



**REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICE BOARD
PUBLIC AGENDA**

**Thursday, December 19, 2024, 9:30 am
Niagara Regional Police Service - Headquarters
Community Room 1st Floor, 5700 Valley Way, Niagara Falls**

*To view the live-stream meeting proceedings, please visit
<https://calendar.niagarapolice.ca/meetings>*

Pages

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT STATEMENT

3. DECLARATIONS OF CONFLICT/PECUNIARY INTEREST

4. ADOPTION OF MINUTES

4.1 Minutes of the Public Board Meeting held Thursday, November 28, 2024

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That the Minutes of the Public Board Meeting held Thursday, November 28, 2024 be adopted as circulated.

5. REPORTS FROM BOARD CHAIR

6. REPORTS FROM THE CHIEF OF POLICE

7. PRESENTATIONS

7.1 NRPS Member Support Unit

15

The Service provided a presentation on the Member Support Unit, which offers a variety of support programs to all members of the Niagara Regional Police Service that are designed to assist police personnel in their overall wellness both personally and professionally.

That the presentation be received.

8. CONSENT AGENDA

8.1	OAPSB and OACP - Letter to Solicitor General - Funding Announcement for Municipalities Policed by OPP	28
	<p>Joint correspondence dated December 7, 2024 addressed to The Honourable Michael Kernzer, Solicitor General of Ontario, from President Roger Wilkie, Ontario Association of Chiefs of Police, and Chair Patrick Weaver, Ontario Association of Police Service Boards, addressing concerns relating to the Ontario Government's recent \$77 Million funding announcement for municipalities policed by the Ontario Provincial Police, and requesting that a governmental strategy be developed that will modernize the grant funding process, secure equitable funding for Community Safety and Policing Act (CSPA) implementation and develop sustainable funding solutions to support effective policing services under the Act by small and mid-sized Municipal Police Services.</p>	
8.2	Regional Council Approval of Budget Review Committee Recommendation - 2025 NRPS-PSB Proposed Operating Budget	31
	<p>Correspondence dated December 17, 2024 from Ann-Marie Norio, Regional Clerk, Niagara Region, advising of the Budget Review Committee of the Whole (BRCOTW) recommendation that was passed by Regional Council at their meeting held December 12, 2024 regarding the Niagara Regional Police Service and Police Service Board 2025 Proposed Operating Budget, and including a copy of the letter sent by Regional Chair Bradley to the Premier of Ontario and Solicitor General requesting provincial funding to offset increased policing costs as a result of the implementation of the Community Safety and Policing Act.</p>	
8.3	RMON - Motion and Recommendation - 2025 NRPS-PSB Proposed Operating Budget	35
	<p>Correspondence dated December 13, 2024 from Ann-Marie Norio, Regional Clerk, Niagara Region, advising of a motion passed by the Region's Budget Review Committee of the Whole (BRCOTW) at its meeting held December 12, 2024 regarding a reduction to the 2025 Proposed Operating Budget for the Niagara Regional Police Service and the Board; and further advising of the recommendation passed by Regional Council at its meeting held that same evening when considering the 2025 Consolidated General Levy Budget, specific to the Region's Agencies, Boards and Commissions.</p> <p>That the information be received.</p>	
8.4	Employee and Family Assistance Program - Optional Renewal	37
	<p>Service report dated December 3, 2024 advising that the Service has joined the Region in exercising its option to extend the contract with TELUS Health for the provision of an Employee and Family Assistance Program (EFAP) at a cost of \$30,858.72 for the period January 1 to December 31, 2025.</p>	
8.5	Special Funds Specified Auditing Procedures	39
	<p>Service report dated November 26, 2024 providing the Board with the audit results of two Special Fund Accounts, specifically the General Operating Account and the Special Operating Account, that were conducted by Grant Thornton LLP on August 16, 2024 in accordance with By-Law 403-2024 paragraph 11.2., and including a draft report detailing the specified auditing procedures for the year ending December 31, 2023.</p> <p>That Items 8.1, 8.2, 8.4 and 8.5 be received for information.</p>	

9. NEW BUSINESS

9.1 Police Service Board By-Law - Collision Reconstruction User Fees - Fee Update 45

Service report dated November 21, 2024 advising that in accordance with Section 391 of the Municipal Act and section 69 of the Planning Act, the Service underwent a review of NRPS service fees resulting with a request that the Board approve an increase to the current fee structure set out in Schedule "A" of the Board's Collision Reconstruction User Fees By-law, and that each year these user fees be indexed to maintain alignment with inflationary labour/supply cost increases.

That the Niagara Police Service Board approve the draft by-law and amended fee schedule as appended to this report, effective January 1, 2025;

And further, that an inflationary index be applied to maintain alignment with the cost of labour and supplies.

9.2 Police Service Board By-Law - User Fee Charges for Police Service - Fee Update 53

Service report dated November 25, 2024 advising that in accordance with Section 391 of the Municipal Act and section 69 of the Planning Act, the Service underwent a review of NRPS service fees resulting with a request that the Board approve an increase to the current fee structure set out in Schedule "A" of the Board's Imposition of Charges for Police Services By-law, and that each year these user fees be indexed to maintain alignment with inflationary labour/supply cost increases.

That the Niagara Police Service Board approve the draft by-law and amended fee schedule as appended to this report, effective January 1, 2025;

And further, that an inflationary index be applied to maintain alignment with the cost of labour and supplies.

9.3 Next Generation 911 - Vesta 911 Call Handling System Equipment Expansion and Capital Adjustment 61

Service report dated December 2, 2024 requesting the Board approve additional NG 911 expenditures and a gross capital budget adjustment for costs associated with the purchase of three (3) Vesta 911 Call Handling System (CHS) workstations for St. Catharines Fire Services, which is a committed partner with the Niagara Region on the NG 911 project.

That the Niagara Police Service Board approve:

1. **The project change order from Motorola Solutions Canada Inc. for NG 911 related workstations for St. Catharines Fire Services in the amount of \$294,354.81 net of HST rebates; and**
2. **Subject to approval of the Regional Treasurer, a gross capital budget adjustment totaling \$57,500.00 and net \$0.00 to the NG 911 Equipment Replacement project 20000999, fully funded through third-party cost sharing recoveries from St. Catharines Fire Services.**

9.4 Special Fund Policy Review

68

Service report dated November 25, 2024 requesting the Board approve the recommended set of guidelines specific to special fund donations that were developed to ensure transparency and accountability of all special fund requests made to the Niagara Regional Police Service and the Board. The recommendations are being brought forward at the direction of a Board motion passed at its May 9, 2024 Finance Committee meeting and the Board's consideration of By-law 403-2024 respecting the Administration, Limitations, and Guidelines of the Special Fund.

That the Niagara Police Service Board approve the recommendations outlined in the report.

9.5 Special Fund Request - Holiday Hero Campaign

73

Service report dated December 6, 2024 requesting the Board approve a donation in support of the Service's Holiday Hero Campaign for the purchasing of gift cards that will be distributed to families that are supported through Niagara's Community Care program.

That the Niagara Police Service Board approve a Special Fund donation in the amount of \$5,000.00 in support of the Service's Holiday Hero Campaign.

10. OTHER NEW BUSINESS

10.1 Domestic Violence Unit - 2025 NRPS-PSB Proposed Operating Budget

That funds in the 2025 Operating Budget be reallocated to move immediately on the hiring of the Staff Sergeant and Detective Sergeant for the Domestic Violence Unit and other adjustments be made to the budget to offset this move.

11. IN CAMERA REPORTS

11.1 Special Investigations Unit – Case Number 23-OCI-086 – Incident of February 25, 2024

76

Service report dated October 31, 2024 advising that the SIU concluded their investigation in this matter and found no grounds for criminal charges against any police officer, and also advising that in compliance with S.32 of Ontario Regulation 268/10 made under the Police Services Act, the Service completed its review and investigation into this matter and concluded that there are no identified policy/service/officer conduct issues.

That, in accordance with Board direction, the in camera report be made available to the public.

12. MOTION FOR CLOSED SESSION

That the Board move into Closed Session for consideration of confidential matters pursuant to Section 44 of the Community Safety and Policing Act, namely for subject-matter related to potential litigation, human resources matters, information supplied in confidence by the Ministry of the Solicitor General and from vendors for contract awards, as well as legal matters that are subject to solicitor-client privilege.

13. ADJOURNMENT



REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICE BOARD
PUBLIC MINUTES

Thursday, November 28, 2024
Niagara Regional Police Service - Headquarters
Community Room 1st Floor, 5700 Valley Way, Niagara Falls

PSB MEMBERS:

J. Lawson, Chair
P. Chiocchio, Board Member
K. Gibson, Board Member
L. Ip, Board Member
T. McKendrick, Board Member
B. Steele, Board Member

D. Reid, Executive Director

NRPS MEMBERS:

Chief B. Fordy
Deputy Chief L. Greco, Support Services
Deputy Chief T. Waselovich, Operational Services
C. Gauley, General Counsel
A. Askoul, Director of Information Technology
L. Blood, Director of Human Resources
L. Rullo, Director of Finance and Asset Management
Superintendent D. Forbes, Operational Support
Superintendent M. Lagrotteria, District Operations
Superintendent D. Masotti, Emergency Investigative Services
Superintendent S. Staniforth, Executive Services
A/Inspector D. Savoie, Executive Officer to the Chief
D/Sergeant R. Aceti, Executive Officer to D/C Support Services
S. Sabourin, Corporate Communications Manager
C. Woods, Finance Manager
M. Asher, Executive Assistant to the Chief

1. CALL TO ORDER

The Public Meeting of the Niagara Police Service Board commenced at 9:32 am.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Board began its meeting by acknowledging that the Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississauga's of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Regional Municipality of Niagara Police Service Board stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. DECLARATIONS OF CONFLICT/PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

4. ADOPTION OF MINUTES

4.1 Minutes of the Public Board Meeting held Thursday, October 31, 2024

Moved by: P. Chiocchio
Seconded by: K. Gibson

That the Minutes of the Public Board Meeting held Thursday, October 31, 2024 be adopted as circulated.

Carried

5. REPORTS FROM BOARD CHAIR

CAPG Webinar Sessions - The Canadian Association of Police Governance hosts monthly webinars as part of their educational strategy to keep Police Boards and Police Executives across Canada apprised of issues currently affecting the policing community. Two webinars were held in November, one titled “Recruitment & Retention in Leadership – Churn at the Top?” and the other titled “Equity, Diversity & Inclusion - How Far Have We Come?” Recorded copies of all webinars are sent to Board Members for their viewing.

Building Bridges - Evidence Based Policing Conference - On November 7th and 8th, Barrie Police Service, Durham Regional Police Service, and the Canadian Society of Evidence-Based Policing co-presented the “Building Bridges Evidence-Based Policing Conference” at Blue Mountain Conference Centre. The conference was supported by the Canadian Association of Police Governance, the Ontario Association of Chiefs of Police and the Ontario Association of Police Service Boards. Discussion included topics related to Evidence Based Policing, Change Management, Recruitment & Retention, Resilience & Wellness, Professionalization of Policing, Innovation & Future of Policing, Police Legitimacy, and more. Chair Lawson and Executive Director Reid attended the conference on behalf of the Board, along with members of the Service.

NRPS Promotion Ceremony - On November 7th, the Niagara Regional Police Service hosted a Promotion Ceremony at Police Headquarters in the Community Room. The ceremony recognized 12 Service members that were recently promoted to the ranks of Sergeant, Staff Sergeant, Manager and Director. Vice Chair Kapisavanhu attended the event on behalf of the Board.

NRPS Annual Awards Ceremony - On November 19th, the Niagara Regional Police Service, Niagara Police Service Board, Niagara Region Police Association and the Senior Officers’ Association hosted the Police Annual Awards Ceremony at Club Italia in Niagara Falls. The ceremony recognized outstanding Service Members and fellow citizens who have demonstrated excellence or made invaluable contributions to the Niagara community, along with Service retirees and long-standing employees for their commitment to the Service. Chair Lawson, Vice Chair Kapisavanhu, Members Chiocchio, Gibson, McKendrick and the Board’s Executive Director Reid attended the event.

Inaugural Citizen Police Academy - Graduation Ceremony - On November 20th, Vice Chair Kapisavanhu joined Chief Fordy and Service members at the Inaugural Citizen Police Academy Graduation Ceremony. The ceremony provided an opportunity to celebrate the first-ever graduating class of the Niagara Regional Police Service’s Citizen Police Academy. Each graduate was recognized for their success after completing an 8-week course that provided valuable insight into the policing profession and was designed to strengthen community relationships.

OAPSB Labour Conference - On November 26th and 27th, the Ontario Association of Police Service Boards hosted their 2024 Annual Labour Conference at the Hilton Toronto Airport Hotel in Mississauga. Attendees were provided with the opportunity to learn more about the police labour relations landscape across Ontario through discussions dealing with WSIB, legal trends and case studies, recruiting and retention cultural impacts, operations of the Inspectorate of Policing, coordinated bargaining and the prevalence of mental health disorder symptoms among police personnel. Chair Lawson, Members Chiocchio and Gibson, Board Solicitor McKaig, Executive Director and Deputy Chiefs Greco and Waselovich attended the conference.

Upcoming Police Service Board Meetings - There are no Committee meetings scheduled in December. The Board's next scheduled regular monthly Board meeting is Thursday, December 19th at 9:30 am in the Community Room at Police Headquarters.

6. REPORTS FROM THE CHIEF OF POLICE

Community Safety

The Niagara Regional Police Service is dealing with 14 homicides this year and 20 traffic fatalities, which places significant pressure on resources and we continue our focus in conducting thorough, extensive investigations to bring those responsible to justice before the courts.

Police members continue their unwavering efforts in the community and have seen a number of arrests in the last month for offences relating to the youth in our area. Offences include Internet Child Luring, Sexual Interference and the Homicide Unit and Opioid Enforcement and Education Unit (OEEU) recently laying charges of Criminal Negligence Causing Death involving a 2-year-old child. Members continue their excellent work and resolve as they address criminal actions with tragic outcomes that are affecting some of the most vulnerable in our society.

November 14, 2024 - Police attended the Region of Niagara Council Chambers and presented their 2025 budget. Respecting the processes involved, the Service looks forward to continuing to serve the community and strive for the highest level of police service delivery. The Niagara Regional Police Service hopes to be positioned to begin allocating human and material resources with an outlook to continuously improving - using the cornerstone of public safety, complying with legislative requirements and providing adequate and effective policing.

Community Engagement

At the beginning of November, the NRPS attended a seminar regarding the transition from the Police Services Act to the Community Safety and Policing Act designed to provide useful information regarding the legislation and the requirements and processes involved. Counsel Vita Gauley and Professional Standards Unit Inspector Lynda Hughes attended the seminar.

November 2, 2024 - Members of Niagara Vanguard attended the Toronto Police College for the 2024 Toronto Police Service's Roll-A-Thon in support of the Sick Kids Foundation. Niagara Vanguard is made up of members of the Service, both sworn and civilian, who teach and learn cardio Kickboxing and Brazilian Jiu Jitsu. Twelve (12) members attended this event which consisted of an open mat roll lasting over 4 hours. Members pitted their Brazilian Jiu Jitsu skills and techniques against other clubs and Police Services in attendance, squaring off in 20 plus, 5-minute rounds each. Where competition and physicality were the focus, the real winner of the day was charity and community service, with all proceeds of the event heading directly to the Sick Kids foundation. Niagara Vanguard members were able to raise with community support \$4,115.00 which was the largest team donation to the event!

