



**REGIONAL MUNICIPALITY OF NIAGARA  
POLICE SERVICES BOARD**

**PUBLIC AGENDA**

**Thursday, January 23, 2020 at 8:30 am**

**Niagara Regional Police Service  
Community Room 1<sup>st</sup> Floor, 5700 Valley Way, Niagara Falls**

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**CALL TO ORDER**

**ROLL CALL**

**DECLARATIONS OF CONFLICT/PECUNIARY INTEREST**

**ELECTION OF CHAIR**

**ELECTION OF VICE CHAIR**

**MINUTES OF THE PREVIOUS MEETINGS**

1. **Minutes of the Public Board Meeting held Thursday, December 12, 2019.**

Moved by:  
Seconded by:

**That the Minutes of the Public Board Meeting held Thursday, December 12, 2019 be adopted as circulated.**

**REPORTS FROM THE BOARD CHAIR**

**REPORTS FROM THE CHIEF OF POLICE**

**PRESENTATIONS**

**CONSENT AGENDA**

2. **Quarterly Report – Brock University Special Constables – October 1 to December 31, 2019 - Report dated January 2, 2020 from Scott Johnstone, Senior Associate Vice President, Infrastructure & Operations, Brock University Campus Security, providing information relating to the complaints, use of force, discipline and arrests associated to officers designated as Special Constables employed through Brock University.**

3. **Quarterly Report – Administration of the Public Complaints System – October 1 to December 31, 2019** – Report dated January 9, 2020 from the Service submitted in accordance to the reporting requirements set out in Board By-law 301-2010.
4. **Quarterly Report - NRPS Authorized Strength as at January 1, 2020** – Report dated January 10, 2020 from the Service providing a summary of the actual versus authorized strength by rank/salary band of the uniform and civilian complement of the Niagara Regional Police Service.
5. **Quarterly Report – Overtime Activities Incurred by the NRPS – July 1 to September 30, 2019** – Report dated January 8, 2020 from the Service providing third quarter and year-to-date summaries of the Niagara Regional Police Service uniform and civilian overtime hours by activity for 2015-2019.
6. **Quarterly Report – Special Fund Administration – October 1 to December 31, 2019** – Report dated January 8, 2020 from the Service submitted in accordance to the reporting requirements set out in Board By-law 376-2018 to provide a summary of the transactions for the Niagara Regional Police Service Special Fund.
7. **Annual Report – Property Offences - January 1 to December 31, 2018** – Report dated January 13, 2020 from the Service submitted in accordance to the reporting requirements set out in Board By-law 222-2000.
8. **Annual Report – Accessibility Standards - January 1 to December 31, 2019** – Report dated January 8, 2020 from the Service submitted in accordance to the reporting requirements set out in Board By-law 367-2017.
9. **Annual Report – Promotion of Service Members - January 1 to December 31, 2019** – Report dated January 10, 2020 from the Service submitted in accordance to the reporting requirements set out in Board By-law 187-2000.

Moved by:  
Seconded by:

**That the information be received.**

#### **NEW BUSINESS**

10. **Niagara Police Services Board – 2019 Annual Report on Board Activities** - Correspondence dated January 15, 2020 from Deb Reid, Executive Director, Niagara Police Services Board, submitted in accordance with the Ministry of the Solicitor General's requirement for police boards to publicly release details about their activities.

Moved by:  
Seconded by:

**That the information be received and forwarded to Regional Council for information purposes.**

11. **Ontario Police Video Training Alliance (OPVTA) - 2020 Business Plan** – Report dated January 7, 2020 requesting the Board approve the 2020 OPVTA Business Plan, which reinforces both the Service's and the Board's commitment to public safety and organizational excellence through the continuance of developing police training materials for over 26,000 police officers representing nearly 90 OPVTA member agencies.

Moved by:  
Seconded by:

**That the Board approve the 2020 Ontario Police Video Training Alliance Business Plan as outlined in the report.**

- 12. Special Fund Request – International Police Hockey Tournament – NRPS Women's Team** – Report dated January 2, 2020 from the Service requesting the Board approve a donation to cover the registration fee for the team to participate in the 2020 International Police Hockey Tournament being held in Ottawa, Ontario on February 27-28, 2020. *(The Board has approved annual donations for NRPS hockey teams in the amount of \$500 since 2006.)*

Moved by:  
Seconded by:

**That the Board approve a donation in the amount of \$700.00 from the Special Fund to the NRPS Women's Hockey Team competing in the 2020 International Police Hockey Tournament.**

- 13. Special Fund Request – International Police Hockey Tournament – NRPS Men's Team** – Report dated January 2, 2020 from the Service requesting the Board approve a donation to cover the registration fee for the team to participate in the 2020 International Police Hockey Tournament being held in Ottawa, Ontario on February 27-28, 2020. *(The Board has approved annual donations for NRPS hockey teams in the amount of \$500 since 2006.)*

Moved by:  
Seconded by:

**That the Board approve a donation in the amount of \$700.00 from the Special Fund to the NRPS Men's Hockey Team competing in the 2020 International Police Hockey Tournament.**

## **ADJOURNMENT**

*If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Executive Director to the Police Services Board at 905-688-4111, Extension 5170 (office), 905-329-7814 (mobile), or [psb@niagarapolice.ca](mailto:psb@niagarapolice.ca) (email).*



# REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

## PUBLIC MINUTES

Thursday, December 12, 2019

Niagara Regional Police Service  
Community Room 1<sup>st</sup> Floor, 5700 Valley Way, Niagara Falls

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### CALL TO ORDER

The Public Meeting of the Niagara Police Services Board commenced at 8:32 am.

### ROLL CALL

#### PSB MEMBERS:

Mr. K. Gansel, Chair  
Mr. B. Steele, Vice Chair  
Mr. H. D'Angela  
Mr. D. Eke  
Mr. B. Gale  
Mr. K. Gibson  
Ms. T. McKendrick

Ms. D. Reid, Executive Director

#### NRPS MEMBERS:

Chief of Police B. MacCulloch  
Deputy Chief B. Flynn, Operational Support  
A/Deputy Chief R. Frayne, Support Services  
Ms. W. Shreve, General Counsel  
Superintendent B. Ash, Emergency & Investigative Services  
Superintendent D. Meade, Executive Services  
Superintendent C. White, District Operations  
Ms. L. DiDonato-DeChellis, Director of Business Services  
Ms. L. Rullo, Finance Manager  
Inspector P. McCauley, Court Services and Prisoner Management  
Inspector D. Masotti, Executive Officer to Chief of Police  
D/Sergeant N. Dave, Executive Officer to Deputy Chief Support Services  
Dr. J. Short, Service Psychologist, Member Support  
Staff Sergeant S. Staniforth, Member Support  
Ms. S. Sabourin, Media Relations Specialist

#### MEDIA:

Mr. A. Benner, Reporter, St. Catharines Standard

### DECLARATIONS OF CONFLICT/PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

### MINUTES OF THE PREVIOUS MEETINGS

208. Minutes of the Public Board Meeting held Thursday, November 28, 2019.

Moved by: B. Steele  
Seconded by: T. McKendrick

That the Minutes of the Public Board Meeting held Thursday, November 28, 2019 be adopted as circulated.

Carried.

#### REPORTS FROM THE BOARD CHAIR

*(Chair Gansel reminded everyone in attendance that the Police Services Board meeting is being live streamed and the video recording of the meeting will be posted on the Board's You Tube channel.)*

**Tribute to Indigenous Lands** – Chair Gansel began the meeting by acknowledging that the land on which this meeting is regularly held is the traditional territory of the First Nations peoples. In particular he recognized and thanked the Haudenosaunee and Anishinaabe peoples for their stewardship of these lands over the millennia. A special thank you was also extended to all of the First Nations peoples in Canada for their ongoing and important roles in caretaking of the lands beneath our feet, wherever we travel on Turtle Island.

**Meeting with the Niagara Falls City Representatives** - On December 2<sup>nd</sup>, Chair Gansel joined Chief MacCulloch and Inspector Jim McCaffery at a discussion meeting with the City of Niagara Falls' Mayor Diodati, CAO Ken Todd, Board Member and Regional Councillor Bob Gale, and Niagara Falls City Councillor Wayne Thompson and representatives from the Business Improvement Association (BIA) to discuss ways to improve crime prevention in the BIA area and how the NRPS can assist in those efforts. Members of the BIA were encouraged to improve security measures for their properties through enhanced CCTV camera equipment along with posting signage that notifies of camera use for crime prevention purposes. Member Gale added that discussions included efforts to enhance foot patrols in the area for an increased police presence.

Chief MacCulloch advised that since the meeting, Inspector McCaffery has been able to provide crime data to alleviate some of the identified concerns. He confirmed that there is a perception of an increase in crime activity however the data collected by the NRPS indicates this as not being the case. Chief MacCulloch did support that the data highlights the need for individuals to safeguard assets being left in unlocked vehicles. He advised that discussions are currently underway for Inspector McCaffery to attend the local BIA meetings to provide updates on current safeguard techniques that can be used to prevent victimization.

**Niagara Falls Rotary Club Meeting & Tour** - On December 3<sup>rd</sup>, the Board hosted the Niagara Falls Rotary Club meeting at Police Headquarters. Rotary Club members in attendance were provided with a tour of the police headquarters facility. Chair Gansel, Members D'Angela, Eke, Gibson, McKendrick, Chief MacCulloch and Board staff joined the meet and greet luncheon that was provided to all participants.

**Chief's Holiday Breakfast** - On December 5<sup>th</sup>, the Niagara Regional Police Service hosted its Annual Chief's Holiday Breakfast at Police Headquarters. Tickets were sold at the door for \$10 each and the event raised over \$3,000 which was generously donated to help five local families in need through the Community Care program. Chair Gansel, Vice Chair Steele, Members D'Angela, Eke, Gibson and Board staff attended the event.

**NRPS Communications Unit – Accreditation Ceremony** - On December 16<sup>th</sup> at 10:00 am, the Service will be hosting a ceremony in the Community Room at Police Headquarters to recognize the NRPS Communications Unit for being designated an Accredited Centre of Excellence by the International Academies of Emergency Dispatch. Chair Gansel, Members D'Angela, Eke, Gibson, McKendrick and Board staff will be attending the event.

**NRPS Recruit Graduation/Swearing-In Ceremony** - On December 19<sup>th</sup>, the Service will be holding a Recruit Graduation/Swearing-In Ceremony for 10 new Niagara Regional Police Service recruits and two new members to the Niagara Parks Police. The event is being held at Police Headquarters in the Community Room and the Ceremony will begin at 7:00 pm. Vice Chair Steele and Members D'Angela and Eke will be attending the event.

**Chief's Charity Gala** - On January 16<sup>th</sup>, the Niagara Regional Police Service will be hosting its 4<sup>th</sup> Annual Chief's Charity Gala at the Americana Conference Resort in Niagara Falls. The event begins at 5:30 pm with a reception, followed by dinner at 6:30 pm. This formal event is a major fundraiser for Victims Services Niagara and this year's guest speaker will be Amanda Lindhout, New York Times Bestselling Author and Expert on Resilience, Survival and Optimal Mindset. Chair Gansel, Vice Chair Steele, Members D'Angela, Eke, Gibson, McKendrick, Mr. McKaig and Ms. Reid will be attending the event.

**Joint Region & Police Facilities Steering Committee** - In his role as Chair of the Board's Accommodation and Steering Committee, Chair Gansel regularly attends the Joint Region and Police Facilities Steering Committee. Since the last Board meeting, the site for 1 District in St. Catharines continues to progress well. Structural steel installation is almost complete. The erecting company is completing the welding of the structure and the metal deck roof anchors. As well, the west side roof support is now in place. The next meeting of the Joint Region and Police Facilities Steering Committee will be scheduled in the New Year and Chair Gansel will continue to provide further updates as the project advances.

**Holiday Message** - On behalf of the Board, Chair Gansel extended warmest thoughts and best wishes for a wonderful holiday and a Happy New Year. As 2019 comes to a close, the Board is grateful to Chief MacCulloch, his Executive staff and Service members who give their time, ideas and hard work to make the Niagara community a better, safer place for all of us to live in and enjoy. Chair Gansel also took the opportunity to extend the Board's best wishes for a wonderful holiday season and a safe, happy and healthy New Year to each and every one in attendance.

**Upcoming PSB Meetings** - The Board's Administrative office will be closed for the holidays from December 23<sup>rd</sup> to December 27<sup>th</sup>. The office will reopen on December 30<sup>th</sup> and the Board will resume its regular meeting schedule in January 2020.

- **Next Committee Meeting** – Thursday, January 9<sup>th</sup>, at 8:30 am in the Community Room at Police Headquarters.
- **Next Board Meeting** – Thursday, January 23<sup>rd</sup>, at 8:30 am in the Community Room at Police Headquarters.

