



REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD PUBLIC AGENDA

Thursday, October 23, 2025, 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, September 25, 2025

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That the Minutes of the Public Board Meeting held Thursday, September 25, 2025 be adopted as circulated.

5. REPORTS FROM BOARD CHAIR

6. REPORTS FROM THE CHIEF OF POLICE

7. PRESENTATIONS

8. CONSENT AGENDA

8.1 Solicitor General - Response to Police Service Board - Sustainable Funding for the NRPS and Improved Grant Structures

16

Letter dated October 10, 2025 from The Honourable Minister Michael Kernzer, Solicitor General, providing a response to the Board's concerns raised in their June 26, 2025 letter regarding sustainable funding for the Niagara Regional Police Service and the need for improvements to the provincial grant program structures.

8.2 Inspectorate of Policing (IoP) - Inspector General Memo 7 - Risk Based Compliance and Enforcement Framework and Advisory Bulletin 2.1 - Board and Committee Meetings 21

Correspondence dated September 25, 2025 from Ryan Teschner, Inspector General of Policing of Ontario, proving the IoP's Risk-Based Compliance and Enforcement Framework and IG Advisory Bulletin 2.1: Board and Committee Meetings summarizing CSPA requirements for Board meeting practices and compliance.

8.3 Senior Officers' Association (SOA) Board of Directors 39

Letter dated September 23, 2025 from SOA President Steve Magistrale advising of the composition of the SOA Board of Directors for the 2025-2026 term.

8.4 Employee and Family Assistance Program for NRPS - Contract Extension for TELUS Health 40

Service report dated September 25, 2025 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 \$31,475.88 for the period January 1 to December 31, 2026.

8.5 Quarterly Report - Brock University Campus Safety Services - July 1 to September 30, 2025 42

Report dated October 6, 2025 from Scott Johnstone, Vice President, Administration and Services, Brock University, providing a quarterly report about complaints, use of force, discipline and arrests associated to officers designated as Special Constables and employed with Brock University Campus Safety Services.

8.6 Quarterly Report - NRPS Authorized Strength as at October 1, 2025 45

Service report dated October 1, 2025 providing a summary of the actual versus the authorized strength by rank/salary band of the uniform and civilian complement of the Niagara Regional Police Service.

8.7 Annual Report - Communications and Dispatch - January 1 to December 31, 2024 48

Service report dated October 1, 2025 submitted in accordance with the annual reporting requirements set out in Board By-law 471-2024.

That the information be received.

9. NEW BUSINESS

9.1 Inspector General Advisory Bulletin 2.1 - Board and Committee Meetings and Governance Requirements 59

Correspondence dated October 16, 2025 from the Executive Director to advise that the Inspector General's Advisory Bulletin 2.1: Board and Committee Meetings has been reviewed, and providing recommended updates to the Board's Procedural By-law to ensure compliance with the Community Safety and Policing Act, 2019 and the Inspector General's recommendations.

That the information be received;

And further, that the Board approve the revised Procedural By-law 537-2025 as appended to the report.

9.2 RMON - Councillor Information Requests - Niagara Regional Service Budget 103

Letter dated September 26, 2025 advising of the Regional Councillor information requests made at the Budget Review Committee of the Whole meeting held on September 4, 2025 specific to the NRPS budget presentation.

That the information requests made by Regional Councillors at the September 4, 2025 Budget Review Committee of the Whole meeting be referred to the Chief of Police for response as part of the Niagara Regional Police Service budget presentation to Regional Council.

9.3 Special Fund Request - Gillian's Place - Walk a Mile in Her Shoes 104

Service report dated October 10, 2025 requesting the Board approve the Special Fund request listed below. (*The item was pre-approved by the Board via e-poll on October 10, 2025 and is before the Board for ratification*).

1. Gillian's Place – Walk a Mile in Her Shoes – The Men's March to End Violence Against Women - \$1,000.

That the Board authorize the Special Fund donation as outlined in the report and approve payment in the requested amount.

9.4 Special Fund Requests - October 2025 110

Service report dated October 7, 2025 requesting the Board approve the Special Fund requests listed below:

1. Gillian's Place Wrapped In Courage Pancake Breakfast - \$1,000;
2. A.B.L.E. - 33rd Annual Scholarship & Awards Gala - \$1,500;
3. Niagara Vanguard Roll-a-Thon - \$2,000;
4. Out of the Cold Program- \$2,000; and
5. Serving With Pride Gala and Awards Night- \$1,600.

That the Board authorize the Special Fund donations as outlined in the report and approve payment in the requested amounts.

10. OTHER NEW BUSINESS

11. IN CAMERA REPORTS

Service report dated September 4, 2025 detailing the findings and action taken pertaining to the investigations undertaken by the Special Investigations Unit (SIU) and the Niagara Regional Police Service for the incident referenced below:

1. Case Number 24-OCI-457 – Incident of October 25, 2024.

That, in accordance with Board direction, the above noted 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, September 25, 2025
Niagara Regional Police Service - Headquarters
Community Room 1st Floor, 5700 Valley Way, Niagara Falls

PSB MEMBERS:

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

W. McKaig, Board Solicitor
D. Reid, Executive Director

NRPS MEMBERS:

Chief B. Fordy
Deputy Chief L. Greco, Support Services
Deputy Chief M. Lagrotteria, Community Services
A/Deputy Chief D. Forbes, 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 P. Koscinski, Executive Services
Superintendent J. Nesbit, Operational Services
Superintendent S. Parrent, Community Services
Superintendent S. Staniforth, Operational Support
A/Superintendent M. Hodges, Emergency Services
A/Superintendent M. Tripp, Investigative Services
Inspector N. Dave, Executive Officer to Chief of Police
Inspector L. Hughes, Professional Standards
D/Sergeant R. Aceti, Executive Officer to D/C Support Services
Constable M. Malachowski, 2 District CORE
Constable K. McLaren, 2 District CORE
H. Perez, Corporate Analyst
M. Asher, Manager, Office of Chief of Police
R. Audeh, Corporate Strategy and Innovation Manager
S. Sabourin, Corporate Communications Manager

OTHERS:

D. Tilley, Policing Service Advisor, Police Services Liaison Unit, Inspectorate of Policing
Chief Superintendent Dana Earley, Ontario Provincial Police
B. Fucile, Corporate Performance Specialist, Niagara Region
M. Henry, Data Analyst / Community Safety and Well Being, Niagara Region
S. Maddar, Associate Director, Niagara Region
J. Thompson, Program Manager, Community Safety and Well Being, Niagara Region

1. CALL TO ORDER

The Public Meeting of the Niagara Police Service Board commenced at 9:30 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 Hattiwendaronk, 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, July 24, 2025

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

That the Minutes of the Public Board Meeting held Thursday, July 24, 2025 be adopted as circulated.

Carried

5. REPORTS FROM BOARD CHAIR

Welcome To Ministry Policing Services Advisor – Chair Chiocchio welcomed Dave Tilley to the meeting. Dave is with the Inspectorate of Policing at the Ministry of the Solicitor General and he serves as a Policing Services Advisor to Zone 4 Police Boards in Ontario. He regularly attends our meetings as part of the routine visits by Policing Services Advisors to Police Boards across the Province. The Board is pleased to see his continued attendance at our monthly meetings.

Welland Mayor's Charity Event - On September 5, the Board and Service participated in a charity event hosted by the Mayor of Welland. The Board was proud to sponsor the event, with proceeds benefiting Niagara Nutrition Partners, Education Foundation of Niagara, and Niagara Foundation for Catholic Education. Chair Chiocchio, Chief Fordy, Deputy Chief Lagrotteria, Superintendent Parrent were in attendance.

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. A webinar was held on September 16 for discussions on the relationship between a governance board and police leadership. The next webinar is being held today at 12:00 pm for discussions on the ISN's and police diversity associations for recruitment, retention and community outreach. Recorded copies of all webinars are sent to Board Members for their viewing.

IAWP Annual Training Conference - The International Association of Women Police hosted its Annual Training Conference from September 8 - 12 in Glasgow, Scotland. Vice Chair Kapisavanhu and Director Reid joined members of this Service and those from more than 40 countries and affiliate organizations at the conference to participate in information and training sessions that related to policing issues and challenges nationwide.

Ontario Association of Police Service Boards – Training Sessions and Discussion Groups

- Recently, the Ontario Association of Police Service Boards announced that it will be expanding its online training and discussion groups on topics specific to police board governance. The first training session was held on September 8 titled “Critical Thinking in Police Governance” for insight into personal and professional critical thinking skills for police governance issues. An encore session will be held on October 6. Board Members are encouraged to attend these sessions.

OACP/OAPSB Zone 4 Meeting - On September 10, the Ontario Association of Police Service Boards held their Zone 4 Quarterly Meeting in Woodstock. Zone 4 consists of a total of 14 Police Service Boards, including municipal and OPP Contract Boards or First Nations police governance bodies that are located within the regions or counties of Brant, Haldimand, Halton, Hamilton, Niagara, Norfolk and Oxford. These quarterly engagements allow Boards within a certain geographic area to meet for the purpose of discussing matters related to police governance. Member Lawson attended the meeting on behalf of the Board.

NRPS EDI Unit - Indigenous Reflections Learning Event - On September 22, the Service's Equity Diversity & Inclusion Unit hosted an Indigenous Reflections Learning Event in the Community Room at Police Headquarters. The session explored Indigenous cultural teachings, the journey toward Truth and Reconciliation and stories that honour Indigenous perspectives. Chair Chiocchio, Member McKendrick and Executive Assistant Cichocki were in attendance.

Victims And Survivors' Symposium - Peel Regional Police - On September 23, the Peel Police Service Board and Peel Regional Police Service held its inaugural Victims and Survivors Symposium. The event brought together victims, survivors, justice sector leaders, and community advocates to discuss the impacts of violent offenders and systemic issues within Canada's bail system to seek and generate momentum for meaningful reform and stronger public safety outcomes. Chair Chiocchio, Vice Chair Kapisavanhu and Director Reid were in attendance.

Canadian Police and Peace Officers Memorial Service - On September 28, members of the Board and Service will be attending the Canadian Police and Peace Officers Memorial Service at Parliament Hill in Ottawa. This important event is held annually to unite police, and the families and friends of officers, for the opportunity to pay tribute to our Canadian police officers who have lost their lives in the line of duty.