November 2, 2024 – Five (5) members from the Service attended the Serving with Pride Gala in Toronto, as well as having three (3) members attend the Ghanaian Dinner also located in Toronto.

November 4, 2024 - Deputy Chief Waselovich welcomed members (35) from police services across the province to a weeklong OACP Equity Diversity and Inclusion conference that we hosted here in the Community Room for a weeklong event held at police headquarters in the Community Room. The Service was proud to assist with the course delivery and support the police's continue efforts to ensure all people, including those from equity deserving groups, are listened to, understood, and considered. Deputy Chief Waselovich also offered opening remarks at the Sexual Assault Investigators of Ontario Conference that was held at a local Niagara Falls hotel. There were over 100 attendees from many different services including the RCMP and Probation and Parole. The Service was pleased to play a part in helping with these conferences that provide great learning opportunities, best practices and sharing of knowledge and experience.

November 6, 2024 - The Service hosted Take our Kids to Work Day where 49 students spent the day learning about what the NRPS and many of their family members do every day to keep Niagara safe. The students visited many of Service's units, including Training, K9, Emergency Task Unit and Communications.

November 11, 2024 – On Remembrance Day, many members, including those from senior leadership, attended various locations in the Niagara Region, including many Royal Canadian Legions, to pay tribute and honour those that made the ultimate sacrifice in military service allowing us to enjoy our many freedoms and way of life.

November 8 & 25, 2024 – Service members attended meetings at the Region as partners in the Community Safety and Well Being Plan as part of the Service's ongoing collaboration to work together with friends and colleagues in related organizations. Complex problems that affect safety and well-being cannot be solved by just one group or organization and working together does make a difference.

November 12, 2024 – Members of the Service met with the Niagara on the Lake Network Breakfast Club, a group comprised of current and former business, academic and public leaders. Information on the Service was presented in an interactive setting to inform, advise and engage.

November 16, 2024 – The Niagara Regional Police Service participated in the Niagara Falls Santa Clause parade, a great community event with a large attendance from Niagara's local community.

November 18, 2024 - Deputy Chief Greco attended the Crime Prevention Through Environmental Design (CPTED) Training Course to welcome participants on behalf of the Service. This training teaches attendees how to evaluate physical spaces and implements proven strategies and concepts to contribute to safer communities.

November 20, 2024 –The Citizens Academy Graduation took place the evening of November 20th. The inaugural class was a great success. The academy consisted of two-hour sessions for eight weeks. The Academy helps promote understanding and engagement with the policing profession by giving community members insight into what and why the Service does.

November 24, 2024 - Deputy Chief Greco attended the Ice Dogs Teddy Bear Toss. We are making arrangements to deliver the teddy bears to children in the hospital during the month of December.

November 25, 2024 - Chief Fordy and Inspector LaPlante attended the Thorold Town and Gown meeting with Mayor Ugulini and City Senior Staff to discuss issues facing Thorold.

December 4, 2024 - With the holiday season upon us, the Service will once again be attending the Shopping with Cops event at the Pen Center. This event has occurred for over 10 years and involves young students being paired with officers to shop for Christmas gifts at the Pen Center. The children chosen are recommended by their school staff for a variety of reasons, including need, recognition of specific academic or sports achievement or because of volunteer efforts that are making a difference in the community. The Service looks forward to this fantastic opportunity to spend time with Niagara's young community members.

The Niagara Regional Police Service's coloring contest for kindergarten to Grade 3 students to submit artwork explaining “how do you stay safe in your community?” has concluded with three (3) winners. The artwork will be on the NRPS holiday card and the Chief will be visiting the classrooms of the winners to offer congratulations and spend some time in their schools.

Service members have once again begun volunteering in the Out of the Cold program that assists Knox Presbyterian Church with distributing meals to those in need. Every holiday season for many years, members have been volunteering their time to this great community effort. A special thanks is sent to Diana James who liaises with the Service every year in organizing this event.

Inspector Steve Magistrale of Investigative Detective Support taught classes on general policing and crime scene management to Grade 7 and 8 students at Ridley College. This is a great example of a senior leader in a positive role with Niagara's youth in sharing knowledge with these young minds.

Member Wellness

November 7, 2024 – The Service held a promotional ceremony to celebrate the accomplishment of members continuing their leadership journeys and recognizing their hard work in achieving this success.

November 14, 2024 - Ten members of the Service attended the Ontario Women in Law Enforcement Training Day. This was an opportunity for members, both sworn and civilian from police services across Ontario to enhance their skills, knowledge, and network and elevates the standards and impact of law enforcement as a whole.

November 15, 2024 - Members attended the 15th annual South Asian Gala in Toronto, recognizing the contributions of South Asian members of Law Enforcement.

November 16, 2024 - Members attended the 32nd annual Association of Black Law Enforcers (ABLE) Gala in Orillia, acknowledging the role of the community in law enforcement and awarding scholarships to assist young people in their educational endeavours.

On November 19, 2024 – The Service held its annual Awards ceremony (Club Italia) recognizing the great work that its members do. The awards also included retired members and citizens that have contributed to public safety in our community.

Two members from the Service recently complete the Rotman School of Management – Police Leadership Program and four (4) members have enrolled in the DeGroot Leadership Training which will be completed at the end of January 2025.

7. PRESENTATIONS

7.1 NRPS Human Resources Unit

The Service provided a presentation about the Human Resources (HR) Unit, which operates with the goal of developing and implementing efficient and cost-effective tools and services to assist Supervisors, Managers and the Senior Executive Team in understanding and applying a variety of HR personnel policies and procedures.

Moved by: L. Ip
Seconded by: K. Gibson

That the presentation be received.

Carried

8. CONSENT AGENDA

8.1 Inspector General of Policing - Launching our Data Collection Initiatives for Municipal Police Service Boards

Inspectorate of Policing (IoP) joint correspondence dated November 4, 2024 from Ryan Teschner, Inspector General of Policing of Ontario, and Rekha Chetlur, Executive Data Officer, advising of two data collection initiatives being launched to assist the IoP with their mandated requirement to monitor the delivery of adequate and effective policing and support police service boards in meeting their legislative obligations.

8.2 Police Service Board By-law Reporting Requirement - Hiring, Promotions and Other Employment Practices

Service report dated November 8, 2024 submitted in accordance with the one-time reporting requirement set out in section 9.1 of Board By-law 519-2024.

8.3 Quarterly Report - Special Fund Activity - July 1 to September 30, 2024

Service report dated October 25, 2024 submitted in accordance with the quarterly reporting requirements set out in Board By-law 403-2024.

8.4 Annual Report - Brock University Campus Safety Services - 2022-2023

Letter dated November 20, 2024 from Director Moody, Brock University Campus Safety Services, providing the Campus Safety Services' 2022-2023 Annual Report.

8.5 Financial Variance Overview - Period Ending September 30, 2024

Service report dated November 5, 2024 submitted in accordance with the quarterly reporting requirements set out in Board By-law 412-2024.

8.6 NRPS 2025 Amended Operating Budget as Approved by the Budget Review Committee of the Whole

Service report dated November 18, 2024 providing the Board with the amended 2025 Operating Budget for the Board and the Service as approved by the Region's Budget Review Committee of the Whole at its meeting held October 31, 2024, and subject to final approval as part of the general levy by Regional Council on December 12, 2024.

8.7 Regional Municipality of Niagara (RMON) - Resolution - 2025 NRPS-PSB Proposed Operating Budget

Correspondence dated November 22, 2024 from Ann-Marie Norio advising of a resolution passed by Regional Council at its meeting held November 21, 2024 to refer the Niagara Regional Police Service and Police Service Board 2025 Proposed Operating Budget back to the Board with a request for a further reduction than that approved by the Budget Review Committee of the Whole at its November 14, 2024 meeting.

Moved by: T. McKendrick

Seconded by: B. Steele

That the information be received.

Carried

9. NEW BUSINESS

9.1 NRPS 2025 Amended Operating Budget as Approved by Regional Council

Service report dated November 22, 2024 providing an amended 2025 Operating Budget for the Service and the Board to address the resolution passed by Regional Council on November 21, 2024 for a further reduction of \$1.067 million or 0.57% to the \$213,308,546 operating budget as approved by the Region's Budget Review Committee of the Whole on November 14, 2024.

Moved by: L. Ip
Seconded by: T. McKendrick

That the Niagara Police Service Board approve the following:

- 1. A further reduction of \$852,194.00 or 0.45% to the amended 2025 Operating Budget for the Police Service and Board resulting in a Total Net Expenditure Budget before Indirect Allocation;**
- 2. The 2025 Operating Budget for the Police Service and Board resulting in a Total Net Expenditure Budget before Indirect Allocations of \$212,456,352.00; and**
- 3. Submission of the amended 2025 operating budget of the Service and Board to Regional Council for approval.**

Lost

Voted In Favour: Members P. Chiocchio and B. Steele

Moved by: T. McKendrick
Seconded by: K. Gibson

That the Niagara Police Service Board decline Regional Council's request for a further budget reduction of \$1.067 million to the Niagara Regional Police Service and Police Service Board 2025 Proposed Operating Budget.

Carried

9.2 Safer Streets, Stronger Communities Act, 2024 - Proposed Amendments Related to the Community Safety and Policing Act, 2019

Correspondence dated November 18, 2024 from Deb Reid, Executive Director, Niagara Police Service Board, advising of the Ontario Government's Safer Streets, Stronger Communities Act, 2024, and the new measures that will be put into place if/when passed; and of the Ministry of the Solicitor General's proposed amendments to the Community Safety and Policing Act, 2019 (CSPA), to address specific issues related to policing in Ontario in keeping with the proposed Act.

Moved by: K. Gibson
Seconded by: L. Ip

That the Board provide feedback as outlined in the report, which was developed in consultation with the Niagara Regional Police Service, to the Ministry of the Solicitor General.

Carried

Before considering special fund request Items 9.3 to 9.4 Chair Lawson reminded members of the public that the "Special Fund" does not form part of the police operating budget and is separate from the Regional tax base. The "Special Fund" is a discretionary pool of funds, which is used for grants and charitable donations. Disbursements from the fund are made in accordance with guidelines provided in the Community Safety and Policing Act, and with Board By-Law 403-2024, Special Fund Administration, Limitations and Guidelines.

9.3 Special Fund Request - Shopping with Cops

Service report dated November 6, 2024 requesting the Board approve a donation for the purchase of gift cards in support of the Service's annual Shop with Cops event being held on December 4, 2024 at Pen Centre. (*This is a first-time Special Fund request.*)

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

That the Niagara Police Service Board approve a donation in the amount of \$4,000.00 from the Special Fund in support of the Niagara Regional Police Service's Shopping with Cops event.

Carried

9.4 Special Fund Request - NRPS Men's Elite Team - International Hockey Tournament

Service report dated November 4, 2024 requesting the Board approve a donation to help offset expenses incurred by the NRPS Men's Elite Hockey Team while participating in the 2025 International Police Hockey Tournament being held in Durham Region, Ontario, from February 27-28, 2025. (*Previous donations: 2006-2019 - \$500; 2020 - \$700; 2022 - \$500; 2023-2024 - \$1,500*)

Moved by: B. Steele
Seconded by: P. Chiochio

That the Board approve a Special Fund donation in the amount of \$1,500.00 in support of the NRPS Men's Elite Hockey Team at the 2025 International Police Hockey Tournament.

Carried

10. OTHER NEW BUSINESS

10.1 Status of Timelines to Complete Police Record Checks

Member Steele requested an update on the delays to complete police record checks. Deputy Chief Greco advised that the NRPS has recently changed service providers. They are currently transitioning between the two systems, which will result in greater efficiencies and reduced wait times. It is anticipated that once the backlog is cleared, the new technology will allow the NRPS to process records checks in real time with minimal to no delays.

11. IN CAMERA REPORTS

There were no in camera reports.

12. MOTION FOR CLOSED SESSION

Moved by: L. Ip
Seconded by: K. Gibson

That the Board move into Closed Session for consideration of confidential matters pursuant to Section 44 of the Community Safety and Policing Act, namely for subject-matter related to potential litigation, human resources matters, information supplied in confidence by the Ministry of the Solicitor General and from vendors for contract awards, as well as legal matters that are subject to solicitor-client privilege.

Carried

13. ADJOURNMENT

The Public Meeting adjourned at 10:54 am.

Jen Lawson, Chair

Deb Reid, Executive Director

Niagara Regional Police Service

Member Support Unit
Police Service Board Meeting
December 2024



Member Support Unit

Member Wellness & Resiliency

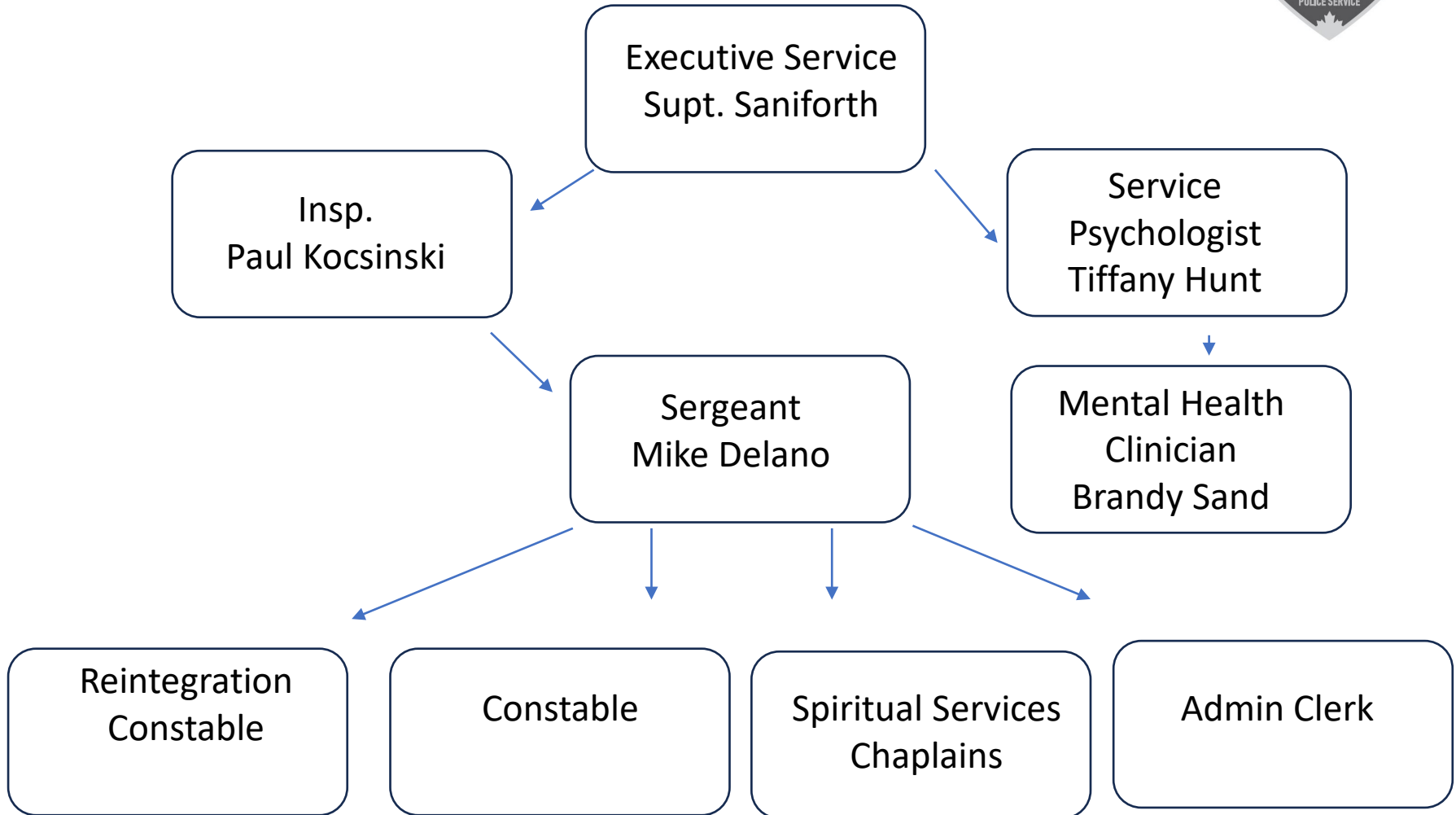
Our Mission

Promote a culture of resiliency, characterized by anti-stigma and mental health literacy

We offer various wellness programs and services as well as best practice initiatives.