## REPORTS FROM THE CHIEF OF POLICE

**Annual Chief's Holiday Breakfast** - On December 5, 2019 the Annual Chief's Holiday Breakfast took place at Headquarters. All proceeds raised from this event will be going directly to 5 local families in need through Community Care this holiday season. The event was very well attended by members of the Service, Board members, and our community partners. I am very pleased to announce that the event was a success as over \$3,000 was raised. Chief MacCulloch expressed a special thanks to Deb Reid who won \$310 in the 50/50 draw who generously donated this money back to the cause which ultimately increased the total amount raised to over \$3,300. He also thanked everyone else involved in organizing this event and for those who attended to make it such a great success and extended a special thanks as well to the members of the Holy Cross Secondary School Choir and their music teacher Mr. J.P. Dumont for once again performing throughout the morning, making it a very special festive event.

### Operational Statistics:

**For the period November 27 to December 10, 2019 and Comparable Previous Year-End Totals:**

#### *Homicides*

- 0 for this reporting period with a total of 6 for 2019 to-date, compared to year-end totals of 2 in 2018 compared 3 to in 2017 and 1 in 2016.

#### *Attempted Murders*

- 0 for this reporting period with a total of 1 for 2019 to-date, compared to year-end totals of 7 in 2018 compared 3 to in 2017 and 1 in 2016.

**For the period of November 1 to November 30, 2019 and Comparable Previous Year-End Totals:**

*Fatal Motor Vehicle Collisions (MTO Reportable)*

- 3 for this reporting period with a total of 13 for 2019 to-date, compared to year-end totals of 13 in 2018, 16 in 2017 and 16 in 2016.

*Life Threatening Motor Vehicle Collisions*

- 1 for this reporting period with a total of 11 for 2019 to-date.

Chief MacCulloch reported on the fatal and life threatening motor vehicle collisions that occurred during the month of November 2019.

- **Incident of November 1, 2019** - Police responded to the intersection of Moyer Road and Grassy Brook Road in the City of Welland regarding a motor vehicle collision involving two vehicles. Investigation revealed that a 25 year old female was operating a Dodge Caliber motor vehicle eastbound on Grassy Brook Road which is a one way street, in the wrong direction. The Dodge Caliber at this time had a total of four occupants including the driver. Also at this time, a Honda Civic motor vehicle being operated by a lone 20 year old male occupant was travelling southbound on Moyer Road approaching Grassy Brook Road. The Dodge Caliber travelled into the intersection at Moyer Road where a collision occurred with the Honda Civic. The Honda Civic had the right of way and was unable to avoid the collision. The collision resulted in the death of a 17 year old male passenger in the Dodge Caliber and non-life threatening injuries to the other three occupants of the vehicle. The driver of the Honda Civic was uninjured. The driver of the Dodge Caliber has been charged with various driving offences and the investigation is continuing.
- **Incident of November 18, 2019** - Police responded to the intersection of Niagara Street and Maple Street in the City of St. Catharines regarding a single motor vehicle collision. Investigation revealed that a Ford Fiesta motor vehicle was being operated by a lone 30 year old male occupant southbound on Niagara Street. The driver lost control of the motor vehicle, which left the roadway and collided with a building on Maple Street, striking a 59 year old female within the building. The female was transported to a local hospital where she succumbed to her injuries suffered in the collision. The driver of the Ford Fiesta was arrested at the scene and has been charged with numerous offences which include Impaired Operation of a Motor Vehicle Causing Death and Dangerous Operation of a Motor Vehicle Causing Death.
- **Incident of November 30, 2019** - Police responded to the area of Effingham Street north of Foss Road in the Town of Pelham regarding a pedestrian that had been struck by a motor vehicle. Investigation revealed that a Volkswagen Jetta motor vehicle was being operated by a 51 year old male occupant southbound on Effingham Street when it veered to its left striking a 66 year old female pedestrian who had been walking southbound in the northbound lane of traffic. The pedestrian was pronounced at the scene. Investigation into this matter is continuing.
- **Incident of November 2, 2019** - Police responded to the report of a collision on Allanburg Road near Lynn Crescent in the City of Thorold. Investigation determined that a 17 year old male driver along with his 18 year old male passenger were in an Infiniti motor vehicle travelling northbound on Allanburg Road near Lynn Crescent. The driver subsequently lost control of his vehicle leaving the east side of the roadway striking a hydro pole. The driver had to be extricated by emergency personnel and was transported by EMS to an out of town hospital with suspected life threatening injuries. The injuries were eventually downgraded to non-life threatening and the male has since been released from hospital. The driver has been charged with Careless Driving contrary to the Highway Traffic Act.

**Annual NRPS Food and Toy Drive** - On December 6<sup>th</sup>, Chief MacCulloch was joined by Constables Frank Elia and Scott McGill at the Good News Breakfast held at the Greg Frewin Theatre in support of Project Share to drop off over 1,440 pounds of food collected during the "Cram a Cruiser" event. This event was held at Headquarters from December 2<sup>nd</sup> to 6<sup>th</sup>. Food donations were made by various members of the Service and members of the public. Also ongoing is the annual NRPS Holiday Food and Toy Drive. Members of the public are welcome to drop off any non-perishable food item or new, unwrapped toy to any office of the Niagara Regional Police Service, throughout the Region. All donations remain and are distributed within the communities they are donated.

**Detectives Identify Female Targeting Retirement Homes** - An investigation by the 3 District Criminal Investigations Branch was assisted by media and the public in identifying a female wanted in relation to a rash of retirement home thefts across Niagara. Less than 12 hours after a suspect photograph obtained from surveillance recordings was distributed to the public, the female turned herself in to police and was charged with 21 counts of Break and Enter – with the investigation continuing and more charges anticipated. Detectives have reason to believe this female has committed numerous thefts at retirement homes throughout the Niagara Region and are asking other area homes to review their surveillance video for the female and report incidents involving her to police for further investigation. This investigation is continuing.

**Festive Ride Campaign Underway in Niagara** - On December 3<sup>rd</sup>, the Niagara Regional Police Service kicked off their Festive R.I.D.E. Campaign by conducting sobriety check points at two locations within the City of St. Catharines. Both of the locations were very busy and in total approximately 1,100 vehicles were stopped. Each driver was questioned if they had consumed any alcohol or cannabis prior to operating their vehicle. Of the drivers spoken to, nine were requested to provide a sample of their breath for analysis. Two of the drivers provided a sample in the warning range and had their licences suspended for three days. In addition, 20 tickets were issued for various offences, including several charges for using a hand-held communication device while operating their vehicle. As the festive season continues throughout the month of December, Niagara Regional Police want the public to be aware that officers will be continually looking for impaired drivers. Whether it is a scheduled R.I.D.E. event or officers that are on general patrol, police will be attempting to locate and arrest those drivers who decide to operate their vehicle while impaired. Members of the public are reminded if attending a social event over the holidays, please drink responsibly and have a plan to arrive home safely. Consider having a designated driver, call a taxi or use public transit. The Niagara Regional Police will continue to conduct R.I.D.E. checks throughout the holiday season.

## PRESENTATIONS

There were no presentations.

## CONSENT AGENDA

209. **Annual Report – Equal Opportunity, Discrimination and Workplace Harassment Prevention - January 1 to December 31, 2018**  
The Board considered report dated December 2, 2019 from the Service submitted in accordance to the reporting requirements set out in Board By-law 331-2012.
210. **Annual Report – Management of Police Records - January 1 to December 31, 2018**  
The Board considered report dated December 2, 2019 from the Service submitted in accordance to the reporting requirements set out in Board By-law 291-2009.
211. **Annual Report – Fundraising for Service Related Organizations - January 1 to December 31, 2018** – Report dated December 1, 2019 from the Service submitted in accordance to the reporting requirements set out in Board By-law 186-1999.

**212. Annual Report – Solicitation and Acceptance of Public Donations, Sponsorships or Private Sector Funding Arrangements - January 1 to December 31, 2018**

The Board considered report dated December 1, 2019 from the Service submitted in accordance to the reporting requirements set out in Board By-law 328-2012.

Moved by: D. Eke  
Seconded by: K. Gibson

**That the information be received.**

**Carried.**

**NEW BUSINESS**

**213. Special Fund Request – NRPS Chief's Holiday Breakfast**

The Board considered report dated December 3, 2019 from the Service requesting the Board approve a donation for costs incurred by the Niagara Regional Police Service to host its Annual Chief's Holiday Breakfast in support of raising of funds to help local families in need during the holiday season. (*This is a first-time special fund request.*)

Moved by: B. Steele  
Seconded by: T. McKendrick

**That the Board authorize a donation in the amount of \$1,500.00 from the Special Fund to the Niagara Regional Police Service in support of its Annual Chief's Holiday Breakfast.**

**Carried.**

**214. Special Fund Request – Canada Beyond the Blue - Niagara Chapter**

The Board considered report dated November 18, 2019 from the Service advising of the Canada Beyond the Blue non-profit entity that provides support to family members of police officers or civilian members of a police service and requesting that the Board approve a one-time start-up cost donation for the development of a Niagara Beyond the Blue Chapter. (*This is a one-time special fund request.*)

The Board requested an annual report from the Chief of Police on the progress made by the NRPS regarding Member Support and Wellness Programs. Chief MacCulloch advised that the Service can incorporate a report of this nature into its annual reporting requirements to the Board to include updates on all Member Support and Wellness Programs that offered by the Service.

Moved by: T. McKendrick  
Seconded by: B. Steele

**That the Board authorize a donation in the amount of \$2,500.00 from the Special Fund to Canada Beyond the Blue for start-up costs of the Niagara Beyond the Blue Chapter.**

**Carried.**

**215. Special Fund Request – Building a Disaster Resilient Niagara**

The Board considered report dated December 2, 2019 from the Service requesting the Board approve an expenditure to help cover operational costs associated with the "Building a Disaster Resilient Niagara" joint training day initiative being offered on the March 13, 2020 to emergency medical services, fire and police personnel. (*Previous donations are as follow: 2015-2018: \$500.*)

Moved by: D. Eke  
Seconded by: B. Gale

**That the Board approve a donation of \$500.00 from the Special Fund to assist with the costs incurred with the "Building a Disaster Resilient Niagara" training initiative.**

**Carried.**

- 216. Niagara Region – Criminal Investigation – Ontario Ombudsman Report "Inside Job"**  
The Board considered a letter dated December 6, 2019 from Ms. Ann-Marie Norio, Regional Clerk, Niagara Region, providing the Chief of Police with notice of a resolution passed by Regional Council at its Special Meeting held on December 5, 2019 requesting an investigation be conducted into the allegations contained in the Ontario Ombudsman Report "Inside Job" dated November 2019. The notice of the resolution was forwarded to the Board on December 11, 2019. (A copy of the Ombudsman Report is available online at <https://www.ombudsman.on.ca/resources/reports-and-case-summaries/reports-on-investigations/2019/inside-job>)

Moved by: K. Gibson  
Seconded by: B. Steele

**That the Board endorses the Chief of Police request to the Ontario Provincial Police to conduct a full investigation into the allegations contained in the Ontario Ombudsman Report titled 'Inside Job'.**

**Carried.**

## **VERBAL REPORT**

### **Creation of a Reserve Fund for Leap Years – Additional Salary Costs**

Chair Gansel suggested the Service consider implementing an NRPS reserve fund to set aside funds annually that would off-set the additional salary costs that are incurred during leap years. Chief MacCulloch advised that the Service could set aside funds on an annual basis that could be allocated to the Police Contingency Reserve and specifically earmarked for leap years to address additional salary cost, which in 2020 will have a budget impact of \$500,000.

## **ADJOURNMENT**

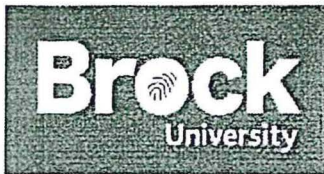
The Public Meeting adjourned at 9:15 am.

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Kenneth A.W. Gansel, Chair

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Deb Reid, Executive Director



## Campus Security Services

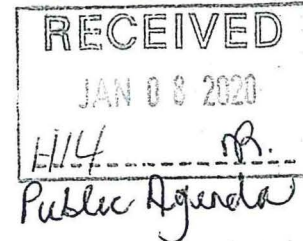
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### REPORT OF THE BROCK UNIVERSITY CAMPUS SECURITY SERVICES

TO

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD



Board Report Number:

Date of Report: January 2, 2020

Date of Board Meeting: January 23, 2020

Chair Kenneth Gansel  
and Members of the  
Regional Municipality of Niagara Police Services Board

Reference: Quarterly Report on Brock University Special Constables

Recommendation: Receive for Information

#### Background:

On January 29, 2004 in recognition of the ongoing formal relationship between the Regional Municipality of Niagara Police Services Board and Brock University, the Chair of the Board and the President of the University entered into an official protocol agreement.