Building Bridges - Evidence Based Policing Conference - On October 9 and 10, the Canadian Society of Evidence Based Policing will be presenting the “Building Bridges Evidence-Based Policing Conference” at the Blue Mountain Conference Centre. The event is being co-hosted and supported by the Canadian Association of Police Governance, the Ontario Association of Chiefs of Police, the Ontario Association of Police Service Boards, the Global Society of Evidence Based Policing, and police services from Barrie; Durham; London; Waterloo and West Vancouver. This year's conference will bring together over 250 attendees to explore topics relating to Crime Prevention, Technology Use Practices and Policies, Occupational Wellness, Quality Care for People Experiencing Crises, Enhanced Diversity in Policing, Pathways to Police Reform and various other topics that are relevant to the policing community. Chair Chiocchio, Vice Chair Kapisavanhu, Members McKendrick and Lawson and Director Reid will be attending the conference. Deputy Chief Lagrotteria and NRPS staff will also be attending on behalf of the Service.

CAPG Executive Director/Chair/ Quarterly Meeting - On October 21, Chair Chiocchio and Director Reid will be attending a Canadian Association of Police Governance Executive Director and Chairs Quarterly Meeting. These quarterly meetings are held virtually and are designed to facilitate discussions about common issues related to police service boards, commissions, advisory boards and to share ideas about best practice approaches.

CAPG - Paul Brandt Keynote "Not In My City" - Member Lawson spoke about the keynote address from Paul Brandt, at the CAPG Conference in Victoria. She encouraged all members and the public to take a free e-learning course online by visiting the Not In My City website at <https://notinmycity.ca/learn/> to learn about the signs of human trafficking and how to report it.

Upcoming Police Service Board Meetings - A Finance Committee meeting is scheduled for Thursday, October 16, to review and consider the Niagara Regional Police Service 2026 Operating and Capital Budgets. The next regular monthly Board meeting is scheduled for Thursday, October 23, 2025. Both meetings are being held in the Community Room at Police Headquarters and will begin at 9:30 am.

6. REPORTS FROM THE CHIEF OF POLICE

Community Safety:

Traffic Initiatives - The Service continues to see an increase in fatal motor vehicle collisions on Niagara's roadways with an unprecedented 33 so far this year. The Traffic Reconstruction Unit continues to work diligently investigating these life changing tragedies. NRPS officers continue to promote and enforce road safety including speed reduction measures, seatbelt checks and RIDE checks.

August 7, 2025 – The Service saw the arrest of an individual for sexual offences against 20 young people, ages 8 to 17, with over 100 charges laid. This followed an extensive investigation led by the Sexual Assault Unit with assistance from the Child Abuse Unit (CAU), Internet Child Exploitation (ICE) Unit, Homicide Unit, Centralized Fraud Unit and Uniform officers. This is just one of many examples of the cohesion, coordination and dedication of members supporting vulnerable individuals and advancing prosecutions to the courts.

August 5, 2025 – Chief Fordy had opportunity to do a “Ride-along” in 1 District, getting a first-hand look at what NRPS frontline officers do each and every day to keep Niagara's communities safe. Chief Fordy was reminded of what an incredible job officers do in often difficult circumstances.

August 10 – 13, 2025 – Chief Fordy and Deputy Chief Lagrotteria attended the Canadian Association of Chiefs of Police Conference and dialogued and conferred with colleagues from across the nation on policing issues affecting all.

September 2, 2025 – The Service held its annual Back-to-School Traffic Safety and Awareness Day with officers of all ranks conducting traffic safety throughout the region. Police were visible throughout communities reminding drivers that young people are in school again and to always be cautious and careful while driving on roadways.

September 4, 2025 - Service executives attended Regional Council to provide an overview of the pressures and service delivery model. Police staff provided insights and information relevant to the upcoming budget process.

September 5, 2025 - Senior staff and Chair Chiocchio attended Mayor Campion's Annual Charity Event in Welland to support the Education Foundation of Niagara.

September 5 & 6, 2025 - The inaugural Misty City Music Festival took place at the Fallsview Event Grounds at the Niagara Falls Convention Centre. Front-line officers managed the event with approximately 15,000 attendees.

September 8 – 12, 2025 - Members of the Service attended the International Association of Women in Policing Training Conference. The conference offered opportunities for enhancing knowledge, skills and leadership.

September 16 – 20, 2025 - The International Plowing Match and Rural Expo took place at the Niagara West Agricultural Society grounds in the Grimsby area with over 70,000 people in attendance. Members from 8 District took the lead in ensuring a safe event.

Grape and Wine Festival - This annual festival is underway with the event culminating this weekend around Montebello Park in St Catharines. As in years past, the Service has worked with the organizers to ensure the event is enjoyed by all.

Community Engagement:

July 29, 2025 – Members of the Service's Executive Team attended a Recruit Graduation to welcome 14 new recruits and 2 currently serving officers.

August 3, 2025 - EDI Unit and CORE members attended the Niagara Fiesta Extravaganza at Fireman's Park in Niagara Falls to celebrate Filipino culture and heritage.

August 6, 2025 - Members of the EDI Unit and Indigenous Liaison Officer Frank Elia attended the EJ Freeland Summer Camp in Fort Erie to present to 5 different age groups on topics including cyber safety, bullying, and drug and alcohol use.

August 7, 2025 – Members of the EDI Unit attended the Niagara Falls Library to meet with newcomers and discuss tenant rights and responsibilities, hate crimes, frauds, and scams.

August 21, 2025 – The Service held a Youth in Policing Initiative (YIPI) graduation for 7 graduates at police headquarters. This program sees youth engaging and working with our officers, learning many facets of the profession and working with various community organizations. Among their involvement in numerous activities, this group of exemplary young people helped in raising \$1,200 for the YMCA, assisted with the Service's "Lock It or Lose It" campaign in parking lots across the region and helped with presentations at camps and daycares.