We are committed to fostering a resilient and healthy police service, empowering our members to thrive both personally and professionally.

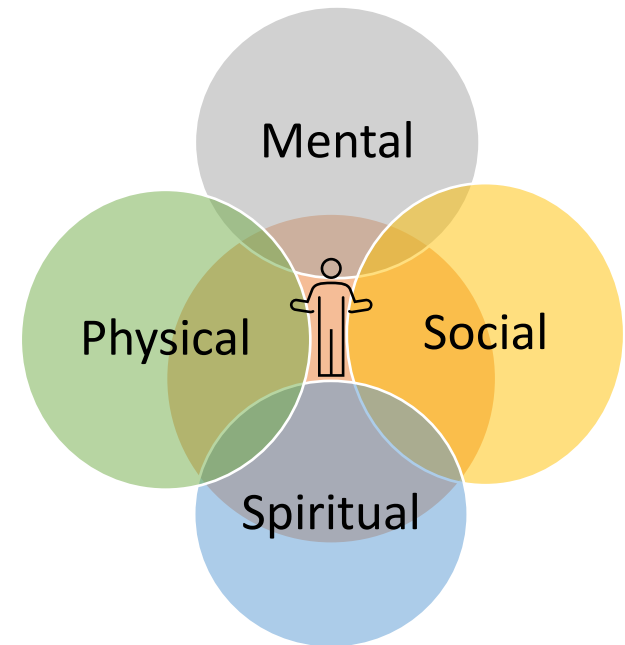
Our Team



Program Overview

This is achieved through a *member-centered, holistic* approach by offering:

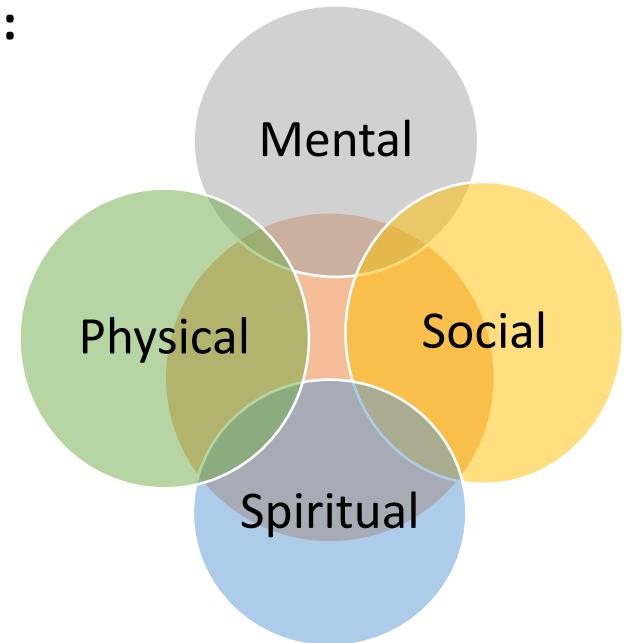
- Reintegration Program
- New Officer Wellness Evaluations
- Safeguarding
- Critical Incident Stress Management
- Early Intervention Program
- Peer Support



Program Overview Continued

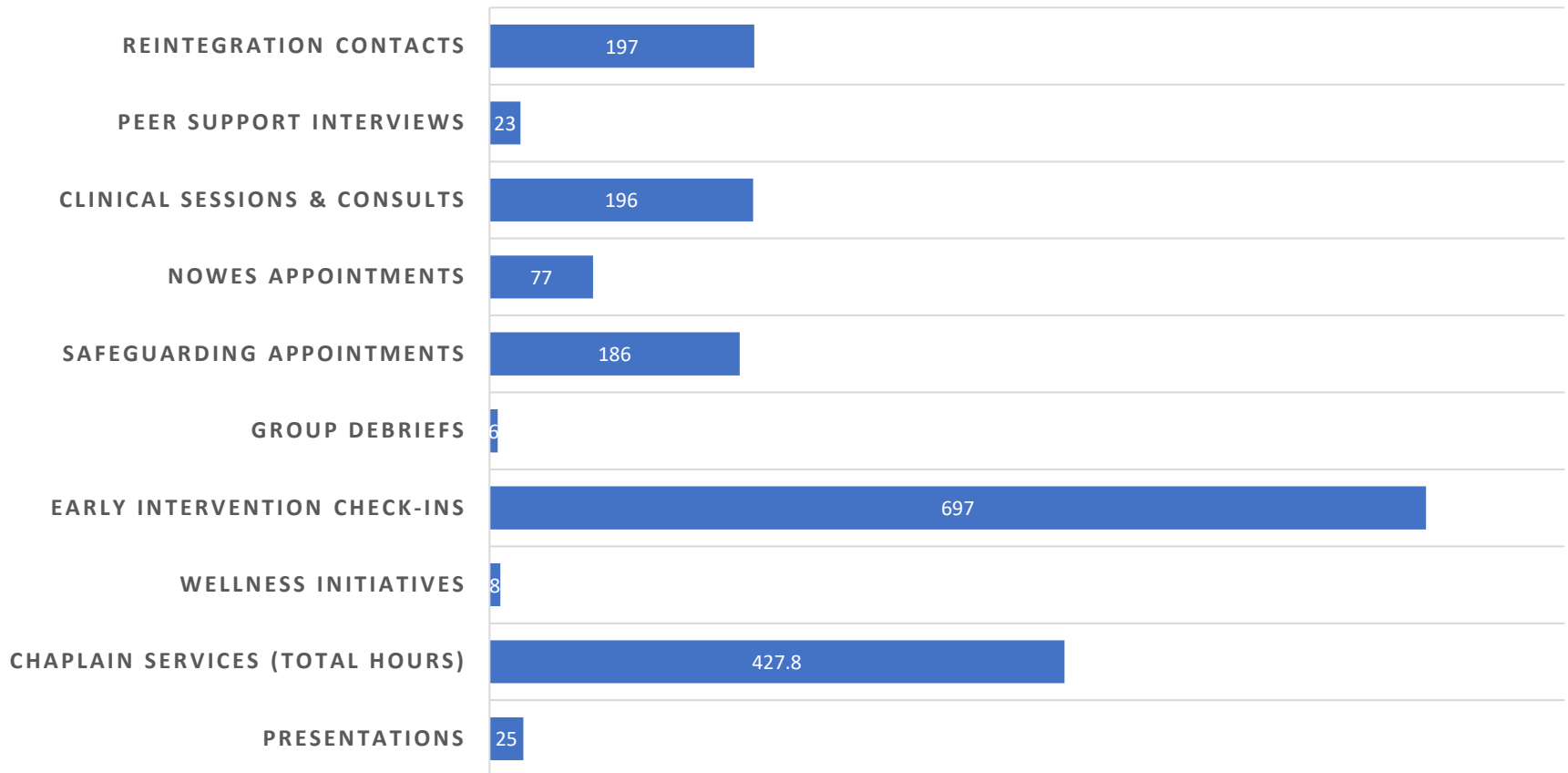
Additional team-led initiatives also include:

- Short-term Therapy
- Consultations
- Referrals
- Psychoeducation/Presentations
- Support wellness initiatives



Outcome Measures

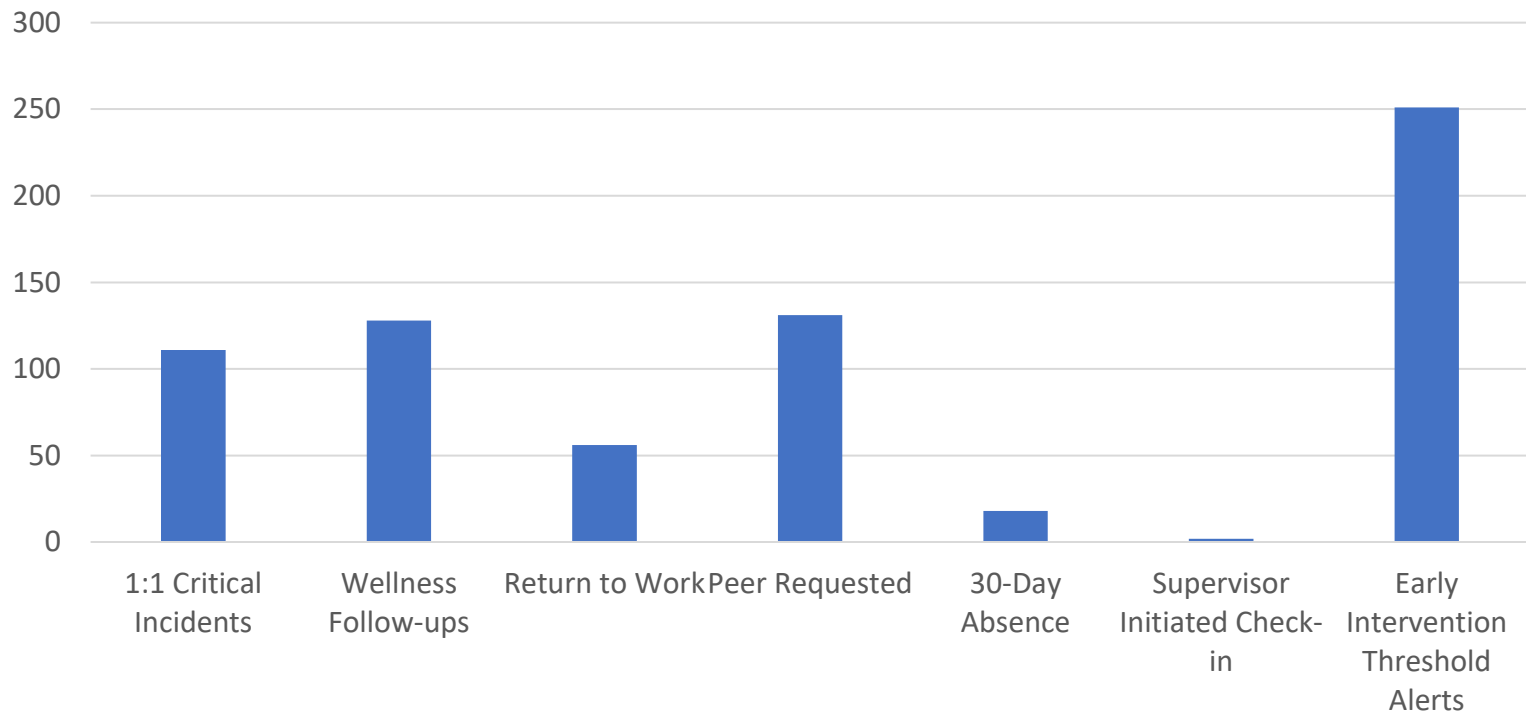
With the implementation of the Early Intervention Program, data started to be tracked more intentionally.



Outcome Measures Continued

Early Intervention Check-Ins

TOTAL: 687

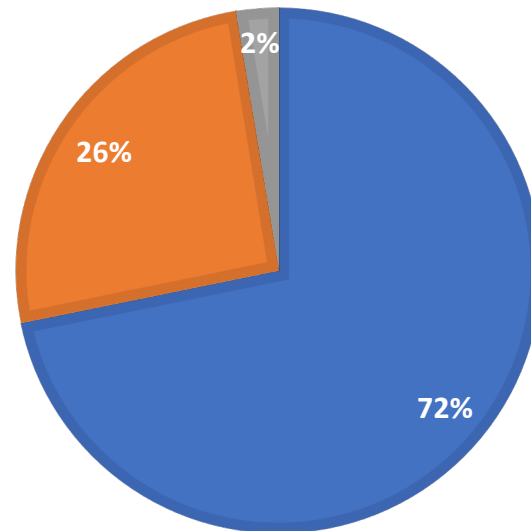


Strategic Goal: *Member Wellness & Resiliency*

Safeguarding Question:

I believe that Safeguarding sessions help to reduce mental health stigma

■ Agree/Strongly Agree ■ Neutral ■ Disagree/Strongly Disagree



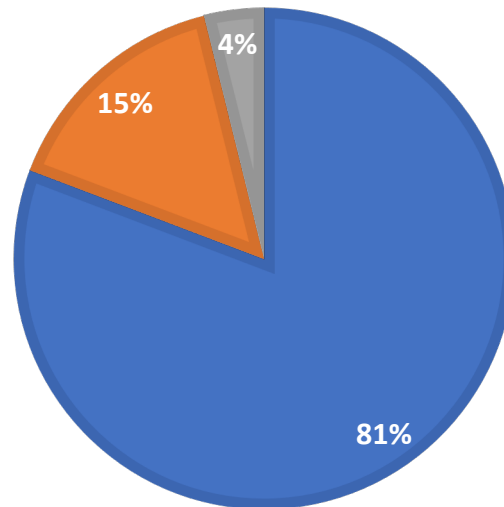
Strategic Goal:

Member Wellness & Resiliency Continued

Safeguarding Question:

I believe that the Safeguarding session improved my willingness to seek out help when dealing with a mental health concern

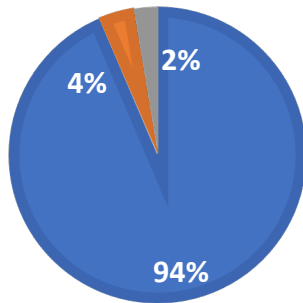
■ Agree/Strongly Agree ■ Neutral ■ Disagree/Strongly Disagree



Overall Satisfaction

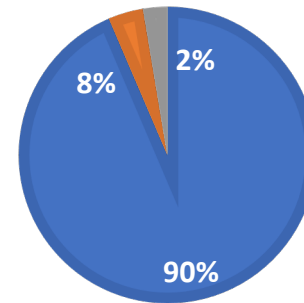
SAFEGUARDING

- Agree/Strongly Agree
- Neutral
- Disagree/Strongly Disagree



NOWE

- Agree/Strongly Agree
- Neutral
- Disagree/Strongly Disagree



"Every member of the Member Wellness unit has made this an extremely positive experience! "

"...The process was easy to navigate and seems to be useful and relevant to front-line officers at the early stages of their career."

"It was a great experience and (clinician) was amazing to talk to! I think these check ins are a great way to keep new officers in a healthy state of mind and create positive habits at the start of their career!"

"Thank you to (clinician) I felt good after the meeting."

Feedback

Recommendation:

*"I believe this team is comprised of very compassionate human beings who truly believe in the mental health of its members. I feel **more funding for future positions in the unit would be beneficial to all members**. As we have so many officers and not enough member support workers to assist on keeping all employees mentally healthy.*

*I also think that **20-year veteran officers should have a check in as well**. The longer the career the more they have seen in their careers that may not have affected them at the time but may be now as they get older and closer to retirement."*

Feedback Continued

Recommendation:

"If the service can have a number that is given, or package (whatever cost friendly item) that can be given to family members of officers, would be beneficial. Sometimes our family members notice our mental health decline before we notice ourselves.