In particular, the protocol addresses the requirement of the University to supply information to the Board, on a quarterly basis, pertaining to complaints, use of force, discipline and arrests associated to the officers designated as Special Constables (Article 27). At present, there are thirteen members who have Special Constable status while on the University property. In compliance with this mandated accountability, the following information is provided for the Board's consideration:

#### COMPLAINTS

During the 4th quarter of 2019, there were no reports of inappropriate conduct, during the exercise of their official duties, alleged against any Special Constable or member of Campus Security Services.

## USE OF FORCE

During the 4th quarter of 2019, the Special Constables and members did not require the need to utilize a use of force option.

## DISCIPLINE

During the 4th quarter of 2019, there were no occurrences that resulted in discipline against any member of the Campus Security Services.

## MONTHLY STATISTICS

Campus Security Services produces a statistical chart which captures our calls for service and crime stats. The types of calls and the number of them change considerably depending on the timing within the school year. Attached are the statistics for the 4th quarter of 2019 (October, November, and December). The statistical chart also displays the same quarter in year 2018 for comparative purposes.

### Relevant Policy Considerations:

Protocol agreement between the Niagara Regional Police Service and Brock University

### Cost of Recommendations:

Nil

### Alternative Options:

Not Receive Report

### Reasons for Recommendation:

Compliance with quarterly reporting requirements of Board and University protocol agreement.

Prepared and approved by:

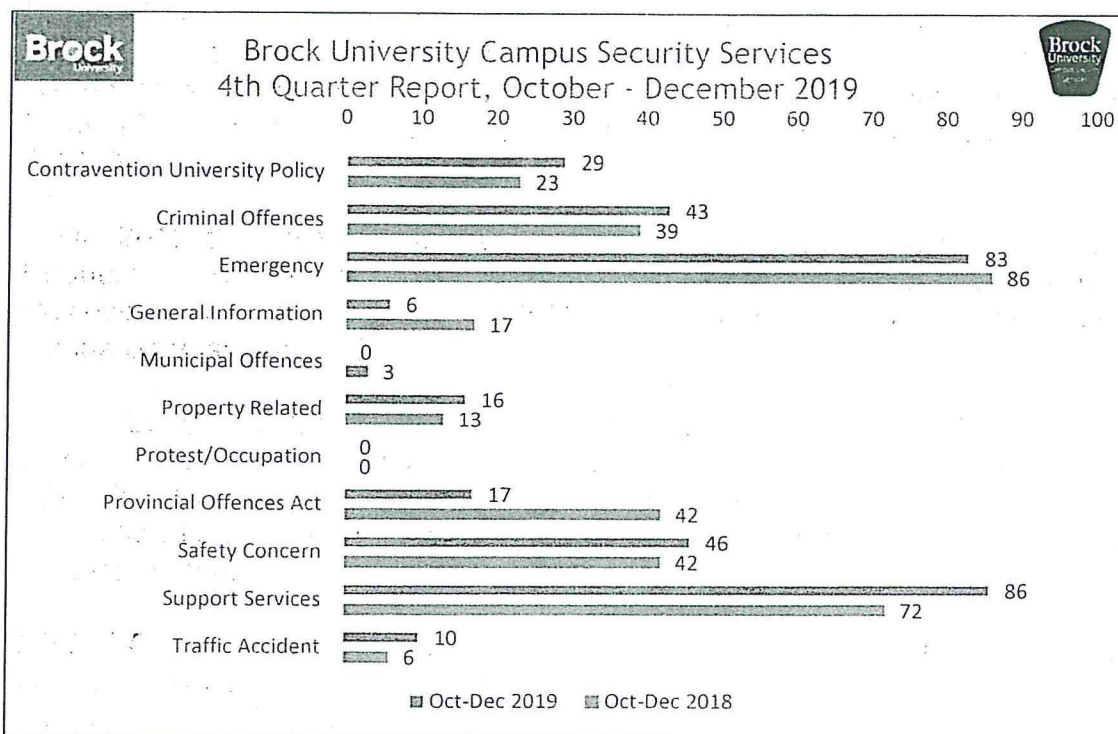


Donna Moody, Director  
Campus Security Services  
Brock University

Respectfully submitted by:

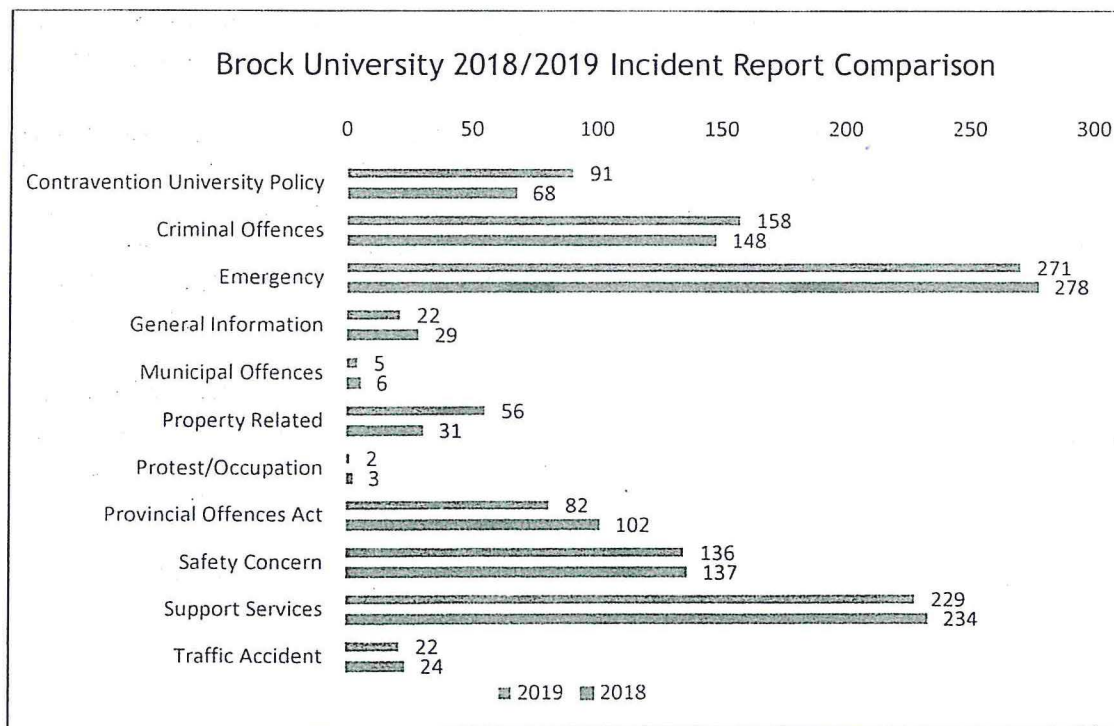


Scott Johnstone, Senior Associate VP  
Infrastructure & Operations  
Brock University



Criminal Offence Rate – 10% increase over same period in 2018.

Provincial Offence Rate – 60% decrease over same period in 2018.



Criminal Offence Rate – 6.8% increase over 2018.

Provincial Offence Rate – 20% decrease over 2018.



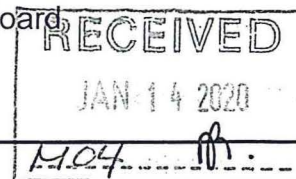
# **NIAGARA REGIONAL POLICE SERVICE** **Police Services Board Report**

**PUBLIC AGENDA**

**Subject:** Quarterly Report - Administration of the Public Complaints System -  
 October 1, 2019 to December 31, 2019 (Q4)

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-01-09



## **Recommendation(s)**

**That the Niagara Police Services Board receives the report for information.**

## **Key Facts**

- The purpose of this report is to provide the Board with statistics that represent public complaints received for the period of October 1, 2019 to December 31, 2019 (Q4), compared to Q4 of 2018, as well as a year to date comparison between 2018 and 2019.
- The public complaints process is administered by the Office of the Independent Police Review Director (OIPRD).
- Public complaints are received and reviewed by the OIPRD, and a determination is made regarding the complaint, including whether it is a Policy / Service Complaint or a Conduct Complaint and whether it is screened in for investigation, or screened out for a variety of reasons as determined by the OIPRD.
- Complaints can be retained for investigation by the OIPRD or referred to a Police Service for investigation.
- Public complaints that have been referred by the OIPRD to the Niagara Regional Police Service are investigated by the Professional Standards Unit.

## **Financial Considerations**

There are no financial implications relating to the recommendations contained within this report.

## **Analysis**

### **Policy / Service Complaints**

There was one Policy / Service Complaint received in Q4, 2019, compared to one received in Q4, 2018. 2019 year to date there has been six Policy / Service Complaints compared to four received in 2018.

There were two Policy / Service Complaint investigations concluded in Q4, 2019. Comparatively, one Policy / Service Complaint investigation was concluded in Q4 of 2018. 2019 year to date there have been seven Policy / Service Complaints concluded including one from 2018, (two "Withdrawn", three "No Further Action", one "Action Taken" and one Customer Service Resolution - Not Successful, returned to OIPRD for re-screening) compared to four concluded in 2018 (three "No Further Action", one "Action Taken" from 2017).

2019 year to date it took an average of 49 days to conclude a Policy / Service Complaint investigation. In 2018, it took an average of 68 days. During Policy / Service Complaint investigations, a time extension is requested from the OIPRD when an investigation is anticipated to take significantly longer than 60 days to complete. There were no time extensions requested in Q4, 2019. Similarly, there were no time extensions requested in Q4, 2018.

At the conclusion of Q4, 2019, there were no Policy / Service Complaints open for investigation, compared to one open investigation at the conclusion of Q4, 2018.

Requests for Review by complainants regarding the conclusion of Policy / Service Complaint investigations are made to the Police Services Board as opposed to the OIPRD. There were no Requests for Review filed with respect to a Policy / Service complaint investigation concluded in Q4, 2019. This compares to no Requests for Review in Q4, 2018. 2019 year to date there was one Request for Review by the Police Services Board compared to one in 2018.

### **Conduct Complaints**

There were 28 new Conduct Complaints in Q4, 2019. This compares to 17 complaints received in Q4, 2018. 2019 year to date there have been 98 Conduct Complaints compared to 76 Conduct Complaints at the conclusion of 2018.

In Q4, 2019, 32 Conduct Complaint investigations were concluded (including investigations from previous quarters) compared to 21 complaint investigations concluded in Q4 in 2018. 2019 year to date, 95 Conduct Complaint investigations have been concluded (which may include investigations commenced in 2018) while at this point in 2018, 81 Conduct Complaint investigations had been concluded (which may have included investigations that commenced in 2017).

It took an average of 83 days to conclude a Conduct Complaint investigation in Q4, 2019, compared to 53 days in Q4, 2018. During Conduct Complaint investigations, a time extension is requested from the OIPRD when an investigation is anticipated to take significantly longer than 120 days to complete. There were no time extension requests in Q4, 2019, compared to one time extension request in Q4, 2018.

To date in 2019, it has taken an average of 89 days to conclude a Conduct Complaint investigation compared to an average of 66 days in 2018.

At the end of Q4, 2019, there were eight open Conduct Complaint investigations compared to six open Conduct Complaint investigations at the conclusion of Q4, 2018.

In Q4, 2019, no Conduct Complaints were classified by the OIPRD as frivolous, vexatious or made in bad faith and were screened out. This compares to one complaint screened out in this manner in Q4, 2018. 2019 year to date, nine complaints have been screened out by the OIPRD in this manner compared to four in 2018.

In Q4, 2019, three Conduct Complaints were classified as being more than six months old and were screened out. This compares to three screened out in this manner in Q4, 2018. 2019 year to date, seven complaints have been screened out by the OIPRD in this manner compared to three in 2018.

In Q4, 2019, eight Conduct Complaints were screened out by the OIPRD for a variety of other reasons, including no misconduct alleged in the complaint, referral to the applicable court to dispute a charge, or an investigation was deemed not to be in the public interest by the OIPRD. This compares to six complaints screened out in this manner during Q4, 2018. 2019 year to date, 31 complaints have been screened out by the OIPRD in this manner compared to 24 in 2018.

In Q4, 2019, there were two recommendations for a "Customer Service Resolution" by the OIPRD. In cases involving minor complaints, a Professional Standards Unit investigator attempts to resolve the complaint prior to a formal investigation. If successful, the matter is concluded. If unsuccessful, the matter is returned to the OIPRD for re-screening. The matter may then be concluded by the OIPRD or assigned for investigation. This compares to zero "Customer Service Resolutions" in Q4, 2018. 2019 year to date, there have been four "Customer Service Resolutions" compared to seven in 2018.