August 23, 2025 - Members of the EDI Unit, alongside Sergeant Derek Watson of the Recruiting Unit and 1 District CORE officers, attended Brock University for the Future Black Female Youth Summer Games. Chief Fordy acknowledged the Board for their donation to support this event through the use of the Special Funds.

August 26, 2025 – Service members attended a basketball game between the NRPS members and Youth Resource Niagara. The event was organized by Constable Sarah Flowers with Inspectors Dave Gomez and Chris Sirie and Staff Sergeant Bleich in attendance to show support. The Service acknowledges and thanks the Board for their approval of a Special Fund request that helped purchase gym equipment for the organization.

August 28, 2025 – Members of the EDI Unit were in attendance at Bridges Niagara for a "Back to School Health and Safety Workshop". Members engaged with school-aged youth and also provided a police cruiser demonstration.

September 4, 2025 – Members of the EDI Unit attended Niagara College campuses in Niagara on the Lake and Welland for their student orientation fairs, which included many international students. Police met with new students to discuss the services offered by the EDI Unit and the NRPS in general. They also handed out materials on hate crimes, auto theft and the "Garage 529" bike theft prevention program.

September 9, 2025 – Service members were in attendance with Mayor Diodati for the opening of the 2025 North American Association of State and Provincial Lotteries ("NASPL") Conference. Hundreds of delegates attended the Niagara Falls Convention Center and the NRPS Honour Guard and Piper represented the Service during the opening ceremonies.

September 12, 2025 - Members from the EDI and Traffic Units presented at the Peace Mosque in Niagara Falls. Information was provided on traffic safety and a discussion was held regarding traffic offences, processes and general policing.

September 15, 2025 - The EDI Unit was at the St. Catharines Public Library and presented to 30 newcomers to Canada. Information in an interactive setting was provided on how to recognize a hate crime, avoid being victims of fraud, and on tenant rights and traffic safety.

September 16, 2025 - The Service continued its long-standing partnership with Special Olympics and the Law Enforcement Torch Run hosting "Badges on the Border". Members, including Sergeant Aaron Gross, the NDC (Niagara Detention Center), Niagara Parks Police and CBSA were on hand. The event was led by the NRP Honour Guard and Piper as participants walked to the international line on the Rainbow Bridge to meet up with US counterparts from Law Enforcement and Special Olympics. Athletes from each side lit the cauldron to celebrate the Flame of Hope in support of inclusion for all.

September 18, 2025 - The NRPS Tug of War team competed in the United Way Campaign Kickoff Fire Truck Pull.

September 18, 2025 - Service members attended the March Past at Ontario Police College, including 5 new recruits who began their post OPC training.

September 22, 2025 - The Service hosted an Indigenous Reflections event in the Community Room at police headquarters. The event was led by The Service's Community Inclusion Council member Willow Shawnoo with Jason Shawna from the Niagara Peninsula Aboriginal Area Management Board. The Service will be participating in many events in the coming week, including a flag raising at police headquarters and attendance at the Fort Erie Native Friendship Center on September 30.

September 28, 2025 - Members of the Service will be travelling to Ottawa for the Canadian Police and Peace Officers' Memorial Service on Parliament Hill. Approximately 100 members of the Service will be in attendance to honour the fallen officers and their families, including Chief Fordy, Deputies Greco, Lagrotteria and Waselovich and Board Members.

Member Wellness:

September 24, 2025 - Sincere thanks are extended to the Benevolent Fund Members for holding a barbecue fundraiser. The Benevolent Fund provides aid to members and their families who are facing life-threatening illnesses. The Benevolent Fund is run by members of the Service and is committed to "Members Helping Members".

7. PRESENTATIONS

7.1 Helicopter Program - Ontario Provincial Police/Niagara Regional Police Service

Presentation from Chief Superintendent Dana Earley, Ontario Provincial Police, about the joint air support helicopter program that will be funded by the Provincial Government to support border patrol, security, and other law enforcement activities.

Moved by: N. Kapisavanhu

Seconded by: J. Lawson

That the presentation be received.

Carried

7.2 2026-2029 Strategic Plan - Niagara Regional Police Service

Service report dated August 29, 2025 providing the 2026-2029 Strategic Plan for the Niagara Regional Police Service, developed to meet the legislative requirements set out in the Section 39 of the Community Safety and Policing Act, 2019 (CSPA) and Police Service Board By-law 535-2025. *(A copy of the slide deck presentation is included with the report.)*

Moved by: T. McKendrick

Seconded by: K. Gibson

That the Board receive the presentation;

And further, that the 2026-2029 Strategic Plan be directed back to the Service for inclusion of an Equity, Diversity and Inclusion (EDI) component and that the Plan be reported back to the Board for approval.

Carried

8. CONSENT AGENDA

8.1 Inspectorate of Policing - Inspector General Memo No. 6 - 2024 Annual Report

Inspector General of Policing Memorandum dated July 15, 2025 from Ryan Teschner, Inspector General of Policing of Ontario, providing his 2024 Annual Report, "On the Road to Excellence: A year of Progress and Purpose", as mandated by the Community Safety and Policing Act (CSPA) to provide a comprehensive picture of the state of policing in Ontario.

8.2 RMON - Motion Respecting “Elect Respect” Campaign

Letter dated August 1, 2025 from Ann-Marie Norio, Regional Clerk, Niagara Region, advising of a motion passed by Regional Council at their meeting held July 24, 2025, regarding the Halton Elected Representatives (H.E.R.) group's "Elect Respect" Campaign.