If family members had a number to refer too to reach out advising someone of the NOWE team that their loved one seems to be struggling. A member from wellness can check in before it is too late. This way the officer struggling, or employee can get the help they need before it is too late."

Questions?

Dr. Tiffany Hunt, Service Psychologist

Tiffany.Hunt@niagarapolice.ca

(905) 688-4111 ext. 1025725



From the office of President Roger Wilkie
Ontario Association of Chiefs of Police
Roger.wilkie@haltonpolice.ca

From the office of Chair Patrick Weaver
Ontario Association of Police Services Board
patrickj@weavergroup.ca

December 7, 2024

The Honourable Michael Kerzner
Solicitor General of Ontario
25 Grosvenor Street
18th Floor
Toronto, Ontario M7A 1Y6

Re: Recent \$77 Million Funding Announcement for Municipalities Policed by the Ontario Provincial Police

Dear Minister Kerzner,

On behalf of the Ontario Association of Police Services Boards (OAPSB) and the Ontario Association of Chiefs of Police (OACP), we are writing to make you aware of concerns expressed to us by small- and mid-sized police services and boards regarding the Government of Ontario's recent announcement of more than \$77 million in funding to assist small and rural municipalities in managing the increasing costs associated with Ontario Provincial Police (O.P.P.) services.

We acknowledge and appreciate the Province's investments in public safety and the positive impact such funding can have for police organizations in our province. In relation to the above announcement, we recognize that mitigating the financial burden of the collective bargaining agreement reached in July 2024 between the Province and the Ontario Provincial Police Association benefits communities policed by the O.P.P. and the broader benefits these investments bring to policing partners through enhanced access to specialized services and support.

However, many small- and mid-size police services boards and municipal police services have expressed concerns about the potential unintended consequences of this announcement. Specifically, this funding may exacerbate existing challenges for these services and boards as they navigate budget planning and strive to meet the increasingly complex demands of providing adequate and effective policing services under the *Community Safety and Policing Act* (CSPA) framework.

Once our associations were made aware of the \$77 million funding announcement, we sought input from the O.P.P. and the Province and understand a number of facts:

- The O.P.P. has not received any additional funding related to this announcement.
- O.P.P.-policed municipalities have not received any additional/net new funding.
- Municipal costs for O.P.P. Policed communities are increasing.

- The proposed one-time relief funding of \$77 million is intended to offset rising costs tied to police wage increases in the four-year contract between the Province and the Ontario Provincial Police Association.
- O.P.P.-policed municipalities and boards are not part of the O.P.P. bargaining process and are unable to influence the outcomes of contractual settlements.
- The O.P.P. values its partnerships with police services across the province, including collaborating on provincially funded joint forces operations (JFO), providing assistance with policing functions, responding to temporary/emergency requests for assistance, and maintaining investigative and specialized support to assist other police services.
- In 2023, over and above JFOs, the O.P.P. undertook more than \$40 million in salary expenses providing the above-noted assistance.

The concerns we are communicating to you from small- and mid-sized services and boards are not related to the valuable public safety services delivered by our provincial police service. Rather, the concerns centre on:

- The impact on municipal budget processes
- The on-going navigation of the significant and unfunded impacts of the new *Community Safety and Policing Act (CSPA)*
- Localized bargaining and wage increases
- Public perception of rising policing costs
- The ability for smaller municipalities to sustain a municipal policing model

In our opinion, the issues raised by this announcement underscore the need to address several systemic challenges and opportunities:

1. **Modernizing the Grant Funding Process:** Streamlining and updating the grant funding process is critical to ensure timely, equitable, and efficient allocation of resources that reflect the realities of Ontario police services, who all police within different local contexts.
2. **Securing Additional and Equitable Funding for CSPA Implementation:** The complexities of implementing the CSPA require targeted financial support from the Province of Ontario to enable police services to effectively meet evolving standards and expectations.
3. **Exploring Sustainable Funding Solutions:** Long-term, predictable funding mechanisms are essential to support the delivery of adequate and effective policing services, particularly in smaller and rural communities with limited resources.

Given the concerns raised by police services in the wake of the recent announcement, we are looking for your ministry officials to help us better understand the equitable funding models available to all police services across the province. We also believe that there is a need for clarity and greater awareness around the financial drivers, costs, and budget impacts related to delivering adequate and effective policing in today's policing environment. This awareness will allow for a meaningful examination of policing services funding opportunities and the ability to better inform the communities we serve and the boards and municipalities that approve municipal police budgets.

We greatly value the ongoing dialogue with you and your ministry officials on these matters and appreciate your personal commitment to supporting police services across Ontario. We would welcome an opportunity to delve deeper into these concerns, explore potential solutions, and ensure that this and other funding achieves its intended purpose without unintended negative consequences for other policing services.

Thank you for your attention to this important matter. We look forward to your response and the opportunity to work together to strengthen policing services across the province.

Sincerely,



Deputy Chief Roger Wilkie
President, Ontario Association of Chiefs of Police



Patrick Weaver
Chair, Ontario Association of Police Services Boards

- c.c. All Chiefs of Police and O.P.P. Commissioner
All PSB Chairs
Mr. Mario Di Tommaso, Deputy Solicitor General, Community Safety
Mr. Kenneth Weatherill, Assistant Deputy Minister, Public Safety Division

December 17, 2024

CL 17- 2024, December 12, 2024
BRCOTW 7-2024, December 5, 2024

Distribution List

SENT ELECTRONICALLY

Niagara Regional Police Service and Police Service Board 2025 Operating Budget

Regional Council, at its meeting held on December 12, 2024, approved the following recommendation of its Budget Review Committee of the Whole:

That Memorandum BRC-C 14-2024, dated December 5, 2024, respecting 2025 Proposed Operating Budget – Niagara Regional Police Service and Police Service Board Response to Budget Reduction Request, **BE RECEIVED** and the following **BE APPROVED**:

1. That Correspondence Item BRC-C 7-2024, dated November 5, 2024, respecting 2025 Proposed Operating Budget - Niagara Regional Police Service and Police Service Board, **BE RECEIVED**;
2. That Niagara Regional Council **DIRECT** the Regional Chair to write a letter to Premier Doug Ford and Solicitor General Michael Kerzner to request that the increase in the Niagara Regional Police Services operating budget of \$10,323,969 (5.7%) as a result of the replacement of the Police Services Act with the Community Safety and Policing Act, be funded by the province, rather than through the tax levy funded by the property taxes of Niagara residents; and
3. That this motion and the letter written by the Regional Chair **BE CIRCULATED** to all 12 local area municipalities, Niagara's four MPPs, the Association of Municipalities of Ontario (AMO), Ontario's Inspectorate of Policing, and the Niagara Regional Police Service Board.

A copy of the letter from the Regional Chair is attached to this letter.

Yours truly,



Ann-Marie Norio

Regional Clerk

CLK-C 2024-126

Distribution List:

- Local Area Municipalities
- Local MPPs
- Association of Municipalities of Ontario (AMO)
- Ontario Inspectorate of Policing
- Niagara Regional Police Service Board



Office of the Regional Chair | Jim Bradley

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Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-685-6243

Email: jim.bradley@niagararegion.ca

www.niagararegion.ca

December 17, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Bldg Rm 281, Queen's Park
Toronto, ON M7A 1A1

Sent by e-mail: premier@ontario.ca

Honourable Michael Kerzner, Solicitor General
George Drew Building 18th Floor
25 Grosvenor Street
Toronto, ON M7A 1Y6

Sent by e-mail: michael.kerzner@ontario.ca

**RE: Community Safety and Policing Act Impact on Property Taxpayers in
Niagara**

Dear Premier Ford and Solicitor General Kerzner,

As directed by Niagara Regional Council at its December 12 meeting, I am writing to you today to highlight the financial impact that the recently implemented *Community Safety and Policing Act* has had on property taxpayers in Niagara.

Currently the Niagara Regional Police Service budget comprises nearly 40 per cent of Regional property taxes paid by Niagara residents. As part of its 2025 budget deliberations, Regional Council learned that the changes mandated by the *Community Safety and Policing Act* has directly resulted in \$10 million in increased costs for the police service, which must be borne by property taxpayers in Niagara.

I would like to make it clear that Regional Council strongly supports the positive changes made in the *Community Safety and Policing Act*, and places great value in the important work done in our community every day by frontline police officers. However, the costs associated with these changes, and the subsequent property tax increases the Region must make to cover them, are making it even more difficult for Niagara's residents to pay their bills and are contributing to the unaffordability crisis affecting all our municipalities.

As you are aware, municipalities have limited opportunities to generate the revenue for these significant changes, and as such, are faced with the choice to either make significant sacrifices to core municipal services or make significant increases to local property tax bills.

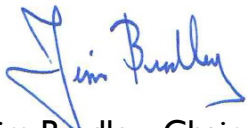
Re: Community Safety and Policing Act Impact on Property Taxpayers in Niagara

Council would like to commend the Province of Ontario for recognizing the hardships these challenges are placing on municipalities, and for wisely proposing an additional \$77 million to top up the police budgets in those municipalities serviced by the Ontario Provincial Police. However, it is important to recognize that municipalities who operate independent police services face these very same costs.

In a letter to Solicitor General Kerzner dated December 7, the Ontario Association of Chiefs of Police (OACP) noted several concerns, including the unintended impact on municipal budgets, the difficulty navigating these service changes, local bargaining and wage increases, and a public perception of rising policing costs among the public, among others. Regional Council respectfully asks that the Province consider providing equal funding to Niagara Region and other municipalities to ensure police services across Ontario are able to fulfill the mandate of the *Community Safety and Policing Act* without placing additional financial burdens on property taxpayers. Our council also joins with the OACP in calling for more clarity from the government on equitable funding models available to all police services across the province and other long-term, sustainable solutions to address the financial challenges municipalities across our province are facing due to policing costs.

I sincerely appreciate your consideration of this matter and look forward to your response.

Sincerely,



Jim Bradley, Chair
Niagara Region

cc: Niagara's 12 Local Area Municipalities
Sam Oosterhoff, MPP, Niagara West
Jeff Burch, MPP, Niagara Centre
Wayne Gates, MPP, Niagara Falls
Jennifer (Jennie) Stevens, MPP, St. Catharines
Association of Municipalities of Ontario (AMO)
Ontario's Inspectorate of Policing
Niagara Region Police Services Board

JB:bn

December 13, 2024

Deb Reid, Executive Director
Niagara Regional Police Service Board
5700 Valley Way
Niagara Falls, ON L2E 1X8

SENT ELECTRONICALLY

**RE: 2025 Proposed Operating Budget - Niagara Regional Police Service and Police Service Board
Minute Item 6.1, Minutes BRCOTW 8-2024, December 12, 2024**

At its meeting held on December 12, 2024, the Budget Review Committee of the Whole, passed the following motion:

That the 2025 Proposed Operating Budget – NRPS and Police Service Board **BE REDUCED** by \$852,194 or .18%.

Regional Council at its meeting held on Thursday, December 12, 2024, passed the following recommendation of its Budget Review Committee of the Whole:

That Memorandum BRC-C 25-2024, dated December 12, 2024, respecting 2025 Consolidated General Levy Budget Update, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the 2025 levy increase of \$4,607,815 or 0.95% relating to program changes **BE APPROVED** to be used as per Appendix 2 of Report CSD 64-2024; and
2. That the Regional Departments and General Government operating budget of \$311,861,262, which is an increase of \$28.9 million or 5.98%, **BE APPROVED**; and
3. That the Agencies, Boards, and Commissions operating budget **BE APPROVED** as follows:
 - a) Niagara Regional Police Service and Police Service Board of \$212,456,352, which is an increase of \$24.0 million or 4.97%;
 - b) Niagara Peninsula Conservation Authority of \$7,959,083, which is an increase of \$0.7 million or 0.14%;
 - c) Court Services of (\$99,454), which is an increase of \$0.0 million or 0.00%; and

d) Niagara Regional Housing of \$4,517,610, which is an increase of \$0.1 million or 0.02%;

for a total budget for Agencies, Boards and Commissions of \$224,833,591, which is an increase of \$24.8 million or 5.13%.

If you require additional information, please feel free to contact me.

Yours truly,



Ann-Marie Norio
Regional Clerk
CLK- C 2024-125



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Employee and Family Assistance Program – Optional Renewal
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2024-12-03

Recommendation(s)

That the Niagara Police Service Board (Board) receive this report for information.

Key Facts

- In 2021, the Regional Municipality of Niagara (Region) and the Service jointly entered a contract with LifeWorks (Canada) Ltd. (formerly Morneau Shepell Ltd., now TELUS Health) for the provision of an Employee and Family Assistance Program (EFAP).
- The initial term of the contract was for a 2-year period beginning January 1, 2022 and ending December 31, 2023, with 3 optional renewal periods of 1-year each.
- The purpose of this report is to inform the Board that the Service has joined the Region in exercising its option to extend the contract for a 1-year term for the period January 1, 2025, to December 31, 2025.

Financial Considerations

The cost for services included in the 1-year term is \$30,858.72 (Term Three as outlined under Analysis).

Analysis

In 2021, in conjunction with the Region and following a formal Request For Proposal process, the Board approved the engagement of TELUS Health (formerly Lifeworks Inc.), as the EFAP provider for the Service on the following basis:

- Term One – January 1, 2022 to December 31, 2023 (initial term of contract)
- Term Two – January 1, 2024 to December 31, 2024 (first optional renewal)
- Term Three – January 1, 2025 to December 31, 2025 (second optional renewal)
- Term Four – January 1, 2026 to December 31, 2026 (third optional renewal)

After the initial 2-year term, both the Region and the Service opted to renew the contract with TELUS Health for a second term, the first of three optional 1-year renewal periods. The third term, a second 1-year renewal period is from January 1, 2025 to December 31,

2025, and once again, both the Service and the Region will be exercising our option to renew the contract.

The Service and the Region will consult again regarding the continuation of the contract for services with TELUS Health and will consider further optional 1-year renewals as appropriate.

Alternatives Reviewed

There is no alternative to the Board receiving this report for information.

Relationship to Police Service/Board Strategic Priorities

The engagement of an EFAP provider is one element of the Service's commitment to promote and enhance member wellness and resiliency, which is a goal within the 2022-2025 Strategic Plan.

Relevant Policy Considerations

Not applicable.

Other Pertinent Reports

Niagara Region - 2021-RFP-69 Employee and Family Assistance and Critical Incident Response Program.

This report was prepared by Linda Blood, Director Human Resources, Human Resources. Recommended by Sandy Staniforth, Acting Deputy Chief, Support Services.



Submitted by:
Luigi Greco, #9366
Acting Chief of Police

Appendices

Not applicable.



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Special Funds Specified Auditing Procedures Report
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2024-11-26

Recommendation(s)

That the Niagara Police Service Board (Board) receives this report for information.

Key Facts

- The purpose of this report is to provide the results of the specified auditing procedures as per By-Law No. 403-2024 Administration, Limitations and Guidelines of the Special Fund.
- On August 16, 2024, Doane Grant Thornton LLP conducted their on-site audit review of the two Special Funds Accounts referred to as General Operating Account and Special Operating Account.
- The results of the specified auditing procedures for the year ended December 31, 2023 are included in Appendix 1.