In Q4, 2019, six Conduct Complaints were withdrawn by a complainant. In Q4, 2018, no Conduct Complaints were withdrawn by a complainant. A withdrawal usually involves a Professional Standards Unit investigator meeting with a complainant at the commencement of a complaint investigation and providing answers to questions and explanations with respect to police procedures, officer safety concerns or charge processes and procedures that subsequently addressed the complainant's concerns. 2019 year to date, thirteen Conduct Complaints have been withdrawn compared to five withdrawn in 2018.

In Q4, 2019, seven Conduct Complaint investigations were concluded as "Unsubstantiated" compared to nine in Q4, 2018. In 2019 year to date, 25 complaints have been concluded in this manner compared to 36 in 2018.

In Q4, 2019, one complainant requested that the OIPRD conduct a review of the Professional Standards Inspector's decision regarding the conclusion of an investigation via the "Request for Review" process. This compares to two Requests for Review in Q4, 2018. 2019 year to date, six complainants have submitted Requests for Review to the OIPRD compared to eight in 2018.

In Q4, 2019, the OIPRD concluded no Requests for Review. In Q4, 2018, there was one Request for Review concluded by the OIPRD. 2019 year to date, eleven Requests for Reviews were concluded by the OIPRD (including reviews initiated in previous years), compared to seven in 2018.

In Q4, 2019, two Conduct Complaints resulted in an Informal Resolution before the completion of an investigation. There were no complaints resolved in this manner in Q4, 2018. 2019 year to date, three Conduct Complaints were resolved by way of Informal Resolution before the completion of an investigation, compared to one resolved in this manner in 2018.

**NR19-76** – A public complainant alleged that property (clothing) that was seized from him upon arrest was not returned. Upon initial inquiries by a Professional Standards investigator, it was determined that the items had been inadvertently marked for "disposal" instead of "return to owner" in the property system by the officer-in-charge of the case upon the conclusion of court proceedings. The officer acknowledged and was counselled regarding his mistake and arrangements were made to provide the complainant with new clothing items, a resolution that met with the satisfaction of the complainant.

**NR19-85** – A public complainant alleged that a uniform officer had not returned her phone call with respect to further information she was attempting to provide regarding a break and enter investigation. The complainant was subsequently contacted by members of the investigating Street Crime Unit who were following up on the initial report and she was able to report her additional information prior to her complaint being forwarded to the NRPS by the OIPRD.

Upon initial inquiries by a Professional Standards investigator, it was determined that the uniform officer had failed to check his voicemail. The officer subsequently acknowledged and apologized for his mistake. He was issued with a written reprimand, a resolution that met with the satisfaction of the complainant.

In Q4, 2019, three Conduct Complaints resulted in an Informal Resolution following an investigation. This compares to one complaint concluded in this manner in Q4, 2018. 2019 year to date, seven Conduct Complaints have been concluded in this manner. In 2018, four Conduct Complaints were concluded in this manner.

**NR19-36** – Two uniform officers responded to a mental health call and subsequently apprehended the complainant's 17 year old daughter. As the officers were placing the

female into the cruiser, she assaulted one of the officers and had to be taken to the ground to be handcuffed. During this time, her cell phone was removed from her possession by one of the officer's and was believed to be placed on the roof of the police vehicle as the officers completed the apprehension of the female. The cell phone was subsequently lost when the officers departed the scene.

Following a Professional Standards investigation, the matter was resolved by way of an Informal Resolution with the agreement of both the complainant and the involved officer, who forfeited 8 hours of time off. The NRPS also replaced the phone with a used (decommissioned) NRPS cell phone.

**NR19-38** – A uniform officer responded to a group home to investigate a report of a missing person. As he departed the facility, he was subjected to unwelcome remarks from some of the other residents of the facility, to which he responded in an unprofessional manner. The complainant took offence to the officer's remarks, which he interpreted as being related to his disability and subsequently filed a complaint with the OIPRD with the assistance of a group home staff member.

Following a Professional Standards investigation, the matter was resolved by way of an Informal Resolution with the agreement of both the complainant and the involved officer, who forfeited 4 hours of time off and participated in Accessibility for Ontarians with Disabilities (AODA) Customer Service training.

**NR19-44** – A public complaint was filed with the OIPRD regarding the perceived aggressive driving of an officer operating a marked NRPS cruiser.

Following a Professional Standards investigation, the officer was identified and spoken to regarding the incident. Although he indicated that he had no specific recollection of the incident, the officer apologized if his driving was perceived to be reckless by a member of the public. The matter was resolved by way of an Informal Resolution with the agreement of both the complainant and the involved officer, who received a written reprimand and was counselled by the Professional Standards Inspector with respect to appropriate operation of a police vehicle.

In Q4, 2019, zero Conduct Complaints were substantiated as less serious misconduct and were resolved by way of a Disposition without a Hearing, compared to zero complaints concluded in this manner in Q4, 2018. 2019 year to date, one Conduct Complaint has been concluded in this manner while in 2018, one Conduct Complaint was concluded in this manner.

In Q4, 2019, one Conduct Complaint was substantiated as serious misconduct and referred to a Police Services Act Part V Disciplinary Hearing. This compares to one Disciplinary Hearing referred or concluded in this manner in Q4, 2018. In 2019 year to date, three Conduct Complaints have been referred to a Disciplinary Hearing and are

pending. In 2018, one Conduct Complaint was referred to a Disciplinary Hearing. There were no Disciplinary Hearings concluded in Q4, 2019.

### **Alternatives Reviewed**

Not applicable

### **Relationship to Police Service/Board Strategic Priorities**

Not applicable

### **Relevant Policy Considerations**

This report is submitted to provide the Board with necessary and required information pursuant to By-law 301-2010 respecting the administration of the Public Complaints System, and in compliance with Provincial Adequacy Standards Regulations.

### **Other Pertinent Reports**

164.2019 Quarterly Report – Administration of Public Complaints System – April 1 to June 30, 2019.

*This report was prepared by Inspector Michael Woods, Professional Standards Unit, reviewed by Superintendent David Meade, Executive Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*



**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

### **Appendices**

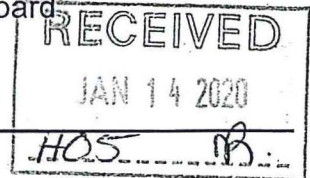
Not applicable.



## NIAGARA REGIONAL POLICE SERVICE Police Services Board Report

PUBLIC AGENDA

**Subject:** Quarterly Report – NRPS Authorized Strength as at January 1, 2020  
**Report To:** Chair and Members, Niagara Police Services Board  
**Report Date:** 2020-01-10



### Recommendation(s)

That the Niagara Police Services Board receives this report for information.

### Key Facts

- The purpose of this report is to provide the Board with a summary of actual versus authorized strength by rank/salary band of the uniform and civilian complement on a quarterly basis.
- This report is for the quarterly period ending January 1, 2020.
- The Service Executive Leadership Team is provided an authorized strength analysis on a monthly basis.

### Financial Considerations

There are no financial implications relating to the recommendation contained in this report.

### Analysis

- In 2015, following a comprehensive staffing and workload review, the Niagara Police Services Board requested that the Chief of Police provide a quarterly report to the Board of actual versus authorized strength, by rank/salary grade for all uniform and civilian positions. In addition to the authorized strength, there are thirteen uniform pre-hire positions included in the annual budget to mitigate the impact of retirements on front line operations.

The quarterly report ending January 1, 2020 is in the chart below:

	Authorized	Actual
Chief of Police	1	1
Deputy Chiefs	2	2
Superintendents	4	4
Inspectors	14	14
Staff Sergeants	29	30
Sergeants	112	113
Constables	552	556
Prehires/Recruit Officers in Training	13	15
<b>Uniform Total</b>	<b>727</b>	<b>735</b>
Civilian SOA Band 10	2	2
Civilian SOA Band 9	2	2
Civilian SOA Band 8	5	5
Civilian SOA Band 7	1	1
Civilian SOA Band 6	3	2
Civilian SOA Band 5	0	0
Civilian SOA Band 4	0	0
Civilian SOA Band 3	0	0
Civilian SOA Band 2	1	2
Civilian SOA Band 1	4	3
Civilian NRPA Band 11	13	13
Civilian NRPA Band 10	67	71
Civilian NRPA Band 9	68	66
Civilian NRPA Band 8	10	10
Civilian NRPA Band 7	39	38
Civilian NRPA Band 6	21	19
Civilian NRPA Band 5	57	51
Civilian NRPA Band 4	18	12
Civilian NRPA Band 3	9	6
Civilian NRPA Band 2	1	1
Civilian NRPA Band 1	0	0
<b>Civilian Total</b>	<b>321</b>	<b>304</b>
<b>Service Total</b>	<b>1048</b>	<b>1039</b>

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## Alternatives Reviewed

The only alternative is for the Board not to receive this report.

## Relationship to Police Service/Board Strategic Priorities

This report is being provided for information purposes at the request of the Board.

## Relevant Policy Considerations

Police Services Act.

## Other Pertinent Reports

201.2019 – Quarterly Report – NRPS Authorized Strength as at October 1, 2019

*This report was prepared by Linda Blood, Manager, Human Resources, reviewed by Lisa DiDonato-DeChellis, Director, Business Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*

A handwritten signature in black ink, appearing to read "Bryan MacCulloch #5835", is written over a horizontal line.

**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

## Appendices

Not applicable.



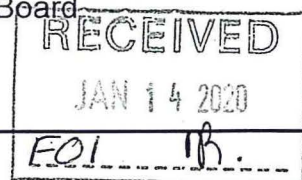
## NIAGARA REGIONAL POLICE SERVICE Police Services Board Report

PUBLIC AGENDA

**Subject:** Quarterly Report - Overtime Activities Incurred by the Niagara Regional Police Service, July 1 to September 30, 2019

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-01-08



### Recommendation(s)

That the Niagara Police Services Board receives the following report.

### Key Facts

- The purpose of this report is to provide a five-year uniform and civilian trend analysis by quarter and year-to-date, and to provide insight into the factors that impact the Service's requirement for overtime.
- Overtime activity reports, included in the Appendices, provide summaries of the overtime hours by activity categories. These categories were developed by the Executive Leadership Team and the hours are captured in the Service's time and attendance system.
- The primary drivers for civilian overtime are staffing shortages due to vacancies, occupational and non-occupational illness and injury, and increased work volume in operationally essential units such as Communications and Records.
- Uniform overtime is predominantly the result to meet scheduling minimums.

### Financial Considerations

There are no direct financial implications.

### Analysis

#### Uniform Overtime:

Uniform members worked a total of 23,950 hours of overtime for the third quarter ending September 30, 2019. For the same period, there were 20,537 hours of overtime in 2018; an increase of 3,413 hours, or 16.6%.

As illustrated in Appendix 1, the Service has experienced an 18.5% increase in the Uniform overtime hours incurred to meet minimums as compared to the same period in the previous year. This overtime impacts the frontline staffing resources that continue to be impacted by shortages mainly due to long-term illness and vacancies. Overtime hours incurred in other categories are a result of several major investigations, training of new staff on Crown briefing protocols and attendance at Canada Day events.

For the nine month period ending September 30, Uniform overtime hours increased 1,646 hours or 3.0% when compared to prior year. Appendix 2 illustrates this increase is the result of meeting contractual minimums which continues to be the most significant factor in the use of overtime hours. The contractual minimum overtime hours refer to the Service's obligation for peak period deployment numbers as defined in the collective agreement. Front line contractual minimums are directly impacted by staffing shortages, promotions, retirements, Provincially mandated training, vacancies in specialty units and major investigations.

#### Civilian Overtime:

Appendix 3 provides a summary of the civilian overtime hours by activity for the third quarter of each of the last five years. Civilian members worked a total of 7,058 hours of overtime for the quarter ending September, 2019. This represents an increase of 27.4% or an increase of 1,517 hours when compared to the same period in 2018.

For this period, the main driver of civilian overtime was the result of meeting minimum staffing levels in operationally essential positions held within the Records and Communication Units to manage seasonal demands for background checks and absences due to illness in peak leave period months. In addition, overtime incurred for major investigations resulting from the on scene attendance by the Forensic Unit to assist with video evidence.

Appendix 4 provides a summary of the year-to-date hours as at September 30 for 2015 to 2019. The table illustrates the continued trend in resource utilization as experienced in the quarter.

The overtime activity report provides a summary of the overtime hours by activity categories. These categories were developed by the Executive Team and the hours are captured in the Service's time and attendance program.

#### **Alternatives Reviewed**

Not applicable.

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## Relationship to Police Service/Board Strategic Priorities

This report provides information required to monitor overtime and the impact on the 2019 Budget.


