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). In 2024, Board Member Karen Fisher continued to serve a Director on the OAPSB Board representing the Big 12 and Vice-Chair Cubitt served as the OAPSB representative on the OMERS Sponsors Corporation Board. Board members and staff participated in numerous conferences and webinars hosted by the CAPG and the OAPSB in 2024. Topics covered included relationships with Associations, artificial intelligence and police governance, leadership, and equity and inclusion. The Executive Director participated on a panel at the OAPSB labour conference in the Fall of 2024 addressing the topic of bargaining. Board representatives were also visible at an extensive number of community events in support of charitable organizations across the Region. Board staff will continue to identify opportunities for the Board to demonstrate visibility to the community and to promote Board member learning and education.

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 considered the 2024 staff evaluations and agreements at the January 2025 meetings.

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.

A handwritten signature in dark ink, reading "Bill Clancy". The signature is written in a cursive, flowing style.

Bill Clancy
Executive Director

Attachments: Board Budget to Actual Financial Report – 2024
Unclaimed Money and Property Account – 2024 Donations