Financial Considerations

The Board has a discretionary pool of funds, which it uses for grants and donations. Disbursements from the fund are in accordance with guidelines provided in the Community Safety and Policing Act (CSPA), and also with Board By-law 403-2024, Special Fund Administration, Limitations and Guidelines of the Special Fund. Section 258(2) of the CSPA establishes that the Niagara Police Services Board has the sole authority for spending the proceeds from the sale of property which lawfully comes into the possession of the police service. The CSPA stipulates that "the Chief of Police may cause the property to be sold, and the police service board may use the proceeds for any purpose that it considers in the public interest, including a charitable donation." These funds do not form part of the police operating budget and are separate from the Regional tax base.

There are no direct financial implications from the receipt of this report.

Analysis

On August 16, 2024, Doane Grant Thornton LLP conducted their on-site audit of the Special Funds Accounts referred to as General Operating Account and Special

Operating Account as per By-Law 403-2024 paragraph 11.2, *“On an annual basis, an external auditor shall provide a report on the Special Fund”*.

The Board engaged Doane Grant Thornton LLP to provide a report under Section 9100 of the CPA Canada Standards, *“Reports on the results of applying specified auditing procedures to financial information other than financial statements”*. In this type of engagement, procedures performed are not intended to enable the accountant to express and audit opinion or provide negative assurance on the financial information. Instead, he or she applies only those procedures requested by his or her client.

Doane Grant Thornton LLP’s report detailing the specified auditing procedures performed and the factual results of those procedures for the year ended December 31, 2023 are included in Appendix 1.

No exceptions were noted on the report.

Alternatives Reviewed

The alternative is for the Board not to receive this report and provide any follow up questions or requests to the external auditor. The report is presented as a draft, providing the Board an opportunity for input prior to finalizing the report.

Relationship to Police Service/Board Strategic Priorities

To ensure the Board has the financial information to discharge their stewardship responsibilities effectively.

Relevant Policy Considerations

By-Law 403-2024 – Special Fund Administration, Limitations and Guidelines

Other Pertinent Reports

8.3 – 2023.05.25 – Quarterly Report – Special Fund Activity – January 1 – March 31, 2023

8.12 – 2023.09.28 – Quarterly Report – Special Fund Activity – April 1 – June 30, 2023

8.18 – 2023.11.23 – Quarterly Report – Special Fund Activity – July 1 – September 30, 2023

8.6 – 2024.03.28 – Quarterly Report – Special Fund Activity – October 1 – December 31, 2023

This report was prepared by Anthony Gallo, Finance Coordinator, Finance Unit; in consultation with Courtney Woods, Manager, Finance Unit, and reviewed by Laura Rullo, Director, Finance and Asset Management. Recommended by Darrin Forbes, Acting Deputy Chief, Support Services.



Submitted by:

Luigi Greco, #9366
Acting Chief of Police

Appendices

Appendix 1 Report on the Results of Applying Specified Procedures to the Special Operating and General Operating Accounts for the period ending December 31, 2023.

Appendix 1

Agreed-upon procedures report on The Regional Municipality of Niagara Police Services

To The Regional Municipality of Niagara Police Services Board,

Purpose of this agreed-upon procedures report and restriction on use

Our report is solely for the purpose of assisting The Regional Municipality of Niagara Police Services (“the organization”) in determining compliance with By-Law No. 392-2021 Administration, Limitations and Guidelines and may not be suitable for another purpose. This report is intended solely for the organization and The Regional Municipality of Niagara Police Services Board and should not be used by other parties.

Responsibilities of The Regional Municipality of Niagara Police Services

The organization has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement and is responsible for the subject matter on which the agreed-upon procedures are performed.

Practitioner’s responsibilities

We have conducted the agreed-upon procedures engagement in accordance with the Canadian Standard on Related Services (CSRS) 4400, *Agreed-Upon Procedures Engagements*. An agreed-upon procedures engagement involves our performing the procedures that have been agreed with The Regional Municipality of Niagara Police Services, and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional ethics

We have complied with the ethical requirements, including those pertaining to independence, set out in rules professional conduct / code of ethics as applicable in Canada.

Procedures and findings

We have performed the procedures below, which were agreed upon with The Regional Municipality of Niagara Police Services.

Procedures	Findings
<p>1. Obtain the listing from Finance Department of items sold by Auction Canada for the period January 1 to December 31, 2023 and agree to deposits into the Special Operating Account.</p>	<p>All listings were obtained from Auction Canada and agreed with the deposits into the Special Operating Account with no exceptions found.</p>
<p>2. Obtain the listing from Finance Department of unclaimed money transferred from the Property & Evidence Unit for the period January 1 to December 31, 2023 and agree to deposits into the Special Operating Account.</p>	<p>All listings from the Property & Evidence unit were obtained and agreed with the deposits into the Special Operating Account with no exceptions found.</p>
<p>3. Obtain listing from Finance Department of third-party reward monies for the period January 1 to December 31, 2023 and agree to deposits in General Operating Fund</p>	<p>All listings from the Finance department were obtained and agreed with the deposits into the General Operating fund with no exceptions found.</p>
<p>4. Agree 12/31/2023 bank reconciliations to the 12/31/2023 bank statements and general ledgers of the Special and General Operating Accounts</p>	<p>Both December 31, 2023 bank reconciliations were agreed to the December 31, 2023 bank statements and the general ledgers of the Special and General Operating Accounts with no exceptions found.</p>
<p>5. Obtain listing of deposits to Special Operating account for the period January 1 to December 31, 2023 and agree that total of deposits agrees to the total included in the Boards quarterly reporting</p>	<p>Special Operating Account deposit listings for the period January 1 to December 31, 2023 were obtained in order to agree the deposit totals to the totals reported by the Board in their quarterly reports and no exceptions were found.</p>
<p>6. Obtain listing of cash disbursements approved by PSB for the period January 1 to December 31, 2023 and agree that all disbursements were made from the Special Operating Account</p>	<p>Cash disbursements approved by PSB for the period January 1 to December 31, 2023 were obtained and agreed that all disbursements came from the Special Operating Account with no exceptions found.</p>

<p>7. Obtain listing of cash disbursements issued from the Central Confidential Informant Provincial database for Niagara for the period January 1 to December 31, 2023 and agree that all disbursements were made from the General Operating Account</p>	<p>All cash disbursements issued from the Central Confidential Informant Provincial database covering the period January 1 to December 31, 2023 were obtained and agreed to ensure all disbursements came from the General Operating Account and no exceptions were found.</p>
<p>8. Using cash disbursement listing for the period January 1 to December 31, 2023 for cash disbursements within the dollar threshold as set out in 392-2021 9.3 for Special Operating Account compare signatures of authorized cheque signers and report instances where cheques were not signed by authorized signers.</p>	<p>Using the cash disbursement listing covering the period January 1 to December 31, 2023 our pre-determined amount threshold in 392-2021 9.3 was used to compare signatures of authorized cheque signers to instances where cheques were not signed by authorized signers and no exceptions were found in our scope.</p>

St. Catharines, Ontario, Canada
November 25, 2024

Chartered Professional Accountants
Licensed Public Accountants



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Collision Reconstruction User Fee By-Law – Fee Update
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2024-11-21

Recommendation(s)

1. That the Niagara Police Service Board (Board) approve the draft by-law and amended fee schedule as appended to this report, effective January 1, 2025; and
2. That an annual inflationary index be applied to maintain alignment with the cost of labour and supplies.

Key Facts

- Section 391 of the Municipal Act and section 69 of the Planning Act provide the authority for a municipality to establish fees and charges where the fundamental principle ensures the recipient of the benefit pays for the service received.
- In consultation with S/Sgt Todd Lantz of Traffic Management Road Safety along with Finance staff, each fee was reviewed to determine the resource time to complete each report.
- A review of each fee revealed that many fees had not been updated since 2010 and therefore do not account for the inflationary increases to the supplier and/or labour-related costs incurred in this timeframe.
- It is recommended that user fees be indexed annually to maintain alignment with the inflationary increases to the cost of labour and supplies.

Financial Considerations

Between the years 2021 to year-to-date 2024, revenues received from this By-Law amounted to \$55,344.31 for 27 reports. The most common report requested was the complete collision reconstruction report requested by legal services, insurance companies or third-party collision reporting services.

Section 391 of the Municipal Act and section 69 of the Planning Act provide the authority for a municipality to establish fees and charges. The fundamental principle behind user fees, and price setting, via cost recovery, is that those who directly benefit from the good/service pay for it, and others should not be obligated to pay for it (a key element being that the benefit of the service is to the individual, not the general

taxpayer). The main economic reason why user charges should be levied on the direct recipient of benefits is that this improves the efficiency of the government in allocating resources in the way they are demanded by the public¹.

Analysis

The purpose of this report is to seek Board approval for the recommended user fee schedule listed in Appendix 1 of this report. The proposed fees and charges were developed in consultation with department leadership and Finance staff. A review of each fee revealed that many fees had not been updated since 2010 and therefore do not account for the inflationary increases to the supplier and/or labour-related costs incurred in this timeframe.

A summary of the user fee for this unit is provided as follows:

Traffic Reconstruction Unit:

- Complete Collision Reconstruction Report – update fee to \$4,550.00 (from \$3,500.00).
- Accident Report (MTO) – delete; this report is provided by Ministry of Transportation Ontario (MTO).
- Crash Data Retrieval (CDR) System Report (per Vehicle) – updated fee to \$650.00 (from \$500.00).
- CDR Supplementary Report (per Vehicle) – updated to \$185.00 (from \$150.00)
- Field Book (Each) - updated to \$185.00 (from \$100.00).
- Field Sketch (Each) - updated to \$370.00 (from \$250.00).
- Photographs (Minimum 10) - updated to \$185.00 (from \$150.00); or \$18.50 per photograph.
- Scale Diagram (3 feet x 4 feet) (Each) – delete; replaced with Scale Diagram.
- Scale Diagram (8 inches x 11 inches) (Each) – delete; replaced with Scale Diagram.
- Scale Diagram (Each) – updated to \$1,100 (from \$800.00).
- Technical Collision Investigation Field Notes (Minimum 6) - updated to \$185.00 (from \$150.00); or \$30.85 per page.
- Technical Collision Investigation Report (TCI Report) (Minimum 6) - updated to \$185.00 (from \$150.00); or \$30.85 per page.
- Technical Calculation Notes - updated to \$650.00 (from \$500.00).
- Vehicle Inspection Report (Per Vehicle) - updated to \$185.00 (from \$100.00).
- Vehicle Mechanical Examination Report (Per Vehicle) - updated to \$325.00 (from \$250.00).
- Interview with a member of the Niagara Regional Police Service Collision Reconstruction Unit. -(Minimum 2 hour) - updated to \$370.00 (from \$250.00); or \$185.00 per hour.

¹ CSD 46-2023 December 7, 2023 2024 Schedule of Fees and Charges, Niagara Region.

In conclusion, user fees levied on the direct recipient of the benefit ensures that the burden for the costs associated to providing the service is not incurred by the taxpayer through the general tax levy. User fees must be indexed annually by inflation to ensure that this burden remains cost neutral and does not result in a budget pressure.

Alternatives Reviewed

To not accept the recommended revision to the user fees.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of section 6.4.1 By-Law 412-2024 - Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service.

Relevant Policy Considerations

- Municipal Act, 2001
- By-Law 412-2024 - Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service.
- By-Law 523-2024 – User Fee Schedule for Police Services

Other Pertinent Reports

9.2 - 2021.01.28 - Update to NRPS Schedule of Fees and Charges.

This report was prepared by Laura Rullo, Director of Finance and Asset Management in consultation with Todd Lantz, Staff Sergeant, Traffic Management and Road Safety. Recommended by Darrin Forbes, Acting Deputy Chief, Support Services.



Submitted by:

Luigi Greco, #9366
Acting Chief of Police

Appendices

Appendix 1 Collision Reconstruction User Fees By-Law 523-2024



BY-LAW NO. 523-2024

A BY-LAW TO IMPOSE FEES AND CHARGES FOR SERVICES AND MATERIALS RELATING TO COLLISION RECONSTRUCTION PROVIDED BY THE NIAGARA REGIONAL POLICE SERVICE

1 PREAMBLE

- 1.1 WHEREAS the Regional Municipality of Niagara Police Service Board is responsible for the provision of police services and for law enforcement and crime prevention in the Regional Municipality;
- 1.2 AND WHEREAS the Board has determined that it is appropriate to charge user fees in respect of certain service provided to any person;
- 1.3 AND WHEREAS section 391 of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that a local board may pass by-laws imposing fees or charges on any class of persons for, inter alia, services or activities provided or done by or on behalf of it;
- 1.4 AND WHEREAS section 396(1)(c) of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that variable fees are considered appropriate by the Board and may be charged in respect of such services;
- 1.5 AND WHEREAS the Board has determined that it would be appropriate to charge a user fee in respect of the preparation and sale of collision reconstruction reports and parts thereof.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2 DEFINITIONS

- 2.1 “Act” or “CSPA” means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto;
- 2.2 “Board” means the Regional Municipality of Niagara Police Service Board;
- 2.3 “Chief” means the Chief of Police of the Niagara Regional Police Service;
- 2.4 “Complete Collision Reconstruction Report” includes the following documentation (where available), Ministry of Transportation accident/collision report, a field sketch, officer’s technical collision investigation field notes, field book, photographs, scale diagram, technical calculation notes, technical collision investigation report, vehicle inspection report, vehicle mechanical examination report, CDR system report and CDR supplementary reports and other documentation relating to the reconstruction of a collision but does not include an interview with members of the Niagara Regional Police Service.

- 2.5 “Crash Data Retrieval (CDR) System Report” means a technical report retrieved from a vehicle’s Event Data Recorder;
- 2.6 “Field Book” means a copy of the raw data captured and used for producing forensic scale diagrams;
- 2.7 “Field Sketch” means a hand-drawn sketch created by a member of Traffic Services at the scene of a collision;
- 2.8 “Interview” means an interview conducted with a member of the Niagara Regional Police Service Collision Reconstruction Unit;
- 2.9 “Member” means a member of the Niagara Regional Police Service as defined in the Act;
- 2.10 “Photographs” means photographs taken at the scene and/or during the investigation of a collision by members of the Niagara Regional Police Service;
- 2.11 “Scale Diagram” means a computer-generated diagram produced to scale from input data obtained from a forensic surveying device to produce the precise aspects of the document;
- 2.12 “Service” means the Niagara Regional Police Service;
- 2.13 “Technical Calculation Notes” means technical calculation and mathematical notes completed by a member of the Niagara Regional Police Service Collision Reconstruction Unit or Traffic Services, and may include computer-generated reports, forms, and/or data used to obtain vehicle specifications;
- 2.14 “Technical Collision Investigative Field Report” means a Niagara Regional Police Service report outlining involved vehicles, a scene overview and may include atmospheric and lighting conditions, scene evidence, and includes a technical and collision analysis by a member of the Collision Reconstruction Unit;
- 2.15 “Vehicle Inspection Report” means the visual and technical analysis of damaged vehicles by a member of the Collision Reconstruction Unit;
- 2.16 “Vehicle Mechanical Examination Report” means a report generated by a licenced mechanic retained during the course of an investigation by the Niagara Regional Police Service relating to the mechanical fitness of vehicles involved in collisions.

3 CHARGES FOR SERVICE

- 3.1 Any person requesting and receiving any service described in Schedule “A” to this by-law shall pay the fee for such service as set out in the said Schedule “A”, plus HST if applicable.
- 3.2 The fees and charges are due and payable prior to preparation and sale of the services listed in Schedule “A”.