## Relevant Policy Considerations

- Police Services Act
- Collective Agreements

## Other Pertinent Reports

- No. 202.2019 Quarterly Report - Overtime Activities Incurred by the Niagara Regional Police Service, April 1 to June 30, 2019

*This report was prepared by Laura Rullo, Manager, Finance, reviewed by Lisa DiDonato-DeChellis, Director, Business Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*

  
Submitted by:  
Bryan MacCulloch, M.O.M. #5835  
Chief of Police

## Appendices

- Appendix 1 Uniform Overtime 2015-2019 Hours Trend Analysis for the 3rd Quarter
- Appendix 2 Uniform Overtime 2015-2019 Hours Trend Analysis –Year to Date September 2019
- Appendix 3 Civilian Overtime 2015-2019 Hours Trend Analysis for the 3rd Quarter
- Appendix 4 Civilian Overtime 2015-2019 Hours Trend Analysis – Year to Date September 2019

**Appendix 1**  
**Uniform Overtime by Activity Hours**  
**Quarterly**

	2015 Q3 July-Sept.	2016 Q3 July-Sept.	2017 Q3 July-Sept.	2018 Q3 July - Sept.	2019 Q3 July-Sept
<b>Meeting Minimums</b>	12,394	11,542	13,367	11,889	14,091
<b>Investigation Requirements:</b>					
Major Investigation	3,109	3,606	2,754	2,603	4,889
Incident Follow Up	4,426	3,818	3,775	4,109	3,223
Follow Up Reports	279	152	145	111	33
SIU Investigations	80	42	61	5	4
Out of Service Deployment	25	-	-	-	-
	7,918	7,618	6,734	6,828	8,149
<b>Administrative:</b>					
Workload	1,190	1,294	658	683	641
Association Business	13	202	15	4	2
Meetings	243	241	142	202	155
Training and Special Events	262	346	157	132	402
Prisoner Transport	82	22	16	20	11
	1,789	2,103	988	1,041	1,211
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	669	881	536	628	404
Proactive Policing	-	298	8	89	65
Community Festivals or Events	69	107	8	62	30
Service Partnerships	-	55	-	-	-
	738	1,340	552	779	499
<b>Total</b>	22,838	22,603	21,640	20,537	23,950

**Appendix 2**  
**Uniform Overtime by Activity Hours**  
**Year to Date**

	2015 YTD Sept	2016 YTD Sept	2017 YTD Sept	2018 YTD Sept	2019 YTD Sept
<b>Meeting Minimums</b>	23,784	24,703	26,478	27,879	29,397
<b>Investigation Requirements:</b>					
Major Investigation	11,097	8,399	8,170	9,714	12,087
Incident Follow Up	11,575	12,185	12,160	11,574	9,411
Follow Up Reports	1,091	708	476	357	85
SIU Investigations	136	126	81	41	46
Out of Service Deployment	749	15	16	-	-
	24,647	21,432	20,903	21,686	21,629
<b>Administrative:</b>					
Workload	3,655	3,781	3,085	2,372	1,778
Association Business	92	243	124	22	43
Meetings	833	840	604	530	565
Training and Special Events	675	644	706	762	1,654
Prisoner Transport	245	61	59	29	60
	5,499	5,568	4,576	3,715	4,100
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	2,073	1,802	1,841	1,480	1,028
Proactive Policing	64	363	197	166	266
Community Festivals or Events	388	236	44	129	275
Service Partnerships	68	59	24	-	7
	2,592	2,459	2,106	1,775	1,576
<b>Total - before Extraordinary Events</b>	56,522	54,162	54,062	55,055	56,701

**Appendix 3**  
**Civilian Overtime by Activity Hours**  
**Quarterly**

	2015 Q3 July-Sept.	2016 Q3 July-Sept.	2017 Q3 July-Sept.	2018 Q3 July-Sept.	2019 Q3 July-Sept.
<b>Meeting Minimums:</b>	2,599	3,373	3,226	4,581	5,705
<b>Investigation Requirements:</b>					
Major Investigation	84	53	30	14	115
Incident Follow Up	40	45	94	95	150
Follow Up Reports	-	-	-	-	-
SIU Investigations	-	-	-	-	-
	124	98	124	109	265
<b>Administrative:</b>					
Workload	1,324	1,478	966	697	924
Association Business	4	-	1	-	-
Meetings	42	8	11	50	24
Training and Special Events	73	1,092	85	62	105
	1,442	2,578	1,063	809	1,053
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	-	-	-	2	-
Proactive Policing	-	-	-	-	-
Community Festivals or Events	-	9	29	40	35
Service Partnerships	3	46	-	-	-
	3	55	29	42	35
<b>Total</b>	<b>4,167</b>	<b>6,104</b>	<b>4,441</b>	<b>5,541</b>	<b>7,058</b>

Appendix 4  
Civilian Overtime by Activity Hours  
Year to Date

	2015 YTD Sept	2016 YTD Sept	2017 YTD Sept	2018 YTD Sept	2019 YTD Sept
Meeting Minimums	6,862	9,987	6,923	9,547	12,836
Investigation Requirements:					
Major Investigation	183	99	60	121	234
Incident Follow Up	77	134	168	177	277
Follow Up Reports	-	-	-	-	-
SIU Investigations	5	-	-	8	-
	264	233	228	306	511
Administrative:					
Workload	5,233	5,348	2,945	1,751	2,575
Association Business	4	-	2	6	5
Meetings	92	34	55	122	126
Training and Special Events	237	1,359	768	194	225
	5,566	6,741	3,769	2,073	2,931
Pro Active and Community Driven Events:					
Service Initiatives	91	-	31	20	14
Proactive Policing	-	17	-	8	8
Community Festivals or Events	21	41	48	46	42
Service Partnerships	24	87	13	15	3
	135	144	92	89	67
Total	12,827	17,105	11,012	12,015	16,345



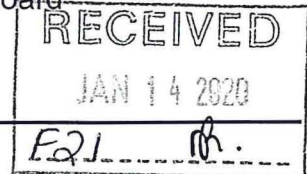
**NIAGARA REGIONAL POLICE SERVICE**  
**Police Services Board Report**

**PUBLIC AGENDA**

**Subject:** Quarterly Report – Special Fund Administration – October 1, 2019 to December 31, 2019

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-01-08



**Recommendation(s)**

That the Niagara Police Services Board receives this report for information.

**Key Facts**

- The purpose of this report is to provide the Board with a detail listing of quarterly activity in the Special Fund as well as a bank reconciliation in accordance to the Special Fund Administration, Limitations and Guideline By-Law 376-2018.
- The report shall contain reports on any reward(s) offered/paid, revenue, disbursements and provide the balance and unrestricted balance available to the Board.
- This report summarizes the balances and details the activities of the Niagara Regional Police Special Funds Accounts for the period of October 1, 2019 to December 31, 2019.

**Financial Considerations**

There are no financial implications relating to the recommendations contained within this report.

**Analysis**

The balances of the Police Special Funds as at December 31, 2019 and detailed in Appendix 1 are as follows:

Special Fund – Special Operating Account - #125-255-0 – \$ 26,769.91

Special Fund – General Operating Account (Informant) #103-543-5 – \$ 6,907.74

Total Special Funds – Special and General (Informant) Accounts – \$ 33,677.65

The summary of activities for the period ended December 31, 2019 is provided in Appendix 2. Informant payments during the period totalled \$10,100, made up of 25 cheques ranging from \$150 - \$700 with a median of \$400.

### **Alternatives Reviewed**

No alternatives exist.

### **Relationship to Police Service/Board Strategic Priorities**

To ensure compliance with the Special Fund Administration, Limitations and Guideline By-Law 376-2018.

### **Relevant Policy Considerations**

Section 132 and 133 of the *Police Services Act* governs the disposition of personal property that comes into the possession of the Service and where the Board may use the proceeds for any purpose that it considers in the public interest.

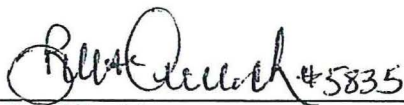
### **Other Pertinent Reports**

Minute No. 77/2019 Quarterly Report - Special Fund Administration - January 1, 2019 to March 31, 2019.

Minute No. 163/2019 Quarterly Report - Special Fund Administration - April 1, 2019 to June 30, 2019.

Minute No. 203/2019 Quarterly Report - Special Fund Administration - July 1, 2019 to September 30, 2019.

*This report was prepared by Laura Rullo, Manager, Finance, reviewed by Lisa DiDonato-DeChellis, Director, Business Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*



**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

### **Appendices**

- Appendix 1 Reconciliation of Balance of Special Funds
- Appendix 2 Summary of Special Funds Activity

**Appendix 1**  
**Niagara Regional Police Service**  
**Reconciliation of Balance of Special Funds as at:**

**December 31, 2019**

		<b>Special Operating Account #125-255-0</b>	<b>General Operating Account #103-543-5</b>	<b>Total Special Funds</b>
<b>Balance per Bank Statement</b>		\$ 31,269.91	\$ 8,107.74	\$ 39,377.65
<b><u>Outstanding Cheques:</u></b>				
<b><u>Description</u></b>	<b><u>Doc. #</u></b>			
Building a Disaster Resilient Niagara	892	\$ 500.00		500.00
Chiefs Holiday Breakfast	893	\$ 1,500.00		1,500.00
Canada Beyond the Blue - Niagara Chapter	894	\$ 2,500.00		2,500.00
Informant	1524		\$ 300.00	300.00
Informant	1530		\$ 400.00	400.00
Informant	1532		\$ 500.00	500.00
<b>Total Outstanding Cheques</b>		<u>\$ 4,500.00</u>	<u>\$ 1,200.00</u>	<u>\$ 5,700.00</u>
<b>Available Bank Balance</b>		<u>\$ 26,769.91</u>	<u>\$ 6,907.74</u>	<u>\$ 33,677.65</u>
Deposits not Recorded				
Bank Charges not Recorded				
<b>Niagara Regional Police Service</b>		<u>26,769.91</u>	<u>6,907.74</u>	<u>33,677.65</u>

**Appendix 2: Niagara Regional Police Service: Summary of Special Funds Activity**

			Activity Period		Account Number
Special Fund - Special Operating			10/01/2019 - 12/31/2019		125-255-0
Date	Description	Ref.	Withdrawals	Deposits	Balance
1/Oct/19	Previous Balance				34,685.57
1/Oct/19	Heartland Forest Pumpkinfest Donation	885	1,000.00		33,685.57
3/Oct/19	2019 Run to Remember	886	1,500.00		32,185.57
4/Oct/19	Activity Fee		0.31		32,185.26
8/Oct/19	Crime Stoppers Tournament Sponsorship	887	400.00		31,785.26
	Siezed Property Remittance	888	132.00		31,653.26
29/Oct/19	North American Police Soccer Tournament	889	500.00		31,153.26
6/Nov/19	Activity Fee		0.16		31,153.10
20/Nov/19	Police Auctions Canada			783.63	31,936.73
20/Nov/19	Police Auctions Canada			3,148.81	35,085.54
5/Dec/19	Socks for Change	890	1,500.00		33,585.54
5/Dec/19	Chiefs Gala Silver Sponsorship	891	2,500.00		31,085.54
5/Dec/19	Activity Fee		0.58		31,084.96
10/Dec/19	Found Funds - Foreign Currency Deposit			184.95	31,269.91
16/Dec/19	Building a Disaster Resilient Niagara	892	500.00		30,769.91
16/Dec/19	Chiefs Holiday Breakfast	893	1,500.00		29,269.91
16/Dec/19	Canada Beyond the Blue - Niagara Chapter	894	2,500.00		26,769.91
					26,769.91
					26,769.91
	<b>Totals</b>		<b>12,033.05</b>	<b>4,117.39</b>	
31/Dec/19	<b>Closing Balance - General Fund</b>				<b>\$ 26,769.91</b>

			Activity Period		Account Number
Special Fund - General Operating (Informant)			10/01/2019 - 12/31/2019		103-543-5
Date	Description	Ref.	Withdrawals	Deposits	Balance
1/Oct/19	Previous Balance				<b>\$7,009.08</b>
4/Oct/19	Activity Fee		0.57		\$7,008.51
17/Oct/19	Deposit			5,000.00	\$12,008.51
6/Nov/19	Activity Fee		0.57		\$12,007.94
5/Dec/19	Activity Fee		0.20		\$12,007.74
23/Dec/19	Deposit			5,000.00	\$17,007.74
	Informant		10,100.00		\$6,907.74
					\$6,907.74
					\$6,907.74
					\$6,907.74
	<b>Totals</b>		<b>10,101.34</b>	<b>10,000.00</b>	
31/Dec/19	<b>Closing Balance - Informant Fund</b>				<b>\$6,907.74</b>

31/Dec/19	<b>Total Special Funds Closing Balance</b>				<b>33,677.65</b>
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# NIAGARA REGIONAL POLICE SERVICE

## Police Services Board Report

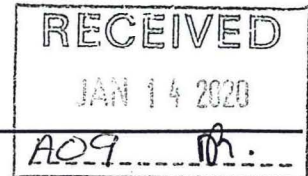
7.

