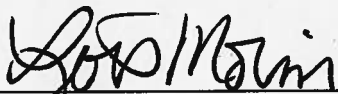


HAMILTON POLICE SERVICES BOARD
- RECOMMENDATION -

DATE: 2011 September 19
REPORT TO: Chair and Members
Hamilton Police Services Board
FROM: Lois Morin
Administrator
SUBJECT: *Hamilton Police Services Board Proposed Budget Process*
(PSB 11-095)

RECOMMENDATION:

That the Board adopts the proposed process, as outlined within this report, for the Hamilton Police Services Board Budget development and approval.



Lois Morin
Administrator

FINANCIAL / STAFFING / LEGAL IMPLICATIONS:

FINANCIAL – n/a

STAFFING – n/a

LEGAL – n/a

BACKGROUND:

At its meeting of April 18, 2011, the Board discussed the transparency of this Board as it relates to the Hamilton Police Service Budget. It was further suggested that the Board should review best practices in the province. As a result of this discussion the Board requested a report outlining best practices of the "Big 12" Boards (Durham, Hamilton, Halton, London, Niagara, Ottawa, Peel, Sudbury, Toronto, Waterloo, Windsor and York) with respect to the discussion, presentation and approval of a Police Service Budget.

As a result of this request, a questionnaire was forwarded to the Big 12 Boards consisting of Durham, Halton, London, Niagara, Ottawa, Peel, Sudbury, Toronto, Waterloo, Windsor and York. Questions that were asked are as follows:

#	QUESTIONS	Yes	No
1.	Police Service Development of Budget (Chief's Responsibility)	10	1
2.	Do you hold public meetings before PSB approval?	3	8
3.	Do you receive deputations at PSB Public Meeting Before Approval?	3 (on request)	8
4.	Does your Board receive the Line by Line Budget/part of the Budget at an In Camera Meeting prior to approval?	8	3
5.	Does your Board hold a meeting prior to the release of the budget?	8	3
6.	If you hold a meeting prior to the release of the budget is the public invited?	5	6
7.	Power Point Presentation by Chief / Service to PSB in Confidential Agenda OR	5	6
	Power Point Presentation by Chief / Service to PSB in Public Agenda OR	8	3
	Power Point Presentation by Chief / Service to PSB in Public and In Camera Agenda	3	8
	** One Board does not provided a Power Point Presentation		
8.	Is the Draft budget available to the Public? If yes, is it	8	3
	-- Summary of Budget	7	4
	-- Line By Line	2	9
	** One Board provides a Summary and Line by Line Budget to the Public		

9.	Is your Budget approved at PSB at --In Camera Meeting	3	8
	--Public Meeting	9	2
	--Public & In Camera Meeting	1	10
10.	Are there Public Meetings by PSB and Service to Advise Public?	0	11
11.	Does staff have meeting(s) with Councillor(s) to discuss / answer questions with respect to the budget?	7	4
12.	Do you provide a Power Point Presentation to Council? If so	8	3
	--Full Budget	0	11
	--Limited Budget (Summary)	8	3
13.	Do you post your budget on a website? If so, is it	9	2
	--Line by line (full) budget	2	9
	--Partial Budget with some areas not available	0	11
	--Budget summary	5	6
	--Budget or budget summary is within a report on the website	3	8
	**One Board posts a Summary and Line by Line Budget to the website		

(PLEASE NOTE: Hamilton has not been included in these numbers.)

In January of 2011, the Police Services Board approved the 2011 Proposed Budget with an increase of 4.97%. After the 2011 proposed budget was approved, a media release was issued including the percentage increase and the total amount of the budget as well as a copy of the 2011 Budget Analysis. The media release also announced that the Hamilton Police Service would be holding three townhall meetings to discuss of the 2011 proposed budget. These meetings were held in the three divisions of the service and had no more than ten (10) persons in total attend. Further, Chief De Caire and the Management Team provided the opportunity to Councillors of the City of Hamilton to schedule a meeting to review the 2011 proposed budget and answer any questions that they might have. The 2011 budget was approved by the City of Hamilton and subsequently posted on the Hamilton Police Service website, in April 2011.

Proposed Process:

After reviewing the information provided by the Big 12 Boards, it is recommended that the Hamilton Police Services Board follow these steps:

- That the budget is drafted by the Chief of Police in consultation with Members of the Board.
- That the proposed budget is provided to the Board at a public meeting for discussion and approval. At this meeting, the Chief of Police will provide a presentation of the budget to the Board and the public.
- After the proposed budget has been approved it will be forwarded and presented to the City of Hamilton following the guidelines from the City of Hamilton Finance Department.
- The budget, once approved by the City of Hamilton, will be posted and available on the Hamilton Police Services Board website.

LM/lem