4 IMPLEMENTATION

- 4.1 By-law Nos. 189-2000, 287-2009, 296-2010 and 408-2024, as amended, and all other By-laws, and sections of By-laws inconsistent with the provisions of this By-law are hereby repealed effective December 31, 2024.

4.2 This By-law shall come into force on January 1, 2025.

4.3 The Chief shall implement this By-law, where applicable, through general order.

ENACTED AND PASSED this 19th day of December, 2024.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

Jen Lawson, Chair

Deb Reid, Executive Director

Attachment (1)

**SCHEDULE "A" TO BY-LAW 523-2024
FEE STRUCTURE FOR THE PREPARATION
AND SALE OF COLLISION RECONSTRUCTION REPORTS**

The following collision reconstruction data will be available from this Police Service.

Complete Collision Reconstruction Report **Fee: \$4,550.00**

This report includes all documentation outlined below, an incident synopsis, the officer's basis for reconstruction, and any conclusions made by a member of the Niagara Regional Police Service Collision Reconstruction Unit or Traffic Services. The volume of documentation will not affect the fee.

Interviews with any member of the Niagara Regional Police Service is an additional cost.

Crash Data Retrieval (CDR) System Report (Per Vehicle) **Fee: \$650.00**

A technical report retrieved from a vehicle's Event Data Recorder (if available).

CDR Supplementary Report (Per Vehicle) **\$185.00**

A technical report based on the analysis of information obtained from a CDR System Report (if available).

Field Book **Fee: \$185.00**

Copy of raw data used captured and used for producing forensic scale diagrams.

Field Sketch **Fee: \$370.00**

A hand-drawn sketch created by a member of Traffic Services and the Collision Reconstruction Unit at the scene of a collision.

Photographs (Minimum 10) **Minimum Fee: \$185.00**

Photographs taken at the scene of a collision and/or during the investigation. A ten (10) photo minimum of \$185.00 (or \$18.50 per photograph) will be charged for photo requests.

Scale Diagram **Fee: \$1,100.00**

A computer-generated diagram produced to scale. Input data will be obtained from a forensic surveying device to produce the precise aspects of the document.

Technical Collision Investigation Field Notes (\$30.85/page) **Minimum Fee: \$185.00**

The handwritten notes generated by a member of the Collision Reconstruction Unit or Traffic Services while attending the scene of a collision. There will be a six (6) page minimum applied to requests for these documents.

Technical Collision Investigation Report (TCI Report) (\$30.85/page) **Minimum Fee: \$185.00**

A Police Service report, which the involved vehicles, a scene overview and may include atmospheric and lighting conditions, scene evidence, and includes a technical and collision analysis by a member of the Collision Reconstruction Unit. There will be a 6-page minimum applied to any request for these documents.

Technical Calculation Notes **Fee: \$650.00**

Technical calculation and mathematical notes completed by a member of the Collision Reconstruction Unit or Traffic Services. These calculations are used primarily to determine the speed of vehicles. May include computer-generated reports, forms, and/or data used to obtain vehicle specifications.

Vehicle Inspection Report (Per Vehicle) **Per Vehicle Fee: \$185.00**

Visual and technical analysis of a damaged vehicle (if available).

Vehicle Mechanical Examination Report (Per Vehicle)**Per Vehicle Fee: \$325.00**

A report generated by a licenced mechanic retained during the course of the investigation by the Police Service, relating to an examination for mechanical fitness of each vehicle involved in a collision and the identification of faults, if any (if available).

**Interview with a member of the Niagara Regional Police Service
Collision Reconstruction Unit (Minimum 2 Hours)****Minimum Fee \$370.00**

Customers frequently request access to members of the Collision Reconstruction Unit for an interview. Interviews will be approved at a rate of \$370.00 for a minimum of two hours of the interview and \$185.00 for every hour thereafter or part thereof. Interviews will pertain to technical aspects of the investigation only.

***Note: Implementation of Annual Adjustment to the Fee Structure for the Preparation and Sale of Collision Reconstruction Reports based on the previous Consumer Price Index (CPI) as published by Statistics Canada. This requirement ensures that fees and charges keep pace with inflation.**



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: User Fee Charges for Police Service By-Law
January 1, 2025, Fee Update

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2024-11-25

Recommendation(s)

- 1. That the Niagara Police Service Board (Board) approve the draft By-Law and amended fee schedule as appended to this report, effective January 1, 2025; and**
- 2. That an annual inflationary index be applied to maintain alignment with the cost of labour and supplies.**

Key Facts

- Section 391 of the Municipal Act and section 69 of the Planning Act provide the authority for a municipality to establish fees and charges where the fundamental principle ensures the recipient of the benefit pays for the service received.
- A review of each fee revealed that many fees had not been updated since 2010 and therefore, do not account for the inflationary increases to the supplier and/or labour-related costs incurred in this timeframe.
- In consultation with department leadership and Finance staff, each fee was reviewed to determine the resource time to complete each report.
- It is recommended that user fees be indexed annually to maintain alignment with the inflationary increases to the cost of labour and supplies.

Financial Considerations

The 2025 operating budget includes user fees revenue totalling \$1,275,000.00 to offset expenditures incurred to provide the service to the public where most of this revenue is earned from police record checks. The recommended user fee schedule in Appendix 1 will result in an additional \$100,000.00 of revenue dollars which will offset the impact of the inflationary increases on the supply or labour-related costs used to provide the service.

Section 391 of the Municipal Act and section 69 of the Planning Act provide the authority for a municipality to establish fees and charges. The fundamental principle

behind user fees and price setting via cost recovery is that those who directly benefit from the good/service pay for it and others should not be obligated to pay for it (a key element being that the benefit of the service is to the individual, not the general taxpayer). The main economic reason why user charges should be levied on the direct recipient of benefits is that this improves the efficiency of the government in allocating resources in the way they are demanded by the public¹.

Analysis

The purpose of this report is to seek Board approval for the recommended user fee schedule outlined in Appendix 1 of this report. The proposed fees and charges were developed in consultation with department leadership and Finance staff. A review of each fee revealed that many fees had not been updated since 2010 and therefore do not account for the inflationary increases to the supplier and/or labour-related costs incurred in this timeframe.

Traffic Reconstruction Unit:

- User fees for reports prepared by Traffic Reconstruction have been provided in a separate board report referring to Collision Reconstruction Fees By-Law 408-2024

Records Unit:

- Incident Report – Fee updated to \$65.00 (\$50.00 - 2006).
- Motor Vehicle Collision Report - Fee updated to \$65.00 (\$50.00 - 2017).
- Insurance Synopsis Letter – deleted; charged as Incident Report.
- Court Summary Letter - no longer required due to new legislation to ensure police records check are consistently processed amongst Services.
- Police Record Check (All Types) – Employees – Fees updated to \$55.00 (\$50.00 - 2022).
- Police Record Check (All Types) – Students – Fees updated to \$20.00 (\$25.00 - 2022).
- Police Record Check (VSC) – Volunteers – Fees updated to \$25.00 (\$20 - 2022).
- Criminal File Closure Fee - Fees updated to \$75.00 (\$50.00 - 2016).
- Researched Motions by Records/Disclosure Clerk – Fees updated to \$65.00 (\$30.00 - 2014).

Emergency & Investigative Services

- Request for Transcript by Crown Attorney's Office – deleted; service no longer provided by Unit.

Forensic Services:

¹ CSD 46-2023 December 7, 2023 2024 Schedule of Fees and Charges, Niagara Region.

- Reproducing Photographs from Digital Mini Lab – deleted; photos no longer are developed through a lab but rather photo files are printed on regular paper using high quality photocopiers.
- Video/Audio Tape Dubs – deleted; this form of media is obsolete.
- Non-Disclosure Costs for Printed Photographs/Printed Reports – to bill copies of reports or printed photographs requested by the crown office that is in addition to the minimum disclosure requirements. Update fee to Minimum \$185.00 (\$115) per copy hour.

Professional Standards Unit:

- Researched Motions by Detective Sergeant – deleted; service no longer provided by Unit.

Video Unit:

- Sales of Training Program – deleted; service no longer provided.
- Script Writing and Research – fee updated to \$140.00 per hour (\$75.00 - 2010).
- Field Productions and Editing – fee updated to \$210.00 per hour (\$150.00 - 2010).
- Post-Production and Editing - fee updated to \$140.00 per hour (\$100.00 - 2010).
- Forensics – deleted; service no longer provided.

Public Order Unit:

- It is recommended to add this unit to Schedule B for requests by other Police Services for trained Public Order officers.

In conclusion, user fees levied on the direct recipient of the benefit ensures that the burden for the costs associated to providing the service is not incurred by the taxpayer through the general tax levy. User fees must be indexed annually by inflation to ensure that this burden remains cost neutral and does not result in a budget pressure.

Alternatives Reviewed

To not accept the recommended revision to the user fees.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of section 6.4.1 By-Law 412-2024 - Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service.

Relevant Policy Considerations

- Municipal Act, 2001

- By-Law 412-2024 - Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service.
- By-Law 429-2024 – User Fee Schedule for Police Services.
- By-Law 408-2024 – Collision Reconstruction Fees.

Other Pertinent Reports

9.2 – 2021-01-28 Update to NRPS Schedule of Fees and Charges.

This report was prepared by Laura Rullo, Director of Finance and Asset Management in consultation with Laurie Switzer, Records Manager, David Santo, Staff Sergeant, Forensic Services, Zachary Labute, Video Unit Coordinator, Lynda Hughes, Inspector Professional Standards and Steve Magistrale, Inspector, Detective Support. Recommended by David Masotti, Acting Deputy Chief, Operational Services.



Submitted by:

Bill Fordy, O.O.M., #9615
Chief of Police

Appendices

Appendix 1 - Imposition of Charges for Police Services By-Law 524-2024



BY-LAW NO. 524-2024

**A BY-LAW TO PROVIDE FOR THE IMPOSITION
OF CHARGES FOR POLICE SERVICES**

(as amended by By-laws 268-2004, 278-2006, 280-2006, 287-2009, 288-2009, 296-2010, 302-2010, 303-2010, 304-2010, 308-2011, 329-2012, 347-2014, 353-2014, 359-2016, 371-2017, 388-2020, 389-2021, 398-2022 and 429-2024)

1. PREAMBLE

- 1.1 WHEREAS the Regional Municipality of Niagara Police Service Board is responsible for the provision of police services and for law enforcement and crime prevention in the Regional Municipality;
- 1.2 AND WHEREAS the Board has determined that it is appropriate to charge user fees in respect of certain service provided to any person;
- 1.3 AND WHEREAS section 391 of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that a local board may pass by-laws imposing fees or charges on any class of persons for, inter alia, services or activities provided or done by or on behalf of it;
- 1.4 AND WHEREAS section 396(1)(b) of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that discounts and other benefits for early payment of fees and charges may be given;
- 1.5 AND WHEREAS section 396(1)(c) of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that variable fees are considered appropriate by the Board may be charged in respect of such services.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2 DEFINITIONS

- 2.1 “*Board*” means the Regional Municipality of Niagara Police Service Board;
- 2.2 “*Person*” means any member of the public and includes an individual, sole proprietorship, partnership, corporation, any other police service, and any other government body or agency;
- 2.3 “*Police Service*” means the Niagara Regional Police Service;
- 2.4 “*Member*” means a member of the Niagara Regional Police Service.

3 CHARGES FOR SERVICE

- 3.1 Any person requesting and receiving any service described in Schedule “A” to this by-law shall pay the fee for such service as set out in the said Schedule “A”, plus HST if applicable.
- 3.2 Any person requesting and receiving any service described in Schedule “B” to this by-law shall pay a fee for such service in accordance with a written agreement made between the Police Service and such person, plus HST if applicable.
- 3.3 Any person for whom the police service provides a service and in doing so incurs a cost not listed in Schedules “A” or “B” or in this by-law, shall pay to the police service an amount equal to the cost so incurred by the police service.

4 REPEAL OF FORMER BY-LAW

- 4.1 The provisions of By-law Nos. 389-2021, 398-2022 and 429-2024, and other By-laws, sections of By-laws and user fees and charges of the Police Service inconsistent with the provisions of this By-law are hereby repealed effective December 31, 2024 and replaced by this by-law.

5 ENACTMENT

- 5.1 This By-law shall come into force January 1, 2025.

ENACTED AND PASSED this 19th day of December, 2024.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

Jen Lawson, Chair

Deb Reid, Executive Director

Attachments (2)

SCHEDULE A

Niagara Regional Police Schedule of Fees & Charges

ITEM DESCRIPTION	FEE*		RATE BY-LAW	ADDITIONAL NOTES
Collision Reconstruction				
Complete Collision Reconstruction Report	\$4,550.00	Each	523-2024	Plus HST
Crash Data Retrieval (CDR) System Report	\$650.00	Per Vehicle	523-2024	
CDR Supplementary Report	\$185.00	Per Vehicle	523-2024	
Field Book	\$185.00	Each	523-2024	
Field Sketch	\$370.00	Each	523-2024	
Photographs	\$185.00	Minimum	523-2024	\$18.50 each
Scale Diagram	\$1,100.00	Each	523-2024	
Technical Collision Investigation Field Notes	\$185.00	Minimum	523-2024	\$30.85/page
Technical Collision Investigation (TCI) Report	\$185.00	Minimum	523-2024	\$30.85/page
Technical Calculation Notes	\$650.00	Each	523-2024	
Vehicle Inspection Report	\$185.00	Per Vehicle	523-2024	
Vehicle Mechanical Examination Report	\$325.00	Per Vehicle	523-2024	
Interview with a Member of the Niagara Regional Police Service Collision Reconstruction Unit	\$370.00	Minimum	523-2024	\$370.00/1 st hour plus \$185.00 for each additional hour
Records				
Incident Report	\$65.00	Each	524-2024	Plus HST
Motor Vehicle Collision Report	\$65.00	Each	524-2024	Plus HST
Officer Notes	\$50.00	Each	389-2021	Plus HST
Witness Statements	\$50.00	Each	389-2021	Plus HST
Fingerprints	\$25.00	Each	278-2006	
Police Record Check (All Types) – Employees	\$55.00	Each	524-2024	
Police Record Check (All Types) – Students	\$20.00	Each	398-2022	Uncompensated and receiving academic credit
Police Record Check (CRC & CRJMC) – Volunteers	\$0.00	Each	398-2022	No Charge
Police Record Check (VSC) – Volunteers	\$20.00	Each	398-2022	
Information & Privacy Application Fee	\$5.00	Each	524-2024	\$0.20/page photocopying \$65.00/hour for search or preparation
Records Suspension (Pardon Application)	\$75.00	Each	371-2017	
Criminal File Closure Fee	\$75.00	Each	524-2024	
Photocopies and Computer Printouts	\$0.20	Per Page	524-2024	\$0.20/page photocopying \$65.00/hour for search or preparation
Researched Motions by Records/CPIC Clerk	\$65.00	Per Hour	524-2024	
Forensic Services				
Non-Disclosure Costs for Printed Photographs	\$185.00	Each	524-2024	Minimum \$185.00
Video Unit				
Script Writing and Research	\$140.00	Per Hour	524-2024	Plus HST
Field Productions and Editing	\$210.00	Per Hour	524-2024	
Post Production and Editing	\$140.00	Per Hour	524-2024	
Special/Paid Duty Police Officer Rates				
Constable, Sergeant and Inspector - Rates for special/paid duty police officers are based on the Uniform Collective Agreement and subject to change after contract ratification.	As outlined in By-law 425-2024	Per Hour/ Minimum of 4 Hours	425-2024	Each rate is per hour, minimum 4 hours and includes an administrative fee for cost recovery of 20%.