PUBLIC AGENDA

**Subject:** Annual Report – Property Offences January 1, 2018 to December 31, 2018

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2019-01-13



### Recommendation(s)

That the Niagara Police Services Board receives this report for information.

### Key Facts

- The purpose of this report is to advise the Board that the Service is in compliance with By-Law 222-2000 – Property Offences.
- By-Law 222-2000 contains provisions requiring the Chief of Police to report specific information in order to ensure compliance with legislative guidelines.
- This report is submitted to provide the Board with the necessary and required information pursuant to the investigations of Property Offences.

### Financial Considerations

Not Applicable

### Analysis

On November 30, 2000, the Regional Municipality of Niagara Police Services Board enacted several by-laws in response to Provincial Adequacy Standards regulation (O. Reg. 3/99). The by-laws contain provisions requiring the Chief of Police to report specific information to the Board that demonstrates the Service's compliance with the previously mentioned legislative guidelines.

The report that follows provides the Board with information concerning the investigation of property-related offences by Service members. The report addresses the reporting period of January 1, 2018 through December 31, 2018.

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**By-Law 222 – 2000, Property Offences**

5.1 The Chief shall make a written report to the Board on or before August 30 of each year. The report shall include:

**a) a summary of written procedures concerning property offence investigations;**

Written procedures regarding Property Offences are found in the following Niagara Regional Police Service General Orders:

- GO-095.10 – Major Incidents and Routine Criminal Investigations
- GO-121.11 – Forensic Services Unit
- GO-035.12 – Found, Seized or Received Property
- GO-037.08 – Fire Calls and Arson Investigations

These Orders detail the responsibilities of officers when investigating property offences. They were prepared and approved to comply with Provincial Adequacy Standards Regulations LE-006, LE-020, LE-030, LE-042 and ER-004.

**General Order 095.10** – Major Incidents and Routine Criminal Investigations identifies the duties and responsibilities of officers conducting routine criminal offences. It also outlines the process to be followed when involved in incidents deemed to be of a major nature. The Order outlines the duties and responsibilities of officers who respond to the scenes of crimes, as well as those who undertake follow-up investigations – particularly members assigned to investigative units. The provisions contained in the Order effectively address Section 5.1a of By-Law 222–2000, a summary of the written procedures concerning property offence investigations.

**General Order 121.11** – Forensic Services Unit was written to assist with the investigation of most types of occurrences where the collection and preservation of physical evidence is appropriate. The Order emphasizes the responsibility of the first officer at the scene of an occurrence to ensure proper measures are taken to guard against the contamination of evidence. The order reinforces the need for officers to determine whether a Scenes of Crime Officer, or Forensic Services Officer, is required for a more detailed examination of evidence. Moreover, the order provides a sequential list of considerations that should be entertained by officers undertaking investigations: criteria for examining stolen vehicles, preliminary examination at break and enter crime scenes, seizing exhibits, factors affecting the retrieval of crime scene fingerprints and footwear comparison and use of mug shots and lineups.

**General Order 035.12** – Found, Seized or Received Property expands on the duties and responsibilities of officers investigating property offences by establishing procedures for the control of evidence/property seized by members of the Service pursuant to the Police Services Act, peripheral regulations, and/or federal statutes. The order directs members to

properly document and submit, without delay, seized items to the Service's Evidence Management Unit. This includes all evidence/property that is acquired, either directly or indirectly by reason of their duties unless otherwise permitted by this General Order, with the exception of illicit drugs and motor vehicles, which are dealt with by way of other Service General Orders.

**General Order 037.08** – Fire Calls and Arson Investigations identifies the structure, operation and responsibilities of detectives investigating arson. Additionally, the order establishes the requirement for Service members to liaise, and work in partnership, with the fire departments investigators, members of the Ontario Fire Marshal's Office, and where necessary personnel from other police services. Last, the order directs members of District Detective Offices to monitor fire related occurrences and arson reports identifying similarities, patterns and suspects; coordinate, as required, any program or project to combat serial arsons; maintain files on all arson suspects; and monitor any identified high-risk individuals.

**Regional Municipality of Niagara, Police Services Board Licensing By-Law No. 361-2016** was developed to license, regulate, and govern various trades, callings, businesses and occupations located within the Niagara Region including second hand goods stores. A second-hand-goods store means any premises used either wholly or in part for the purpose of buying and/or selling second-hand used goods and includes those stores known as "pawn shops."

The By-Law requires those who deal in second-hand goods record all transactions, with the exception of designated items, in a register, and make that register be made available for inspection by police and/or by-law officers. The by-law requires dealers to make all reasonable efforts to identify persons offering goods or articles, which they believe may have been stolen, or otherwise unlawfully obtained, and report all known facts concerning such persons and attempted transactions to the nearest police station or police officer; forthwith. Furthermore, owners of second-hand stores are required to report any apparent removal, or defacement, of a serial or model numbers from any good or article offered in exchange for monetary compensation.

Last, the By-Law obliges operators of second-hand stores to furnish copies of the previously-mentioned registers to the District Detective Office of the corresponding police district within which the store is located. In turn, the registers are scrutinized by investigators and, where necessary, investigations are commenced into any transaction that appears suspicious.

#### **Status of Service compliance with the previously-mentioned procedures:**

Numerous systems have been implemented to ensure Service members' compliance with the previously-mentioned orders. General Order 034.10 report submissions, requires officers to submit a report when a criminal offence has been committed or alleged to have been committed. Officers will also report any incidents identified by the Service, or any

member, as being worthy of documentation for future reference. The criteria for reporting include property offence investigations.

Section 3.10 stipulates that each submitted report must be reviewed by a supervisor in order to ensure accuracy of information contained within the report; as well as adherence to the Service's standard of information conveyance.

**General Order 095.10** – Major Incidents and Routine Criminal Investigations obliges the District Detective Staff Sergeant or Detective Sergeant to review all occurrence reports submitted by members under their command, and return occurrence reports to officers for follow-up investigation, where required. The order also requires the above-referenced supervisory member to review all occurrence reports pertaining to criminal investigations and return them to the original investigating officer, or re-assign as necessary, to a detective for follow-up investigation.

The order also identifies supervisor's guidelines for case management. Supervisors are required to review each incident and determine whether further resources are appropriate. Each incident is assigned a priority between one and three based on criteria identified in the order. Priority one investigations shall take precedence over priority two occurrences, and so on. The priority system ensures that all occurrence reports are reviewed and receive the required attention and follow-up. The Niagara Regional Police Service, Quality Assurance Unit, ensures that property offence calls are properly coded so that statistical data may be accurately captured.

### **Alternatives Reviewed**

To not accept this report.

### **Relationship to Police Service/Board Strategic Priorities**

To comply with the provisions of Police Services By-Laws and to maintain compliance with Provincial Adequacy Standards Regulations.

### **Relevant Policy Considerations**

Police Services By-Law No. 222-2000 – Property Offences (including Break & Enter)

GO-095.10 – Major Incidents and Routine Criminal Investigations.

GO-121.11 – Forensic Services Unit.

GO-035.12 – Found, Seized or Received Property.

GO-037.08 – Fire Calls and Arson Investigations.

Regional Municipality of Niagara, Police Services Board Licensing By-Law No. 361-2016.

### **Other Pertinent Reports**

Not Applicable

*This report was prepared by Sergeant Todd Anderson, Evidence Management Unit in consultation with Inspector James Mackay, Operational Support Services, reviewed by Superintendent Richard Frayne, Operational Support Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*

A handwritten signature in black ink, appearing to read "Bryan MacCulloch", followed by the number "#5835". The signature is written in a cursive style.

**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

### **Appendices**

Not Applicable



# NIAGARA REGIONAL POLICE SERVICE

## Police Services Board Report

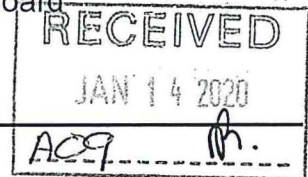
8.

PUBLIC AGENDA

**Subject:** Annual Report - Accessibility Standards – January 1 to December 31, 2019

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-01-08



### Recommendation(s)

That the Niagara Police Services Board receives this report for information.

### Key Facts

- The purpose of this report is to provide an annual written report to the Board in respect of meeting the Accessibility Standards as per Police Services Board By-law No. 367-2017, Respecting the Accessibility Standards.
- General Order 217.04 - Accessibility Standards, establishes the policy of the Niagara Regional Police Service.
- For the year ended December 31, 2019 the Service was in compliance with General Order – 217-04 – Accessibility and the provisions of The Accessibility for Ontarians with Disabilities Act, 2005.

### Financial Considerations

There are no financial implications relating to the recommendation contained within this report.

### Analysis

General Order 217.04 - Accessibility Standards, establishes the policy of the Niagara Regional Police Service that Service members are responsive to the diverse needs of all residents by striving to provide equal access to services and facilities, including people with disabilities. This policy applies to all members of the Service as well as volunteers, contractors and agents.

For the year ended December 31, 2019 the Service was in compliance with General Order – 217-04 – Accessibility and the provisions of The Accessibility for Ontarians with Disabilities Act, 2005.

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## **Alternatives Reviewed**

The only alternative is for the Board not to receive this report.

## **Relationship to Police Service/Board Strategic Priorities**

This annual report is being issued in compliance with Board By-Law No. 367-2017.

## **Relevant Policy Considerations**

No other relevant policy considerations.

## **Other Pertinent Reports**

10.2019 – Annual Reports – Accessibility Standards – January 1 to December 31, 2018

*This report was prepared by Lisa DiDonato-DeChellis, Director, Business Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*



**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

## **Appendices**

None



# NIAGARA REGIONAL POLICE SERVICE

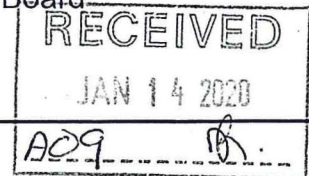
## Police Services Board Report

PUBLIC AGENDA

**Subject:** Annual Report - Promotion of Service Members – January 1 to December 31, 2019

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-01-10



### Recommendation(s)

That the Niagara Police Services Board receive this report for information.

### Key Facts

- The purpose of this report is to advise the Board regarding the promotion of Service members, and in particular the hiring of non-service members, of the Niagara Regional Police Service pursuant to Board By-law 187-2000.
- This report covers the period of January 1, 2019 to December 31, 2019.
- A summary of Service Policies which relate to the hiring and promotion of Service members is being provided for information.

### Financial Considerations

There are no financial implications relating to the recommendation made in this report.

### Analysis

The Service continues to support the development of valid and defensible hiring and promotion practices through the ongoing review of existing policies, the development of new policies and implementation of best industry practices while also being cognizant of bargained collective agreement provisions.

The following is a listing of the relevant policies and a brief summary of its purpose:

G.O. 002.07 – Constable Recruitment - This general order establishes a fair consistent, valid and defensible standard recruitment procedure by which the Service hires new Police Constables. This general order will be updated during 2020 to reflect significant changes made to the Constable Recruitment process which take effect on January 1, 2020.

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G.O. 004.09 – Rank Reclassification-Constable - This General Order establishes the rank reclassification procedure for uniform members as they progress to the rank of First Class Constable.

G.O. 011.10 – Tuition Assistance Program – This General Order encourages members, through financial assistance, to further their professional development through the achievement of a higher level of formal education that will in turn benefit the Service and enhance their ability to be promoted.

G.O. 083.08 – Equal Opportunity - This General Order establishes, among other things, that decisions about employment will be made on the essential skills, capability, knowledge and experience required. Decisions about advancement will be based on an employee's performance in their current position, as well as essential skills, capability, knowledge and experience required, having regard for the both short and long-term interests of the Service.

G.O. 105.12 – Uniform Promotion System – This General Order describes the Service's promotional system which is considered to be a fair and unbiased process to determine the best candidates for promotion based on several key factors including relevant experience, performance, reliability, education and demonstrated ability to do the job.

G.O. 233.04 – Uniform Senior Officer Selection Process – This General Order establishes the procedure for hiring or promoting uniform members in the event that a Superintendent or Inspector position becomes available for staffing within the Service.

G.O. 189.14 – Uniform Posting Guidelines – This General Order provides for a fair and equitable system for assigning members to specialty units within the Service, and to identify the best Service member for vacant positions based on knowledge, skills and ability. The General Order was significantly revised during 2012 in consultation with the NRPA.