8.3 City of Niagara Falls - Resolution Respecting “Elect Respect” Campaign

Joint letter dated August 26, 2025 from City Clerk William G. Matson and Mayor James Diodati, City of Niagara Falls, advising of a resolution passed by Council of the Corporation of the City of Niagara Falls at its meeting held August 26, 2025, regarding the Halton Elected Representatives (H.E.R.) group's "Elect Respect" Campaign.

8.4 Safer Public Spaces Approach to Community Safety and Open-Air Illicit Drug Use

Service report dated September 2, 2025 advising of the Service's renewed approach toward situations involving the open use of illicit drugs in Niagara communities, being undertaken in alignment with adequate and effective policing required under Section 10 of the *Community Safety and Policing Act* and O. Reg. 392/23 and to reflect and reinforce the key priorities outlined in the 2022-2025 NRPS Strategic Plan.

8.5 Quarterly Report - Financial Variance Overview - Period Ending June 30, 2025

Service report dated August 21, 2025 submitted in accordance with the quarterly reporting requirements set out in Board By-law 412-2024.

8.6 Quarterly Report - Special Fund Activity - April 1 to June 30, 2025

Service report dated August 26, 2025 submitted in accordance with the quarterly reporting requirements set out in Board By-law 403-2024.

8.7 Quarterly Report - Overtime Activities Incurred by the NRPS - April 1 to June 30, 2025

Service report dated August 20, 2025 providing the Board with a five-year uniform and civilian quarterly and year-to-date overtime trend analysis.

8.8 Quarterly Report - Niagara Parks Police Service Special Constables - April 1 to June 30, 2025

Letter dated July 22, 2025 from Chief Paul Forcier, Niagara Parks Police Service, providing a quarterly report about complaints, use of force, discipline and arrests associated to officers designated as Special Constables of the Niagara Parks Police Service.

8.9 Annual Report - Adequate and Effective Policing - May 23 to December 31, 2024

Service report dated August 11, 2025 submitted in accordance with the annual reporting requirements set out in Board By-law 508-2024.

8.10 Annual Report - Crime Analysis - January 1 to December 31, 2024

Service report dated September 5, 2025 submitted in accordance with the annual reporting requirements set out in Board By-law 439-2024.

8.11 Annual Report - Niagara Parks Police Service - January 1 to December 31, 2024

Niagara Parks Police Service 2024 Annual Report submitted in accordance with the annual reporting requirements set out in the Agreement between the Board and the Niagara Parks Commission.

Moved by: L. Ip

Seconded by: N. Kapisavanhu

That the information be received.

Carried

9. NEW BUSINESS

9.1 Access to Closed-Circuit Television Cameras Agreement

Service report dated August 27, 2025 requesting the Board approve entering into an agreement with the City of Welland to enable the NRPS Real Time Operations Centre (RTOC) limited remote access to live feed from Welland's Closed-Circuit Television ("CCTV") cameras that are currently situated throughout the City.

Moved by: J. Lawson

Seconded by: T. McKendrick

That the Board approve the attached Access to Closed-Circuit Television Cameras Agreement between the Niagara Regional Police Service and the Corporation of the City of Welland.

Carried

9.2 Firing Range Use by Partner Services - Memorandum of Understanding

Service report dated August 19, 2025 requesting the Board approve entering into a Memorandum of Understanding to formalize use of the NRPS firing range and tactical range at the Service's training facility by members of the Waterloo Regional Police Service.

Moved by: B. Steele

Seconded by: K. Gibson

That the Board approve the attached Memorandum of Understanding between the Niagara Regional Police Service (NRPS) and the Waterloo Regional Police Service (WRPS) respecting the use of the NRPS Training Unit firing and tactical ranges by members of the WRPS.

Carried

9.3 Creation of Memorial and Sculpture - "Because of the Line of Duty"

Service report dated August 29, 2025 requesting the Board support the Service's options and recommendations to move forward on the initiative regarding the creation of a Memorial in recognition of members of the Service who have died "Because of the Line of Duty", which will include a memorial plaque, virtual touchscreen and an outdoor sculpture at the NRPS Headquarters facility.

Moved by: L. Ip

Seconded by: J. Lawson

That the report be referred back to the Chief for inclusion of total costs associated with the creation of a memorial and sculpture for fallen Niagara Regional Police Service members for Board approval.

Carried

9.4 Police Service Board – 2026 Proposed Meeting Schedule

Correspondence dated August 29, 2025 from Deb Reid, Executive Director, Niagara Police Service Board, providing the 2026 proposed meeting schedule for the Board's regularly scheduled monthly Board and Committee meetings.

Moved by: N. Kapisavanhu

Seconded by: T. McKendrick

That the Board approve the Niagara Police Service Board 2026 Schedule of Regular Board and Committee Meetings as presented.

Carried

9.5 Police Service Board By-law - Policing Complaints Received from the Inspector General

Correspondence dated August 29, 2025 from Deb Reid, Executive Director, Niagara Police Service Board, providing a draft by-law regarding Policing Complaints Received by the Inspector General as required for compliance with the Community Safety and Policing Act, 2019 (CSPA), and its Regulations.

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

That the Board adopt the draft by-law as appended to this report,

And further, that the Board Chair and Executive Director be authorized to make any supplementary administrative amendments to the by-law, that may be required following any additional clarification of the CSPA and its Regulations that may be received by the Ministry of the Solicitor General.