***Note: Implementation of Annual Adjustment to the Schedule of Fees and Charges based on the previous Consumer Price Index (CPI) as published by Statistics Canada. This requirement ensures that fees and charges keep pace with inflation.**

SCHEDULE "B"

SERVICE PROVIDED	FEE CHARGED
Casino Unit	Fees charged in accordance with written agreement with City of Niagara Falls.
Video Training Alliance	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other Police Services.
Secondments	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other organizations.
Joint Projects	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other organizations.
Seminars	Fees charged according to Member hours utilized in presenting seminar.
Public Order Unit	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other organizations.



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Next Generation 911, VESTA 911 Call Handling System Equipment Expansion and Capital Adjustment

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2024-12-02

Recommendation

That the Niagara Police Service Board (Board):

- 1. Approve the attached project change order from Motorola Solutions Canada Inc. (Motorola) for the Next Generation 911 (NG 911) related workstations for St. Catharines Fire Services in the amount of \$294,354.81, net of HST rebates.**
- 2. Subject to the approval of the Regional Treasurer, approve a gross capital budget adjustment totaling \$57,500.00 and net \$0.00 to the NG 911 Equipment Replacement project 20000999, fully funded through third-party cost sharing recoveries from St. Catharines Fire Services.**

Key Facts

- The purpose of this report is to seek the Board's approval of additional NG 911 expenditures associated with purchasing 3, Vesta 911 Call Handling System (CHS) workstations for St. Catharines Fire Services, and the related capital budget adjustment required to facilitate the purchase.
- A Negotiated Request for Proposal for NG 911 Call Handling Solution, Managed Services and Maintenance and Support was awarded to Motorola in December 2023.
- The total RFP negotiated contract price as submitted by Motorola for Niagara Region / Niagara Regional Police Service (NRPS), St. Catharines Fire and Niagara Parks is \$4,980,001.00 excluding HST (budget impact is \$5,067,649.00 including 1.76% non-recoverable HST) for an NG 911 Call Handling Solution, 10 years of managed services and 10 years of maintenance and support.
- St. Catharines Fire and Niagara Park Police are committed partners with the Niagara Region on the NG 911 project and are included in the contract.
- The collaboration and sharing of NG 911 technology aims to avoid duplicating services and costs, maintain consistency in NG 911 standards, and enhance

interoperability and information sharing between Public Safety Answering Point (PSAP) Centers.

Financial Considerations

The CHS Equipment expansion proposal, which will result in a contract change order, attached in Appendix 1, details the upfront capital costs as well as the annual operating costs required to facilitate the purchase of three Vesta 911 CHS workstations as requested by St. Catharines Fire and are summarized below:

Description	Price (Excluding Taxes)	Price (Net of HST Rebates)
Year 1 – Capital Cost	\$ 56,272.08	\$ 57,262.47
Year 2 – 10 Operating Cost	\$ 232,991.69	\$ 237,092.34
Total Cost	\$ 289,263.77	\$ 294,354.81

As per Board By-Law 412-2024, Financial Reporting, Control and Procurement of Goods and Services, the initial award was issued in accordance with the requirement for a formal RFP, subsequent change orders are considered a sole source/direct negotiation under the By-Law and as such, change orders exceeding \$150,000.00 CAD require Board approval. There were 2 change orders that have been completed to date totaling \$91,708.64, net of HST rebates, which fell within the approval authority of the Chief of Police. The attached proposal exceeds the \$150,000.00 threshold and as a result this proposal and any future additional expansions generating change orders will require approval from the Board. If total change orders were to exceed \$1,000,000.00, they will also require the approval of Regional Council.

The upfront capital cost associated with the change order is \$57,262.47. A capital budget adjustment in the amount of \$57,500.00 is being requested, fully funded through third-party cost-sharing recoveries from St. Catharines Fire Services. As per Board By-Law 412-2024, the Chief has approval authority for capital budget transfers up to \$150,000.00. As the 2 change orders already completed required a capital budget adjustment of \$100,000.00, the current adjustment exceeds the \$150,000.00 threshold and requires Board approval. Further, the Region’s Budget Control By-Law 2017-63 section 6.6 (b) states that capital budget adjustments for in-year receipt of funding for capital projects up to \$1 million, require the approval of the Treasurer.

The annual operating costs associated with the change order total \$237,092.34, net of HST rebates. These operating costs will begin in 2026 with a gross annual impact of \$26,343.60 and a net impact of \$0.00 to the Service’s operating budget. The expenditure and associated revenue recovery from St. Catharines Fire will be included in the 2026 and future operating budget submissions for Board approval.

Analysis

The implementation of the NG 911 project is progressing well; however, a few delays remain, primarily due to Bell's NG 911 Emergency Services IP Network (ESInet) circuit delivery issues. The ESInet is a high-speed, secure, and resilient IP-based network that supports NG 911 services. It provides the backbone for delivering emergency communications in an NG 911 environment, replacing legacy analog systems with advanced digital infrastructure.

Testing is planned to commence in January 2025. While critical milestones, including equipment installation and configuration have advanced, network and integration dependencies with Bell and Versaterm have caused timeline shifts.

Key next steps include finalizing circuit installations, initiating ESInet testing, and addressing training and Motorola Vesta 911 CHS and Versaterm Computer Aided Dispatch integration needs to ensure operational readiness by mid-2025. Risk management and updated scheduling efforts are ongoing to mitigate further impacts.

St. Catharines Fire requested 3 additional Vesta 911 CHS workstations for their PSAP. The attached expansion proposal combines capital and the ongoing Total Cost of Ownership yearly expenses within the 10-year contractual commitment. The capital portion will be invoiced directly to St. Catharines Fire. Annual subscription, support, maintenance, managed services, and monitoring fees for each subscription software and associated recurring service, will be invoiced before the commencement of each year of the term.

St. Catharines Fire has reviewed and approved the proposal.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

The NRPS is dedicated to improving the emergency services provided to its public safety partners, community, and citizens. The Service looks for opportunities to enhance the offering and delivery of those services, while at the same time improving the effectiveness and efficiency of its workforce.

Relevant Policy Considerations

Board By-Law 412-2024, A By-Law to Regulate Financial Reporting, Control, and Procurement of Goods and Services in the Niagara Regional Police Service.

Region By-Law No. 2017-63, A By-Law to Define Budget Control for the Regional Municipality of Niagara.

Other Pertinent Reports

9.1-2023.10.19 Next Generation 911 Implications and Revised 9-Year Capital Forecast

9.2-2023.10.19 Next Generation 911 (NG 911) Award of 2022-RFP-187 to Motorola Solutions Inc.

This report was prepared by Akram Askoul, Director, Technology Services in consultation with Courtney Woods, Finance Manager, and Julie Max, Senior Corporate Project Manager, Niagara Region. Recommended by Sandy Staniforth, Acting Deputy Chief, Support Services.



Submitted by:

Luigi Greco, #9366
Acting Chief of Police

Appendices

Appendix 1 - St. Catharines Fire Additional Vesta 911 Consoles

Investment Summary	St Catharines Fire - 3 Consoles	
	Year 1	\$ 56,272.08
	Years 2-10	\$ 232,991.69
	Total Investment	\$ 289,263.77
	Excludes taxes	

Appendix 1

Total Investment Year 1 - St. Catharines Fire 3 Consoles					
Qty.	Part No.	Description	Unit Price USD	U/M	Total CDN
		VESTA® 9-1-1			
		ESInet Interface Module (EIM)			
3	873090-11102	V911 LIC EIM MOD	\$ -	EA	\$ -
		VESTA® 9-1-1 CDR Module			
3	873099-01102	V911 CDR PER SEAT LIC	\$ 147.76	EA	\$ 598.43
		VESTA® 9-1-1 Prime Licenses - Canada			
3	PS-0PR-VSSL-C	LICENSE,VPRIME PER SEAT LIC - CANADA	\$ 3,300.00	EA	\$ 13,365.00
		VESTA® 9-1-1 IRR Module			
3	873099-00502	V911 IRR LIC/MED	\$ 1,633.58	EA	\$ 6,616.00
		VESTA® Workstation Equipment			
3	61000-409623	DKTP ELITE MINI 800 G9 W/O OS	\$ 1,791.00	EA	\$ 7,253.55
3	04000-00448	WINDOWS 10 LTSC LIC 21H2	\$ 176.41	EA	\$ 714.46
3	63000-241694	MNTR 24IN FP IPS	\$ 406.00	EA	\$ 1,644.30
3	64007-50022	KEYPAD 24-KEY USB CBL 25FT	\$ 227.42	EA	\$ 921.05
3	65000-00197	KIT CBL DP/USB 15FT EXT	\$ 26.25	EA	\$ 106.31
3	850830-03201	BASIC SAM HDWR KIT	\$ 1,914.26	EA	\$ 7,752.75
3	660001-00003	HP S101 SPEAKER BAR	\$ 54.40	EA	\$ 220.32
3	02800-20701	HDST K 4W/MOD BLK CARBON	\$ 42.50	EA	\$ 172.13
3	03044-20000	HDST CORD 12FT 4W MOD BLK	\$ 3.75	EA	\$ 15.19
3	809800-35109	V911 IWS CFG	\$ 298.51	EA	\$ 1,208.97
3	809800-35108	V911 IWS STG FEE	\$ 447.76	EA	\$ 1,813.43
1	870890-07501	CPR/SYSPREP MEDIA IMAGE	\$ 60.00	EA	\$ 81.00
		CommandCentral Aware for 911			
3	809800-16973	AW911 SYS IMP - PER POS	\$ 90.00	EA	\$ 364.50
		VESTA® Analytics Hosted			
3	PA-MSG-ASSL	V-ANLYT STD PER SEAT LIC	\$ 1,067.17	EA	\$ 4,322.04
		Monitoring, PM & AV Service: Workstations			
3	870891-66402	M&R WKST AGENT LICENSE	\$ 214.93	EA	\$ 870.47
		Workstation Extended Warranty			
3	04000-01594	WARR 5YR NBD HP 800 MINI	\$ 171.64	EA	\$ 695.14
		Note: Warranty upgrade from 3 yrs warranty 9x5 NBD to 5 yrs 9x5 NBD.			
32	809800-17007	FIELD ENG-STANDARD	\$ 112.50	EA	\$ 4,860.00
		Project Management Services			
1	809800-51013	PROJECT MGMT - SUPPORT	\$ 1,983.00	EA	\$ 2,677.05
Total YR 1 (Excludes applicable taxes)					\$ 56,272.08

Investment Summary	St Catharines Fire - 3 Consoles	
	Year 1	\$ 56,272.08
	Years 2-10	\$ 232,991.69
	Total Investment	\$ 289,263.77
	Excludes taxes	

Total Investment Year 1 - St. Catharines Fire 3 Consoles

Total Investment Year 2 - Year 10 St. Catharines Fire 3 Consoles

Qty.	Part No.	Description	Unit Price USD	U/M	Total CDN
		VESTA® 9-1-1 Prime Licenses - Canada			
3	SS-0PR-VSSL-5YC	SPT VPRIME 5YR - CANADA	\$ 4,725.00	EA	\$ 19,136.25
		VESTA® 9-1-1 IRR Module			
3	809800-35114	V911 IRR SW SPT 5YR	\$ 1,543.80	EA	\$ 6,252.39
		VESTA® Analytics Hosted			
3	SA-MSG-ALSL-5Y	SPT V-ANLYT STD 5YR	\$ 1,009.80	EA	\$ 4,089.69
		<i>Monitoring, PM & AV Service: Workstations</i>			
3	809800-16381	M&R PM AV WKST SRVC 5YR	\$ 4,433.40	EA	\$ 17,955.27
3	809800-17055	MSI DIRECT MAINT SVC - 5YR	\$ 13,500.00	EA	\$ 54,675.00
3	809800-51017	ECH SERVICE MGMT PER POS 5YR	\$ 1,724.40	EA	\$ 6,983.82
		ESInet Interface Module (EIM)			
3	873090-11102U	V911 LIC EIM MOD UPGD	\$ -	EA	\$ -
		VESTA® 9-1-1 CDR Module			
3	873099-01102U	V911 CDR PER SEAT LIC UPGD	\$ -	EA	\$ -
		VESTA® 9-1-1 Prime Licenses - Canada			
3	PS-0PR-VSML-M	VPRIME MLTP SEAT LIC NFEE	\$ -	EA	\$ -
3	SS-0PR-VSSL-5YC	SPT VPRIME 5YR - CANADA	\$ 4,725.00	EA	\$ 19,136.25
		VESTA® 9-1-1 IRR Module			
3	873099-00502U	V911 IRR LIC UPGD	\$ -	EA	\$ -
3	809800-35114	V911 IRR SW SPT 5YR	\$ 1,543.80	EA	\$ 6,252.39
		VESTA® Workstation Equipment			
3	61000-409623	DKTP ELITE MINI 800 G9 W/O OS	\$ 1,791.00	EA	\$ 7,253.55
3	04000-00448	WINDOWS 10 LTSC LIC 21H2	\$ 176.41	EA	\$ 714.46
3	63000-241694	MNTR 24IN FP IPS	\$ 406.00	EA	\$ 1,644.30
3	64007-50022	KEYPAD 24-KEY USB CBL 25FT	\$ 227.42	EA	\$ 921.05
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3	850830-03201	BASIC SAM HDWR KIT	\$ 1,914.26	EA	\$ 7,752.75
3	660001-00003	HP S101 SPEAKER BAR	\$ 54.40	EA	\$ 220.32
3	02800-20701	HDST K 4W/MOD BLK CARBON	\$ 42.50	EA	\$ 172.13
3	03044-20000	HDST CORD 12FT 4W MOD BLK	\$ 3.75	EA	\$ 15.19
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3	809800-35108	V911 IWS STG FEE	\$ 447.76	EA	\$ 1,813.43
1	870890-07501	CPR/SYSPREP MEDIA IMAGE	\$ 60.00	EA	\$ 81.00
		CommandCentral Aware for 911			
3	SSV00S03370A	Subscription licenses over 10 yr term	9 named users		\$ 30,674.11
3	809800-16973	AW911 SYS IMP - PER POS	\$ 90.00	EA	\$ 364.50
		VESTA® Analytics Hosted			

Investment Summary	St Catharines Fire - 3 Consoles	
	Year 1	\$ 56,272.08
	Years 2-10	\$ 232,991.69
	Total Investment	\$ 289,263.77
	Excludes taxes	

Total Investment Year 1 - St. Catharines Fire 3 Consoles					
3	PA-MSG-ASSL-M	V-ANLYT STD SEAT LIC MIG	\$ -	EA	\$ -
3	SA-MSG-ALSL-5Y	SPT V-ANLYT STD 5YR	\$ 1,009.80	EA	\$ 4,089.69
		Monitoring, PM & AV Service: Workstations			
3	870891-66402	M&R WKST AGENT LICENSE	\$ 214.93	EA	\$ 870.47
3	809800-16381	M&R PM AV WKST SRVC 5YR	\$ 4,433.40	EA	\$ 17,955.27
		Workstation Extended Warranty			
		Note: Includes (3) Workstations			
3	04000-01594	WARR 5YR NBD HP 800 MINI	\$ 171.64	EA	\$ 695.14
		MSI Direct Services			
32	809800-17007	FIELD ENG-STANDARD	\$ 112.50	EA	\$ 4,860.00
3	809800-17055	MSI DIRECT MAINT SVC - 5YR	\$ 13,500.00	EA	\$ 54,675.00
3	809800-51017	ECH SERVICE MGMT PER POS 5YR	\$ 1,724.40	EA	\$ 6,983.82
		Project Management Services			
1	809800-51013	PROJECT MGMT - SUPPORT	\$ 1,983.00	EA	\$ 2,677.05
		Strategic Incentives			
	SLD-INCENTIVE	STRATEGIC SALES INCENTIVE			-\$ 47,237.86
Total YR 2-10 Investment					\$ 232,991.69



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Special Fund Policy Review
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2024-11-25

Recommendation(s)

That the Niagara Police Service Board (Board) approve the recommendations outlined in this report.