G.O. 200.06 – Civilian Posting Guidelines - This General Order provides a process and guiding principles for the internal recruitment of permanent civilian positions. It demonstrates the Service's commitment to ensuring fairness and equity in its staffing processes and ensures that permanent civilian members have the first opportunity to be selected to fill vacant or new positions while at the same time ensuring that the best candidate is selected for each position. There is a Joint Career Development Committee which reviews the process for civilian postings on an ongoing basis.

Each of these policies has been researched, subjected to regular review and is reflective of any applicable adequacy standards and/or legislative requirements. Provide a detailed examination of the elements of the topic; typically, a basis for discussion or interpretation. This section may also include the most important background information.

## **Alternatives Reviewed**

The only alternative is for the Board not to receive this report.

## **Relationship to Police Service/Board Strategic Priorities**

This report is being provided for information purposes.

## **Relevant Policy Considerations**

The aforementioned General Orders, together with the relevant collective agreement(s), guide the staffing and promotion process for the Niagara Regional Police Service. There are no other relevant policy considerations.

## **Other Pertinent Reports**

9.2019 – Annual Report – Promotion of Service Members – January 1 to December 31, 2019

*This report was prepared by Linda Blood, Manager, Human Resources, reviewed by Lisa DiDonato-DeChellis, Director, Business Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*

A handwritten signature in black ink, appearing to read "Bryan MacCulloch #5835". The signature is written in a cursive style. Below the signature is a horizontal line.

### **Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

## **Appendices**

Appendix 1 – Annual Report on the Promotion of Service Members

## Appendix 1 Annual Report on the Promotion of Service Members

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### 2019 New Hires:

Uniform Recruit Constables	30
Currently Serving Constables	10
Civilian Permanent New Hires	34

2019 Promotions Civilian:	16
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### 2019 Promotions Uniform:

Constable to Sergeant	11
Sergeant to Staff Sergeant	7
Staff Sergeant to Inspector	1
Inspector to Superintendent	1
Superintendent to Deputy Chief	0
Deputy Chief to Chief	0



## INTERNAL CORRESPONDENCE

To: Chair and Members

From: Deb Reid  
Executive Director

Dept: Niagara Police Services Board

Dept: Niagara Police Services Board

Date: January 15, 2020

Re: Police Services Board - 2019 Annual Report on Board Activities

### Objective:

The purpose of this report is to provide the Board with an annual report on Board activities for the year 2019.

### Background Information:

The Ministry of the Solicitor General developed the Adequacy Standards Regulation, which came into effect January 2001 and set out the minimum mandatory standards for Boards and police services to meet. Included among these measures was a requirement for Boards to publicly release details about their activities.

In accordance with this requirement, Board staff collects comprehensive data about Board activities. This includes statistical information on activity levels at the Board office and recording of Board attendance at events. This information is also submitted to Regional Council to assist in its understanding of the time required by individual members to discharge properly the duties of the Board.

### Activity Indicators – Board and Committee Meetings:

The statistical activity indicators include the number of items on Board and Committee Agendas with a further breakdown of reports generated by Board Staff/Solicitor, the Police Service and outside organizations. Comparisons to the previous year-end totals for the past ten (10) years are referenced below:

Agenda Items/Reports	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Niagara Police Service	279	266	276	330	328	315	350	354	299	297
Board Staff/Solicitor	152	159	180	155	167	206	236	234	198	138
External Items	142	136	136	100	106	134	127	101	61	75
Total Agenda Items	573	561	592	585	601	655	713	689	558	510

With respect to Board agenda items, the number of public and confidential agenda items continues to reflect a slight variation from year to year in all three areas. However, there is no specific reason to account for the fluctuation beyond workload and the timing of various matters of Board business (i.e. contract negotiations, executive recruitment, police facilities, business planning, etc.).

### Activity Indicators – Email and Regular/Interoffice Mail:

The Board continues to maintain the use of electronic communication tools as a common practice to facilitate the exchange of information within the Niagara Regional Police Service and with external agencies, municipal and provincial governments and other organizations. In 2019, Board IT records indicated an approximate total of 33,668 emails that were either sent or received by Board staff, and approximately 1,075 pieces of paper correspondence either sent or received by Board staff via Canada Post or interoffice mail.

### Other Functions/Events:

The volume of work associated with Board and Committee meetings on a monthly basis are demonstrated by the number of official meetings and the hours spent at those meetings. This includes but is not limited to all Board meetings (public and in-camera), meetings of the Board's Committees (Human Resources, Finance, Administration, General Business) and Sub-Committees (Bargaining, Grievance, Business/Strategic Plan, Accommodation, Information Technology, Policy/Governance, Public Complaints) as well as other Committees on which Board members serve (i.e. Joint Police/Regional Facilities Steering Committee and Community Safety and Well-Being Planning Advisory Committee).

Outside of Board and Committee meetings, each year members of the Police Services Board also attend a wide variety of official and unofficial business functions and ceremonial events. This includes but is not limited to meetings for the Ontario Association of Police Services Boards (OAPSB) Board of Directors; OAPSB Zone 4; 'Big 12' Ontario Boards; meetings with local councils or provincial officials; collective bargaining and other meetings related to labour relations; Niagara Region Police Association functions; Senior Officers' Association functions; media conferences; police award ceremonies; police retirement celebrations, recruit swearing-in ceremonies; handler and canine graduation ceremonies; promotional/badge presentation ceremonies; community events; and meetings with other community partners. Outlined below is the total number of events and hours which individual Board members have dedicated to Board business in 2019:

	OFFICIAL		UNOFFICIAL		CEREMONIAL		TOTAL	
	Events	Hours	Events	Hours	Events	Hours	Events	Hours
January	5	11.25	4	18	2	6.5	11	35.75
February	9	12.75	4	5.5	1	1.5	14	19.75
March	3	2.75	2	3	1	.5	6	6.25
April	6	10.75	6	8	3	4.5	15	23.25
May	8	12	4	10	3	10	15	32
June	6	12	2	3.5	6	12	14	27.5
July	6	5.75	5	10.5	1	.5	12	16.75
August	0	0	2	3	3	9	5	12
September	8	11.5	1	6	4	11	13	28.5
October	8	14.5	4	5.5	3	9.5	15	29.5
November	14	22.5	0	0	3	6.5	17	29
December	5	3.5	3	3	3	3	11	9.5
<b>TOTAL 2019</b>	<b>78</b>	<b>119.25</b>	<b>37</b>	<b>76</b>	<b>33</b>	<b>74.5</b>	<b>148</b>	<b>269.75</b>

*\*The official events refer to scheduled formal meetings that usually require agendas, minutes and when attendance by all Board members is anticipated. Unofficial events refer to scheduled meetings that do not necessarily require agendas and/or minutes and attendance by all members may or may not be anticipated. Ceremonial events refer to honorary/celebratory police and non-police events to which Board members voluntarily attend.*

Attendance at the conferences and seminars/workshops noted below is not reflected in the total number of hours dedicated to Board business. In 2019, Board members attended the following events for the provincial and national police board associations, which required a time commitment of one to three days:

- Ontario Association of Police Services Boards – Annual General Meeting and Conference;
- Ontario Association of Police Services Boards – Labour Seminar; and
- Canadian Association of Police Governance – Annual Conference and General Meeting.

### Additional Workload for Board Chair:

The majority of meetings attended by the Board Chair are captured in the functions and events statistics listed in the report. However, the indicators tracked and reported on do not reflect the additional time the Chair of the Board spends dealing with emails, phone calls and meetings on matters related to the work of the Board outside of formal meetings and events. The Board Chair estimated that in 2019 an average of 20 hours per week was spent on emails, phone calls and media.

**Recommendation:**

**That the Board receives this report for information;**

**And direct the Executive Director to forward it to Regional Council for information purposes.**

A handwritten signature in cursive script, appearing to read "Deb Reid".

Deb Reid  
Executive Director

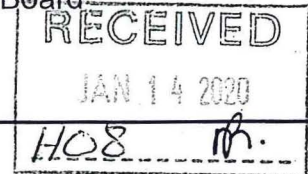


# NIAGARA REGIONAL POLICE SERVICE

## Police Services Board Report

PUBLIC AGENDA

**Subject:** Ontario Police Video Training Alliance – 2020 Business Plan  
**Report To:** Chair and Members, Niagara Police Services Board  
**Report Date:** 2020-01-07



### Recommendation:

That the Niagara Police Services Board approve the 2020 Ontario Police Video Training Alliance (OPTVA) Business Plan.

### Key Facts

- The purpose of this report is to seek the Board's approval for the 2020 Ontario Police Video Training Alliance Business Plan.
- The OPVTA creates and distributes learning material to over 26,000 police officers.
- Full cost recovery for material produced by OPVTA is achieved by way of a fee scheduled for members.

### Financial Considerations

The OPTVA operates on a not-for-profit basis. The OPTVA operates on a full cost recovery basis through membership fees which are obtained from the member agencies. The membership fee is unique to each agency and is based on the size of the agency's sworn strength.

### Analysis

The Niagara Regional Police Service Video Unit was formed in 1982 as a cost effective means of providing in-Service training to its members. Current responsibilities include NRPS-specific video production, e-learning development, technical and investigative support, community engagement and corporate communications. Yearly, half of the Unit's time and resources are devoted to the OPTVA. The OPTVA produces and distributes training videos, e-learning courses and support materials to a police audience of nearly 26,000 officers representing nearly 90 member agencies.

Ensuring that the OPTVA revenues adequately cover actual OPTVA costs is an important priority for both the Video Unit and the Service. Since 2001, full cost recovery has been achieved through a sliding fee schedule (see "Membership Fees", attached as Appendix "A"), which is based on the sworn strength of each member agency. In 2020,

it is anticipated that the OPTVA will generate approximately \$324,340.00 in total revenues.

To help ensure that all OPTVA-related costs are being recovered, ongoing financial analyses are conducted of all projected and actual OPTVA-related expenses and cost recovery.

Since 2003, the foundation for all OPTVA business plans has been the fixed allocation of hours for OPTVA-related activities, along with an associated allocation of actual budget costs on a line-by-line basis.

In planning for the 2020 Video Unit Operational Budget and for the purpose of estimating the revenue required to recover costs attributed to OPTVA involvement, personnel costs will be estimated at 50% of available staff hours, or 3150 hours annually. This annual allocation of 3150 hours to OPTVA contractual deliverables was approved by the Board in December of 2017. In addition to budgeted staff hours, other areas of the Video Unit Budget are attributed to the OPTVA by an estimated percentage. For example, courses prepared for OPVTA member agencies are delivered through a third party, in this case the Canadian Police Knowledge Network (CPKN). As this is solely for the purpose of the OPVTA, it has been determined that the OPVTA would naturally be responsible for 100% of this cost. Other expenses, such as office supplies, are assessed by a percentage that has been informed by past experience. Further, additional costs (e.g. building maintenance, vehicle maintenance, fuel, telephone and postage) are not directly reflected in the Video Unit's operational budget, however they are also taken into account in order to provide a true assessment of projected 2020 costs:

2020 OPVTA Cost Assessment			
Category	Video Unit Budget	OPVTA %	Dollar Value of OPVTA Allocation
<b>Personnel Costs</b>	\$430,762	50	<b>\$215,381</b>
<b>Overtime</b>	4,500	90	<b>4,050</b>
<b>Total Personnel</b>	<b>\$435,262</b>		<b>\$219,431</b>
<b>Other Expenses</b>			
Consulting CPKN	30,000	100 <sup>1</sup>	30,000
Office Supplies	300	60 <sup>2</sup>	180
External Courier	1,500	90 <sup>3</sup>	1,350
Travel Admin	1,000	90 <sup>3</sup>	900
Meal Admin	6,000	90 <sup>3</sup>	5,400
Cellular phone	3,000	50	1,500
Other program specific equipment	6,350	90 <sup>4</sup>	5,400
Minor Machinery and	10,000	50	5,715

2020 OPVTA Cost Assessment			
Category	Video Unit Budget	OPVTA %	Dollar Value of OPVTA Allocation
Equipment			
Leases, etc.	9,100	75 <sup>5</sup>	6,825
Repair and Maintenance	3,000	50	1,500
Total other	70,250		58,370
<b>Total Direct Costs</b>	<b>\$505,512</b>		<b>\$277,801</b>
<b>Additional Expenses</b>			
Building/Office space	17,490	50 <sup>6</sup>	8,745
Vehicle	4,000	90 <sup>7</sup>	3,600
Fuel and Maintenance	3,500	90 <sup>7</sup>	3,150
<b>Total Additional Expenses</b>			<b>15,495</b>
<b>Total Expected OPVTA Expenses</b>			<b>\$293,296</b>

1. Estimate: Costs associated with the distribution of OPVTA material though CPKN are fully attributed to the OPVTA.
2. Estimate: The creation of support materials, packaging and the distribution of OPVTA media accounts for 60% of office supply expenses;
3. Estimate: Production of OPVTA materials takes place across the province; OPVTA activities account for the vast majority (90%) of all travel-related expenses (meals and accommodation);
4. Estimate: OPVTA-related projects comprise the vast majority (90%) of the Unit's digital media and duplication budget;
5. Estimate: This account accommodates expenses relating to software, music & stock footage licenses, acting and voice-over talent fees; OPVTA projects account for the majority (75%) of these expenses;
6. Building maintenance costs of \$227,140 - provided by NRPS Finance Manager Laura Rullo, pro-rated at 7.7% (Total facility area = 25,140 ft<sup>2</sup>, Video Unit area = 1,942 ft<sup>2</sup>, or 7.7%) = \$17,490 (50%);
7. Vehicle cost calculated at approximately \$4000/year over a 7year period, minus resale.