Carried

9.6 Police Service Board By-law Revisions - Imposition of Charges for Police Services

Service report dated September 12, 2025 providing the Board's Imposition of Charges for Police Services By-law with a draft "Schedule A" that has been updated by the Service to include two new user fee record check charges as required for compliance with the *Child, Youth and Family Services Act, 2017* (CYFSA); the *Intercountry Adoption Act, 1998* (IAA) and O. Reg. 347/18 of the *Police Record Checks Reform Act, 2015* (PRCRA), and including a request regarding the annual inflationary index.

Moved by: L. Ip
Seconded by: N. Kapisavanhu

That the Board approve the revised "Schedule A" of its Imposition of Charges for Police Services By-law as appended to the report;

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

Carried

9.7 Special Fund Request - Youth Resources Niagara

Service report dated August 22, 2025 requesting the Board approve the Special Fund request listed below. *(The item was pre-approved by the Board via e-poll on August 23, 2025 and is before the Board for ratification).*

1. Youth Resources Niagara vs Niagara Regional Police Service Basketball Game and BBQ - \$1,000.

Moved by: J. Lawson
Seconded by: T. McKendrick

That the Board authorize the Special Fund donation as outlined in the report and approve payment in the requested amount.

Carried

9.8 Special Fund Requests - August 2025

Service report dated August 7, 2025 requesting the Board approve the Special Fund requests listed below. *(The item was pre-approved by the Board via e-poll on August 9, 2025 and is before the Board for ratification. The donation to Canada Beyond the Blue has since been rescinded as the Service was unable to attend the "Champions of Change Gala".)*

1. Crime Stoppers of Niagara Golf Tournament - \$1,200;
2. Beyond the Blue Gala - \$1,500;
3. Pow Wow and Lacrosse Tournament - \$3,000;
4. Welland Mayor's Charity Event - \$1,400; and
5. GNCC Niagara Economic Summit - \$1,424.

Moved by: B. Steele

Seconded by: K. Gibson

That the Board authorize the Special Fund donations as outlined in the report and approve payment in the requested amounts.

Carried

9.9 Special Fund Requests - September 2025

Service report dated September 18, 2025 requesting the Board approve the Special Fund requests listed below:

1. Big Brothers Big Sisters of Niagara Golf for Kids Sake - \$1,450; and
2. Heartland Forest Nature Experience Pumpkin Fest \$1,000.

Moved by: N. Kapisavanhu

Seconded by: L. Ip

That the Board authorize the Special Fund donations as outlined in the report and approve payment in the requested amounts.

Carried

10. OTHER NEW BUSINESS

10.1 PSB Delegation Request

Board Solicitor W. McKaig advised the Board that there was a person in the audience who has indicated they wish to address the Board. This is the same person who made a prior request which the Board deferred until the conclusion of a litigation involving this person and a Service member. Mr. McKaig informed the Board that his advice remains the same as it was when he was consulted on their original request, namely that the presentation should be deferred until the conclusion of the litigation. He does not know what this person intends to say, but from their original request, it appears there is overlap between the issues in the litigation and their presentation. In addition, the Board's Procedural By-law specifies the rules required for delegation status. Mr. McKaig recommended the Board not hear from this person at this time until the litigation matters are concluded.

Chair Chiocchio stated that the original request to present was deferred by the Board. This decision was made in consultation with legal counsel and stands until the Human Rights Tribunal matter is fully concluded. He advised that the Board will not be hearing a delegation from the person at this time.

11. IN CAMERA REPORTS

11.1 Police Service Board – Operating Budget for 2026

On July 24, 2025, the Board approved a proposed 2026 budget request for the operation of the Police Service Board in the total amount of \$1,040,501, which is a 1.79% increase over the 2025 approved budget to ensure the Board's continuation of its statutory police governance and oversight responsibilities.

The Board directed that future Police Service Board annual operating budget submissions include prior year-end actual to budget comparison.

Moved by: J. Lawson
Seconded by: B. Steele

That, in accordance with Board direction, the report be amended for public disclosure and reported back on the public agenda.

Carried

12. MOTION FOR CLOSED SESSION

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

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 legal matters that are subject to solicitor-client privilege.

Carried

13. ADJOURNMENT

The Public Meeting adjourned at 11:43 am.

Pat Chiocchio, Chair

Deb Reid, Executive Director

Solicitor General

Office of the Solicitor General

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132-2025-2559

By email

October 10, 2025

Pat Chiocchio

Chair

Regional Municipality of Niagara Police Service Board

5700 Valley Way

Niagara Falls ON L2E 1X8

Pat.Chiocchio@niagararegion.ca

Dear Chair Chiocchio:

Thank you for your correspondence regarding funding sustainability for the Niagara Regional Police Service and improvements to the structure and administration of provincial grant programs. As Solicitor General of Ontario, I appreciate the opportunity to respond.

Protecting Ontario and ensuring the safety and well-being of our communities remains the top priority for our government. The Ministry of the Solicitor General is committed to providing frontline police and their partners with the training, tools and resources they need to do their jobs safely and effectively. We recognize the important role that police services play in working collaboratively with municipal and community partners to ensure the safety and well-being of all who call our province home.

The ministry offers several community safety grant programs primarily available to police services and boards, in collaboration with local partners such as First Nations, as well as municipal and community organizations to support public safety priorities. Currently, this includes an annual funding envelope of over \$300 million through more than twenty programs and funding arrangements.

