



Policy G07 – Governance Calendar

Purpose

1. The Governance Calendar serves to:
 - 1.1 help focus the Board’s time and effort on matters relevant to its strategic role, emphasizing planning for the future over monitoring the past; and
 - 1.2 guide the Board’s education, exploration, analysis and decision activities, such that Board members, HRPS management, and Board staff can anticipate and prepare for Board meetings and related governance activities.

2. The Board may adjust any aspect of this policy, at any time by way of resolution, and additional reports may be provided by the Chief of Police or CGO in accordance with the Procedural Bylaw.

Requirements

3. Orientation. Within the first 3 months of appointment, each Board member shall receive orientation training regarding (1) governance of the Halton Police Service, facilitated by the CGO, and (2) regarding HRPS capabilities and limitations, facilitated by the Chief of Police.

4. Educational Presentations & Workshops.

Presentation	Meeting

Workshop	Meeting
Risk Management	

5. Policy and By-law Development/Review. Development and review of policies and by-laws is assigned to CGO.

Policy Type	Schedule of Review Reports for Board Decision
Governance	Annually, first quarter
Policing	Semi-annually, second quarter
Administration	Semi-annually, third quarter
By-laws	Every 5 years

6. Strategic Planning. The Board is legislatively required to prepare, adopt and publish a strategic plan for policing in the jurisdiction. Coordination of the development of the Strategic Plan is assigned to CGO, who shall consult with the Chief of Police. Refer to Strategic Planning policy for more information.

Planning Activity/Product	Schedule of Reports for Board Decision
Project planning, consultant(s) engaged	Approx. 12 months prior to end of current plan
Assessment of community needs through statistical and trend analysis	Approx. 6 months prior to end of current plan
Assessment of community values & expectations, through engagement	Approx. 4-9 months prior to end of current plan
Development of strategic objectives (outcomes) and performance metrics	Complete minimum 4 months prior to end of current plan
Action plans identified	Prior to plan publication
Strategic Plan published	Prior to end of previous Strategic Plan

7. Collective Bargaining & Executive Contracts. Development of bargaining mandates, collective agreements and executive contracts is assigned to the CGO.

Planning Activity (Board approval required for each activity)	Schedule of Reports for Board Decision

Notice to bargain	No earlier than 90 days before expiration of Collective Agreement/contract
Development of bargaining mandate, in consideration of coordinated bargaining & comparators	Prior to commencement of bargaining
Approval of negotiated settlement	First available meeting

8. Budget Development. Development of the Service budget is assigned to the Chief of police. Development of the Governance Budget is assigned to the CGO. Refer to the Financial Planning policy.

Planning Activity (Board approval required for each activity)	Review Schedule
Overall budget target range	August
Report budget options to Board	September
Board Approval of budget	October

9. Policy-Compliance Reports. The Chief shall provide reports on past service performance relative to Board policies, in accordance with the schedule below. In addition to specific policy provisions, these reports shall address, as applicable:

- 7.1 the degree to which the Service is resourced, prepared and positioned to provide adequate and effective policing
- 7.2 any instances where adequate and effective policing was not provided, or is likely not to be sustained in the near future;
- 7.3 any abnormal incidents, calls for service or trends having probable material effect on future needs for policing in Halton Region;
- 7.4 any strategically significant incidents, trends and/or complaints;
- 7.5 any policy provisions which have not been complied with, and/or are unlikely to be complied with in the near future; and
- 7.6 any management requests for policy direction or clarification.

Policy	Report Schedule	Assigned to
Financial Variance Report	February, May, August, November	Chief
Purchasing Activity Report	January, August	Chief

Capital Projects Status	February, August	Chief
Grant Agreements	May, November	Chief
Status of Reserve Accounts	February, August	Chief
Seized Funds	April, October	Chief
HRPS Performance Report	March, September	Chief
Community Safety & Well-Being Report		Chief
Governance Expenditure	January, August	CGO
Board Communications	March, October	CGO
<i>To be updated as new Administrative & Operations policies are approved</i>		

10. Annual Report. The Board is legislatively required to publish an Annual Report regarding the implementation of its Strategic Plan for policing, the affairs of the HRPS and the provision of policing as it relates to the Region of Halton's Community Safety and Well-being Plan. Coordination of the development of the Annual Report is assigned to CGO, who shall consult with the Chief of Police.

Activity	Report Schedule
Annual Report Outline	November
Annual Report First Draft	March
Annual Report Final Draft	April

11. Management Requests. HRPS requests for human resource and financial permissions will be considered at the first available Board meeting, in accordance with the Procedural Bylaw.

12. Evaluations & Next Cycle Objectives. Coordination of Calendar-Year Performance Evaluations for Board consideration/approval is assigned as follows:

Evaluation	Schedule	Assigned to
Deputies	November	Chief
Chief	November and June	Chair
CGO	November	Chair
Board	February	Chair
Chair	November	Vice-Chair
Collective Compliance with Governance Policies' & Bylaws	March	CGO

Next Cycle Objectives	Schedule	Assigned to
Deputies	November	Chief
Chief	November and June	Chair
CGO	November	Chair
Board	February	Chair
Chair	February	Vice-Chair

Reporting and Evaluation

13. The Board will review the Governance Calendar policy annually, and as required, and adjust accordingly.

Legislative Reference:

PSA, s. 31
 CSPA, s.37-41
 Procedural By-law