Based on the foregoing analysis, and approval of this recommendation, it is anticipated that the OPVTA will again remain entirely self-sufficient in 2020. The financial impact of this recommendation is reflected on the attached Appendix "B" ("Projected 2020 OPVTA Cost Recovery").

Although membership in the OPVTA is relatively stable, there are invariably some changes year over year. The anticipated cost recovery assumes that all members and

associate members remain part of the OPVTA. In the event that revenue is found to exceed actual costs attributed to Service involvement in OPVTA, an application will be made to have the resulting variance deposited in the OPVTA reserve account. Conversely, in the event that revenue unexpectedly does not cover the costs associated with Service participation in the OPVTA, then a recommendation would be made to the OPVTA Board of Directors to access the reserve fund in order to reconcile the variance.

### **Alternatives Reviewed**

Terminate the provision of this shared service.

### **Relationship to Police Service/Board Strategic Priorities**

The Board's approval of the 2020 Ontario Police Video Training Alliance Business Plan reinforces both the Service's and the Board's commitment to public safety and organizational excellence. The knowledge in-Service training provides our membership and partner agencies is invaluable.

### **Relevant Policy Considerations**

Not applicable.

### **Other Pertinent Reports**

204.2018 Ontario Police Video Training Alliance (OPVTA) – 2019 Business Plan

*This report was prepared by Todd Waselovich, Inspector, Labour Relations & Career Development in consultation with David Meade, Superintendent, Executive Service and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*

  
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**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

### **Appendices**

Appendix A 2020 OPTVA Membership Fees  
Appendix B Projected 2020 OPVTA Cost Recovery

Appendix "A"  
OPVTA Membership Fee Schedule

		<b>ONTARIO POLICE VIDEO TRAINING ALLIANCE</b>
		<b>2020 Membership Fees</b> <i>(applicable taxes not included)</i>
	Ontario	Associate <sup>1</sup>
Authorized Sworn Strength	2020 (no increase over 2019)	2020 (no increase over 2019)
1 - 49	700.00	600.00
50 - 99	1,250.00	1,000.00
100 - 199	3,550.00	2,650.00
200 - 299	5,900.00	4,400.00
300 - 399	8,200.00	6,150.00
400 - 499	10,400.00	7,850.00
500 - 749	13,900.00	10,400.00
750 - 999	17,300.00	13,000.00
1,000 - 1,249	20,750.00	15,600.00
1,250 - 1,499	24,250.00	18,150.00
1,500 +	27,650.00	20,750.00

<sup>1</sup> An OPVTA "Associate Membership" is available only to accredited agencies located outside the province of Ontario and is subject to approval by the OPVTA Executive. Associate Membership fees are pro-rated at 75%, based on the historical and anticipated proportion of OPVTA programs that address issues and/or legislation of a national scope.

**Appendix B**  
**Anticipated 2020 OPVTA Membership and Associated Revenue Projection**

Member	Strength	2020 Fee	Member	Strength	2020 Fe
Akwesasne Mohawk	33	700.00	Nishnawbe-Aski	150	3,550.00
Altona **	9	600.00	North Bay	94	1,250.00
Amherst **	26	600.00	Ontario Police College	0	0.00
Anishinabek	65	1,250.00	O.P.P.	6,218	27,650.00
Assiniboine College **	25	600.00	O.S.P.C.A.	87	1,250.00
Atlantic Police Academy **	77	1,000.00	Orangeville	41	700.00
Aylmer	13	700.00	Ottawa	1,339	24,250.00
Belleville	88	1,250.00	Ottawa Transit	50	1,250.00
Brandon **	87	1,000.00	Owen Sound	41	700.00
Brantford	166	3,550.00	Peel Regional	2,045	27,650.00
Bridgewater **	30	600.00	Peterborough	134	3,550.00
Brock University	13	700.00	Port Hope	22	700.00
Brockville	42	700.00	RCMP Resource Centre **	350	6,150.00
CFMPA	44	700.00	Sarnia	111	3,550.00
Carleton University	25	700.00	Sask. Police College **	37	600.00
Chatham-Kent	170	3,550.00	Saugeen Shores	22	700.00
City of Brampton – By-law	80	1,250.00	Sault Ste. Marie	140	3,550.00
CN Police **	80	1,000.00	Shelburne	13	700.00
Cobourg	36	700.00	Six Nations Police	35	700.00
Cornwall	91	1,250.00	Smiths Falls	23	700.00
Deep River	8	700.00	South Simcoe	76	1,250.00
Dryden	20	700.00	St. Thomas	65	1,250.00
Durham Regional	871	17,300.00	Stratford	56	1,250.00
Environment Canada **	31	600.00	Strathroy-Caradoc	31	700.00
Fanshawe College	10	700.00	Thunder Bay	198	3,550.00
Fredericton **	99	1,000.00	Timmins	84	1,250.00
Gananoque	15	700.00	Toronto	5,498	27,650.00
Greater Sudbury	264	5,900.00	TTC	45	700.00
Guelph	205	5,900.00	Treaty Three	75	1,250.00
Halton Regional	629	13,900.00	Truro **	36	600.00
Hamilton	824	17,300.00	University of Guelph	18	700.00
Hanover	15	700.00	University of Toronto - St G	35	700.00
Hydro One	15	700.00	University of Toronto - Miss	15	700.00
Justice Inst. Of B.C.*	180	2,650.00	University of Western Ont.	18	700.00
Kawartha Lakes	39	700.00	University of Windsor	23	700.00
Kingston	201	5,900.00	Waterloo Regional	776	17,300.00
Lac Seul	6	700.00	West Grey	20	700.00
LaSalle	36	700.00	Wikwemikong	18	700.00
London	550	13,900.00	Wilfrid Laurier University	15	700.00
McMaster University	22	700.00	Windsor	430	10,400.00
Miramichi **	33	600.00	Woodstock	79	1,250.00
Niagara Parks	20	700.00	York Region Transit	30	700.00
Niagara Regional	705	0.00	York Regional	1,579	27,650.00
<b>Total Expected Revenue</b>				<b>26,185</b>	<b>\$324,340</b>



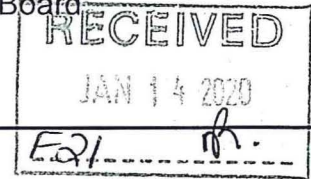
# NIAGARA REGIONAL POLICE SERVICE

## Police Services Board Report

12.

PUBLIC AGENDA

**Subject:** Special Fund Request - NRPS Women's Hockey Team 2020  
**Report To:** Chair and Members, Niagara Police Services Board  
**Report Date:** 2020-01-02



### Recommendation(s)

That the Police Services Board authorizes a \$700.00 donation to support the Niagara Regional Police Service Women's Hockey Team's attendance at the 2020 International Police Hockey Tournament.

### Key Facts

- The registration cost for the 2020 International Police Hockey Tournament is \$700.00
- The NRPS Women's hockey team has participated for 13 years and are the current defending Champions.
- Members participate on their own time and cover their own expenses relating to travel and lodging for this tournament.
- This event provides an opportunity for members of the Service to engage in a competitive team activity while proudly representing the NRPS and networking with other police professionals.
- At the 2020 tournament, the Niagara Women's Hockey Team will be defending their championship title won in 2019.

### Financial Considerations

The request for \$700.00 will cover the registration fee for the team to participate in the tournament. This request falls within the guidelines of Police Services Board by-law Special Fund Administration, Limitations and Guidelines 376-2018. If approved, the cheque can be made payable to Sandy Staniforth.

### Analysis

The International Police Hockey Tournament is an annual police tournament that is attended by approximately one hundred men's and women's internationally. The 2020 tournament takes place on February 27 and 28 in Ottawa. Historically, the women's team has enjoyed great success while representing the NRPS and have been recognized as champions on a number of occasions, including 2019.

team has enjoyed great success while representing the NRPS and have been recognized as champions on a number of occasions, including 2019.

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### **Alternatives Reviewed**

Approve a \$500.00 donation to assist with covering the cost of the registration fee. This requires the members of the team to also cover a portion of the registration fee. Members of the team cover their own travel and lodging expenses while attending games and practices on their personal time.

### **Relationship to Police Service/Board Strategic Priorities**

N/A

### **Relevant Policy Considerations**

Police Services Board by-law Special Fund Administration, Limitations and Guidelines 376-2018.

### **Other Pertinent Reports**

14-2019 - Special Fund Request – International Police Hockey Tournament – NRPS Women's Hockey Team.

*This report was prepared by Sandy Staniforth, S/Sgt, Member Support in consultation with Michael Woods, A/Superintendent, Executive Services and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*



**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police



# NIAGARA REGIONAL POLICE SERVICE Police Services Board Report

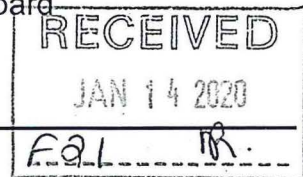
13.

PUBLIC AGENDA

**Subject:** Special Fund Request – NRPS Men's Hockey Team 2020

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-01-02



## Recommendation(s)

That the Police Services Board authorizes a \$700.00 donation to support the Niagara Regional Police Service Men's Hockey Team's attendance at the 2020 International Police Hockey Tournament.

## Key Facts

- The purpose of this report is to request funds in the amount of \$700 to assist in the cost of registration for the 2020 International Police Hockey Tournament. The event takes place in Ottawa, Ontario and runs from February 27 – February, 28 2020.
- Thirteen members of the Niagara Regional Police Service and one member of the Niagara Parks Police will make up the men's team representing the NRPS.
- Members participate on their own time and cover their own expenses relating to travel and lodging for this tournament.
- This event provides an opportunity for members of the Service to engage in a competitive team activity while proudly representing the NRPS and networking with other police professionals.

## Financial Considerations

The request for \$700.00 will cover the registration fee for the team to participate in the tournament. This request falls within the guidelines of Police Services Board by-law Special Fund Administration, Limitations and Guidelines 376-2018. If approved, the cheque can be made payable to Adam Lukanchoff

## Analysis

For the past 20 years, members of the Niagara Regional Police Service have been represented at the International Police Hockey Tournament. This year will mark the 58<sup>th</sup> anniversary of this event. The 2020 Tournament is scheduled for February 27<sup>th</sup> to February 28<sup>th</sup> in Ottawa, Ontario. Since 2006, the Police Services Board has generously assisted with the funding of the registration for this event. Once again, members of the

Niagara Regional Police Service are requesting funding for this year's tournament. The 2019 International Police Hockey Tournament raised in excess of \$38,500 for charity with funds going to House of Sophrosyne, Lasalle, Windsor Special Olympics, Windsor Child Advocacy Centre and Seeds 4 Hope. The charities benefiting from this year's tournament will be announced closer to the time of the event.

### **Alternatives Reviewed**

Approve a \$500.00 donation to assist with covering the cost of the registration fee. This requires the members of the team to also cover a portion of the registration fee. Members of the team cover their own travel and lodging expenses while attending games and practices on their personal time.

### **Relationship to Police Service/Board Strategic Priorities**

N/A

### **Relevant Policy Considerations**

By-Law 376-2018, Administration, Limitations and Guidelines of the Special Fund.

### **Other Pertinent Reports**

13-2019 – Special Fund Request – International Police Hockey Tournament – NRPS Elite Team

*This report was prepared by Adam Lukanchoff, Constable in consultation with Tony Rupnik, Staff Sergeant, 1 District and reviewed by Marco Giannico, Inspector, 1 District and Cindy White, Superintendent, District Operations and recommended by Brett Flynn, Deputy Chief of Police, Operational Services.*

A handwritten signature in black ink, appearing to read 'Bryan MacCulloch', followed by the number '5835'.

**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

Appendices