Specifically, since 2018, the ministry has allocated over \$79 million to the Region of Niagara and Niagara Regional Police Service through its suite of community safety grant programs to address policing needs and priority risks in Niagara Region.

I recognize the challenges in the notification and administration of grant funding and can assure you that we are continuing to work to ensure the timely and efficient delivery of ministry grant programs.

.../2

The ministry is also exploring opportunities to streamline community safety grant programs and improve our processes where possible to ensure police services and their partners can access the funding they need and deliver projects to support their communities.

The goal is to reduce the administrative burden on municipal and First Nations police services while maintaining transparency and accountability, with a focus on consolidating and streamlining how funding is delivered.

As part of this process, the ministry will be engaging directly with stakeholders, including police services and associations, to inform any proposed changes to grant program delivery.

Thank you again for your letter and for the Board's ongoing efforts to support public safety in the Niagara Region. I remain committed to working with our policing and community partners to protect Ontario and promote safe and healthy communities across the province.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael S. Kerzner', with a stylized flourish at the end.

The Honourable Michael S. Kerzner
Solicitor General



REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICE BOARD

5700 VALLEY WAY, NIAGARA FALLS, ONTARIO L2E 1X8

Tel: (905) 688-4111 Fax: (289) 248-1011
E-mail: psb@niagarapolice.ca
Website: www.niagarapolice.ca

June 26, 2025

SENT BY EMAIL

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

Dear Minister Kerzner:

**Re: Sustainable Funding for the Niagara Regional Police Service (NRPS)
and Improvements to Provincial Grant Program Structures**

On behalf of the Regional Municipality of Niagara Police Service Board, I am writing to advocate for sustainable and predictable provincial funding to support policing services in the Niagara Region. I also wish to highlight the need for improvements to the structure and administration of provincial grant programs to better align with local service delivery, public safety goals, and fiscal planning in our Region.

Niagara is uniquely positioned within the province. Our geography includes multiple international border crossings; by land, water, and air, which makes the Niagara Region a critical corridor for cross-border movement. This results in complex pressures related to organized crime, human trafficking, firearms and drug smuggling, and transnational criminal activity. These challenges demand modern policing tools, intelligence-based strategies, and stable funding sources.

Currently, the NRPS relies on provincial grant programs to fund approximately 4.7% of its total gross expenditures. These funds are essential to support our ability to:

- Combat human trafficking;
- Respond to mental health and addictions-related calls;
- Combat and prevent vehicle thefts and associated violent crimes;
- Address impaired and dangerous driving;
- Support victims and vulnerable persons;
- Invest in community-based outreach and education;
- Implement critical technologies, such as Closed-Circuit Television (CCTV) and Automated Licence Plate Reader (ALPR) systems; and
- Deliver effective court security and prisoner transportation services.

While the Ministry of the Solicitor General (SOLGEN) offers a wide range of grant programs that have benefited Niagara significantly, the current model presents several challenges.

These include inconsistent application timelines, administratively complex processes, a lack of multi-year commitments, and notably, funding maximums that often fall short of what is required to fully implement and sustain the approved initiatives. In several cases, the available grant amounts are insufficient to support the full scope of resources, including personnel, equipment, and program evaluation, needed to meet the initiatives intended objectives. This underfunding results in the need to either scale down implementation or divert resources from other public safety priorities, undermining the effectiveness of both the initiative and broader service delivery goals.

Additionally, late grant confirmations, sometimes arriving within weeks of the grant term's end, limit our ability to deploy initiatives effectively. Despite centralizing the administration of grant processes within the NRPS, the growing volume of work and short-term nature of many grants strain existing resources and planning capacity.

We respectfully urge the SOLGEN to consider the following improvements, based on the experience and operational needs of Niagara:

1. Establish Multi-Year Grant Terms: Transition all grants to three-year contract terms to provide operational stability and enable proper program design and evaluation.
2. Advance Notification of Grant Awards: Provide timely communication of successful applications (ideally at least three months before the contract start date) to allow for proper integration into our municipal budget cycles.
3. Streamline Grant Application and Reporting Requirements: Simplify administrative processes, reduce duplicative reporting obligations, and minimize non-recoverable costs borne by police services in grant administration.
4. Reform the Court Security and Prisoner Transportation (CSPT) Upload Model: The current funding formula, based on a percentage of total costs, creates disincentives and unpredictability. We recommend a hybrid model that ensures a base level of operational funding for all municipalities, with adjustments tied to actual court volumes, prisoner transport durations, and complexity of security operations.
5. Enhance Local Collaboration: Incorporate feedback from municipal police services in future grant program design and evaluation to ensure alignment with operational needs and local safety priorities.

The Niagara Region faces public safety challenges that are both local and international in scope. The Province's commitment to supporting community safety is deeply appreciated. However, to sustain and enhance this commitment, we respectfully request that the Province modernize the administration and structure of its police grant programs. Niagara's experience illustrates both the value and the limitations of the current grant funding model. A shift toward long-term, streamlined, and regionally responsive funding would significantly improve our ability to plan, respond, and keep our communities safe.

Thank you for your leadership and continued support of community safety in Ontario.

Yours very truly,

A handwritten signature in dark ink, appearing to read 'Pat Chiocchio', with a stylized, cursive script.