Key Facts

- The purpose of this report is to provide the Board with recommendations that will ensure transparency and accountability of all special fund requests by ensuring the report is a fair representation of the intended uses of the monies and provides an adequate accounting of the monies spent.
- At the May 9, 2024, Finance Committee, the Board received a report from the Executive Director of the Board and presentation from the Service Finance Manager on the uses of special funds.
- Following discussion, the Board motioned that a report be prepared by the Executive Director of the Board and Finance Manager on possible recommendations to the reporting and processing structure.
- The recommendations include a structured report template (Appendix 1) be submitted to the Chief's office and only one monthly special fund request be submitted to the Board with attached appendices. Further, that an annual report be submitted on the activities, their outcomes, and a financial reconciliation on money spent.

Financial Considerations

There are no financial considerations to the recommendations included in this report.

Analysis

At its May 9, 2024, Finance Committee meeting, the Committee considered a memo dated April 12, 2024, providing the Board's By-Law 403-2024 respecting the Administration, Limitations, and Guidelines of the special fund and presentation from the Service outlining the purpose, revenue sources, disbursements, future considerations, and recommendations. Following the discussion, the Board Motioned:

That the Board's Executive Director and the Service's Finance Manager determine a set of guidelines that will ensure transparency and accountability of allotted special fund donations, and that their recommendations be brought to the Board for consideration. That the Board's Finance Committee re-evaluate the Board's By-Law 403-2024 respecting the Administration, Limitations, and Guidelines of the special fund, when the Police Foundation policies are developed by its Board of Directors.

The purpose of this report is to provide the Board with recommendations that will ensure transparency and accountability of all special fund requests by ensuring the report is a fair representation of the intended uses of the monies and provides an adequate accounting of the monies spent.

There are three clear objectives:

- To achieve transparency – all requests should be structured in a similar manner to ensure a fair representation of the event; therefore, it is recommended that all requests are submitted to the Chief's office, in a draft template outlined in Appendix 1. In addition to the special funds request approved by the Chief's office for Board consideration, all requests that are denied also be included in the report.
- To achieve accountability – an annual report be submitted to the Board outlining the outcome of the events, and a reconciliation of the funds spent on the event.
- To achieve a streamlined process – submit one monthly special funds request with each event reported as an Appendix.

The following changes to the reporting format and process are recommended:

- All requests are to be submitted using the draft report template provided in Appendix 1. The template to include:
 - Event, date, and brief description of the event;
 - Agency hosting and benefactor of the proceeds from the event;
 - Service or Board staff attending the event;
 - Amount requested and receiver of the funds;
 - Details on how funds will be spent – i.e., registration, travel costs, supply items;
 - The By-Law category that the event and a brief description how the event aligns with the By-Law category.
 - Support Community Relations
 - Board/Service Relations
 - Public Education Awareness
- One special fund report will be submitted monthly by the Chief's Office with each request detailed in the appendices.
- Finance to monitor the funds for each request that is spent in the manner requested and any unused funds returned to the special fund account.

- Finance will notify the members of approved fund requests, disperse funds, and require that the Post-Event Form is completed in a timely manner.
- An annual report be prepared by the Finance Unit outlining the activities of the year and a brief update on the achievements of the activities.

It is recommended that no changes to the special fund By-Law 403-2024 be made until after the Police Foundation has developed their policies.

In conclusion, the recommendations put forth in this report will streamline the special fund request process, as well as ensure transparency for the intended uses of the funds and provide the Board with a detailed account of the funds spent post event.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

The Board has a fiduciary responsibility to ensure the funds disbursed from the special funds are in accordance with the intent of the By-Law.

Relevant Policy Considerations

- By-Law 403-2024 – Administration, Limitations and Guidelines of the special fund.

Other Pertinent Reports

6.1 – 2024.05.09 Public Finance Committee Meeting – Special Fund Policy Review.

This report was prepared by Laura Rullo, Director of Finance and Asset Management, and Deb Reid, Executive Director, Niagara Police Service Board. Recommended by Luigi Greco, Deputy Chief, Support Services.



Submitted by:

Bill Fordy, O.O.M. #9615
Chief of Police

Appendices

Appendix 1 Special Funds Request Form

APPENDIX 1
Special Funds Request Form

(Please limit to two pages per Special Fund Request)

1. Request for Funding: Sections A-O

A. Event:

Event Name

B. Date of Event:

YYYY-MM-DD

C. Hosting Agency and Benefactor of the Event (if any):

Agency Name and Benefactor of the proceeds from the event.

D. Brief Description of the Event:

Provide a brief description of the event.

E. Service Staff or Board Members Attending (if applicable):

Name, rank of members attending the event.

F. Aligns with the Special Fund guiding principles (Community Relations, Board/Service Relations or Public Education/Awareness):

Please explain how the event aligns with the three categories as outlined in the guiding principles of Administration, Limitations and Guidelines of the Special Funds By-Law 403-2024.

G. Detail account of Funds requested and its intended uses:

Items	Amount
Registration Fee/Tickets	
Travel	
etc	
Total Amount Requested:	

H. Funds will be disbursed by:

Please provide the cheque payable to “name of agency” and address to mail cheque OR issued to Niagara Regional Police under the control of the Finance Unit.

I. Submitted by:

J. Immediate Supervisor Approval:

K. Program Manager Approval:

L. Sponsored by (Member of the Executive Leadership Team):

M. Dated Submitted to Chief’s Office:

N. Chief’s Approved _____ or Denied _____

O. Chief’s Comments:

2. Post Event Report:

A. Please provide a follow up report on the outcome of the event(s), achievement of the main objective, members that attended the event. (please limit to 2-3 paragraphs)

B. Final Financial Report: (to be completed by Finance)

Items	Funding Request	Amount Spent	Difference:
Registration Fee/Tickets			
Travel			
etc			
Total Amount:			

Any unspent funds will be returned to the Special Fund Account.



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Special Fund Request – 2024 Holiday Hero Campaign
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2024-12-06

Recommendation(s)

That the Niagara Police Service Board authorizes a Special Fund donation of \$5,000.00 to purchase gift cards for the 2024 Holiday Hero Campaign supporting Community Care.

Key Facts

- The purpose of this report is to seek the Board's approval for a \$5,000.00 Special Fund donation to purchase gift cards for the 2024 Holiday Hero Campaign.
- The gift card funds will be provided to the families supported through Community Care.
- The Holiday Hero Campaign is underway with donations currently being made by members of the Service and our partners in the community.

Financial Considerations

- \$5,000.00 Special Fund donation
- The Board has a discretionary pool of funds, which it uses for grants and donations. Disbursements from the fund are in accordance with guidelines provided in the Community Safety and Policing Act (CSPA), and also with Board By-law 403-2024, Special Fund Administration, Limitations and Guidelines. Section 258 (2) of the CSPA establishes that the Niagara Police Service Board has the sole authority for spending the proceeds from the sale of property which lawfully comes into the possession of the police service. The Act stipulates that "the Chief of Police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest, including charitable donations." These funds do not form part of the police operating budget and are separate from the Regional tax base. If this request is approved by the Board, the cheque can be made payable to the Chief's Office in care of Inspector Nilan Davé.

Analysis

For many years the Service hosted an annual fundraising Holiday Breakfast event celebrating the holiday season and new year. The funds collected from this event were then distributed to Community Care.

In 2020, with the Covid pandemic restricting gatherings like the Holiday Breakfast, the Service initiated a donation campaign that requested members and community partners donate funds for the purchase of gift cards for Community Care. This new method of collecting donations has continued since 2020 and realized an increase of funds collected that appealed to contributors.

In the 2024 holiday season the Service has embarked upon a Holiday Hero Campaign that includes a poster of three illustrations. The illustrations are the winning selections from students in Niagara who participated in our Holiday Hero contest. The contest invited JK to Grade 3 students in Niagara to create a drawing of "What it means to stay safe in their community".

The Holiday Hero poster, with the three winning illustrations, has been distributed to collect donations for gift cards for Community Care as part of our campaign.

Community Care has been meeting the needs of those facing challenges in our community for over 100 years. The fundamental principles on which the agency was founded have not changed over time, however, the community need has grown and to support the on-going aid required, there over 20 programs. Community Care compassionately provides vital services and assistance to individuals and families that meet their basic needs.

The funds raised through the Holiday Hero Campaign will contribute financial assistance via Community Care to provide funds to support families in our area.

Alternatives Reviewed

To not support this request.

Relationship to Police Service/Board Strategic Priorities

This is a community engagement event that allows the Niagara Regional Police Service to demonstrate its support and recognition of those in our community in a positive and meaningful way that strengthens our relationships. This is related to the 2022-2025 Strategic Plan Goal 2: Community Engagement and Collaboration - Objective 1.0 To strengthen relationships and build trust with our community. This enhances our relationships with our community showing our support to Community Care that contributes to the well being of those in our community that need assistance.

Relevant Policy Considerations

Board By-law 403-2024, Special Fund Administration, Limitations and Guidelines

Other Pertinent Reports

Not applicable

This report was prepared by Nilan Davé, Inspector, Chief's Office and reviewed by Bill Fordy, Chief of Police.



Submitted by:

Bill Fordy O.O.M. #9615
Chief of Police

Appendices

Not applicable



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

CONFIDENTIAL AGENDA

Subject: Special Investigations Unit – Case Number 24-OCI-086 – Incident of February 25, 2024

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2024-10-31

Confidential Report

Confidential Report with respect to the legal matter of an identifiable individual – *Community Safety and Policing Act 2019, s. 44(2)(b)* “personal matters about an identifiable individual, including members of the police service or any other employees of the board” and *Community Safety and Policing Act 2019, s.44(2)(e)* “litigation or potential litigation affecting the Board, including matters before administrative tribunals.”

Recommendation(s)

1. That the Niagara Police Service Board (Board) receives this report for information.
2. That the Board makes the report available to the public.

Key Facts

- The purpose of this report is to advise the Board of the findings and any action taken or recommended by the Chief of Police following a notification and investigation of an incident by the Special Investigations Unit (SIU). Ontario Regulation 268/10, Section 32 under the Police Services Act requires that the Chief of Police initiate an investigation following a notification to the SIU.
- The purpose of the Chief's investigation is to review the policies of, or services provided by the police force and the conduct of its police officers.
- On February 25, 2024, a notification was made to the SIU regarding a male who suffered a broken clavicle after an interaction with officers, resulting in the incident meeting the investigative mandate of the SIU.
- On June 24, 2024, the SIU notified the Service that their investigation had concluded and advised that there were no grounds for criminal charges against the subject official.
- The subsequent Section 32 investigation by the Professional Standards Unit (PSU) determined there were no issues with respect to officer conduct, policies or services provided by the Niagara Regional Police Service (NRPS).

Financial Considerations

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

Analysis

On Sunday, February 25, 2024, at 6:20 AM, a female caller contacted 911 to report a male breaking into a vehicle in the parking lot of a hotel in Niagara Falls. Officers were dispatched to the call for service.

Constable AB arrived on scene and observed a male, later identified as JN, in the car. The male observed police and fled on foot. Constable AB caught up to JN and attempted to arrest him, however, both fell over a concrete barrier in the parking lot.

JN was arrested with the assistance of other officers and transported to the hospital when he complained of an injury. The injury was confirmed to be a broken clavicle. The SIU was contacted and invoked their mandate.

The SIU designated Constable AB as a subject official.

Three Constables were designated as witness officials.

On June 24, 2024, the SIU closed its investigation into this matter. In his decision letter, SIU Director, Mr. Joseph Martino wrote, "The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject official."

A copy of the SIU report was publicly posted on the SIU's website.

In accordance with Ontario Regulation 268/10, Section 32, the Service's PSU conducted an investigation and review of this incident which considered the following three areas:

1. The policies of the Police Service,
2. The services provided by the Police Service, and
3. The conduct of its police officers.

The Section 32 investigation encompassed a compliance review of applicable provincial legislation, which governs members of the Service, as well as General Orders, policies and procedures, and the conduct of the involved officers.

Where available, investigations include a review of communications recordings, Service occurrence reports, forensic evidence and reports, officer interviews conducted by the SIU and all duty book notes, SIU documentation including the Director's conclusion

letter and investigative report, statements of civilian witnesses gathered and released by the SIU at the conclusion of their investigation upon the consent of the civilian witnesses, and any other information and evidence available on a case by case basis.

1. The Policies of the NRPS

The PSU investigators determined that the following General Orders had primary relevance in this matter, and they have been reviewed accordingly in the context of this incident.

- 1) General Order 079.10 – Special Investigations Unit
- 2) General Order 095.10 – Major Incidents and Routine Criminal Investigations
- 3) General Order 053.25 – Use of Force
- 4) General Order 100.10 – Powers of Arrest
- 5) General Order 168.06 – Officer Note Taking

Upon review, it was determined that the direction and guidance provided by the relevant General Orders is sufficient in its governance for members of the Service and no issues were identified.

2. Services Provided by the NRPS

There were no issues identified relating to the services provided by NRPS during this incident.

3. Conduct of NRPS Officers

There were no officer conduct issues identified during the SIU investigation or the PSU investigation and review of this incident regarding compliance with General Orders or legislation. On behalf of the SIU, Mr. Martino thanked the members of the police service for their cooperation during the investigation.

The PSU investigation and review of this incident was undertaken in compliance with Section 32 of Ontario Regulation 268/10 made under the Police Services Act. The relevant policies of the Service, the services provided, and the conduct of the involved Service members was the focus of this review and investigation.

In conclusion, there were no issues identified as it pertains to services provided, the conduct of the involved Service members, or the existing General Orders governing these situations.

Alternatives Reviewed

- 1) To not receive the report.
- 2) To not make the report available to the public.

Subsection 34(1) of Ontario Regulation 268/10 made under the Police Services Act provides that, upon receiving this report, the Board may make it available to the public.

The Police Services Act provides that meetings of the Police Services Board shall be open to the public subject to exceptions that are set out in Subsection 35(4). The applicable exception to be considered in this case is whether or not *“the desirability of avoiding disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.”*

In considering whether or not to make this report available to the public, it is respectfully submitted that the Board consider the following factors:

- 1) There are no public security matters revealed in this report.
- 2) This report does not reveal any intimate financial or personal matters.

Relationship to Police Service/Board Strategic Priorities

Not applicable.

Relevant Policy Considerations

Not applicable.

Other Pertinent Reports

C8.15-2024.09.26 – Request for Legal Indemnification – SIU Case Number 23-OCI-086 – February 25, 2024.

This report was prepared by Lynda Hughes, Inspector, Professional Standards Unit and reviewed by Sandy Staniforth, Superintendent, Executive Services. Recommended by Luigi Greco, Deputy Chief, Support Services.



Submitted by:

Bill Fordy, O.O.M. #9615
Chief of Police

Appendices

Not applicable.