Pat Chiocchio
Chair, Niagara Police Service Board

- c. Vice Chair and Members, Niagara Police Service Board
Chief of Police B. Fordy, Niagara Regional Police Service
Regional Chair and Members of Council, Niagara Region
Chair A. Boughton, Ontario Association of Police Service Boards



**Inspectorate
of Policing**

**Service d'inspection
des services policiers**

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Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique, C.O.M.
Chairs, Police Service Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: **September 25, 2025**

SUBJECT: Inspector General Memo #7: Release of the Inspectorate of Policing's Risk Based Compliance and Enforcement Framework

Public trust is the cornerstone of effective policing. A strong police oversight framework – grounded in transparency and accountability – is essential to maintaining that trust and ensuring Ontario's police services and police service boards operate with integrity and fairness.

The IoP's Risk-Based Compliance and Enforcement Framework is Now Public

I am pleased to share the Inspectorate of Policing's (IoP) **Risk-Based Compliance and Enforcement Framework**: a strategic operating approach that combines integrated, risk-based methods with incentives to support compliance and elevate the performance of Ontario's policing entities. As you will hear me say, this Framework is the IoP's 'operating philosophy'. The IoP will apply this Framework—and the authorities available to the Inspector General (IG) under the *Community Safety and Policing Act* (CSPA)—based on ongoing assessments of risks that could impact the quality and effectiveness of policing and police governance in Ontario. Risk levels will be determined by reviewing indicators of adequate and effective policing, including signs of police service or board non-compliance or misconduct by police service board members, along with factors that may either increase or reduce those risks.

This [publicly available Framework](#) is designed to implement the mandate of the Inspector General of Policing (IG) in a manner that strengthens oversight and fosters transparency, accountability, and public confidence in policing across the province.

Early concepts from the Framework were presented as part of the IoP's session at the CSPA Summit in February 2024. Following that, the IoP engaged with stakeholders, including the Ontario Association of Chiefs of Police, the Ontario Association of Police Service Boards, and the Police Association of Ontario, to share the draft Framework and gather feedback to inform this final product. I appreciate this engagement and the contributions each of these organizations continue to make to our shared goals of making everyone in Ontario safer.

New Advisory Bulletin Concerning Board Meetings

I am also pleased to share with you the attached **IG Advisory Bulletin 2.1: Board and Committee Meetings**. This Bulletin summarizes requirements found in the CSPA for police service board meeting practices, and provides additional guidance and IG advice on how to remain compliant with those requirements by implementing certain approaches. Complying with the CSPA's board meeting requirements—while this may require adjustment to long-standing past practice—is an obligation all boards must embed into operations. I strongly encourage all police service boards to read and incorporate this IG advice and practice into regular board business and procedures, and ensure that your board is operating in compliance with all statutory meeting requirements. Please engage with you Police Services Advisor if you have any questions about implementation within your specific local context.

IoP Organizational Updates

I also would like to share some recent updates to the IoP team that will be relevant to you in receiving support from, and engaging with, our organization.

First, I am pleased to announce that **Morgan Terry** has taken on the newly created position of Assistant Director in the Investigations, Inspections and Liaison Branch. Demonstrating our commitment to ongoing communication and proactive engagement with the sector, Morgan will work alongside Deputy Inspector General, Joseph Maiorano, with a specific focus on the IoP's liaison, monitoring and advisory functions. In this role, Morgan will lead IoP strategy and team members to deliver advice and support to the policing sector to ensure compliance and promote continuous improvement in service delivery and governance. For clarity, Joe will continue to oversee our work on policing complaints, investigations and inspections.

Second, in support of your engagement of IoP Police Services Advisors on day-to-day issues and advice, please find attached an **updated Advisor Assignment List**. As always, you are encouraged to reach out to your Advisor should you have any questions regarding IoP communications or CSPA compliance.

We thank you for your continued dedication to excellence in police service and its governance.

Sincerely,



Ryan Teschner

Inspector General of Policing of Ontario

c: Mario Di Tommaso, O.O.M.

Deputy Solicitor General, Community Safety

RISK-BASED COMPLIANCE AND ENFORCEMENT FRAMEWORK



1. Introduction

A strong police oversight framework, built on transparency and accountability, recognizes that public trust is essential for police to do their jobs effectively.

The Community Safety and Policing Act, 2019 (CSPA) created the role of the Inspector General of Policing (IG) as part of the broader transformation of Ontario's policing legislative framework. The role of the IG – the first of its kind in Canada – is an important ingredient to enhancing police oversight and performance in Ontario.

The Inspectorate of Policing (IoP) is an arm's-length oversight body established to meet the legislated mandate of the IG under the CSPA. On behalf of the IG, the IoP delivers a spectrum of oversight functions for the policing and police governance sector in Ontario, including compliance inspections of police services, police board member conduct inspections, monitoring and advisory services, and, where necessary, enforcement that is driven by research and data analysis.

The IoP drives improvements in policing to make everyone in Ontario safer by ensuring that the public safety sector is responsive to the diverse communities it serves. To do this, the IG's oversight mandate includes working with the following entities:

- Municipal police services and the Ontario Provincial Police (OPP);
- Chiefs of police and police service boards;
- OPP Detachment Boards;
- Special Constable Employers; and,
- First Nations (FN) police services and boards that opt-into the CSPA framework.

2. Ongoing Assessment of Risk

The application of the IoP's Compliance Model, including the range of activities and enforcement measures provided to the IG under the CSPA, will be based on a continual assessment of risk to the delivery of good policing. The IoP will determine the level of risk by assessing indicators of adequate and effective policing, including potential or existing non-compliance or board member misconduct, along with the presence of mitigating or aggravating risk factors.

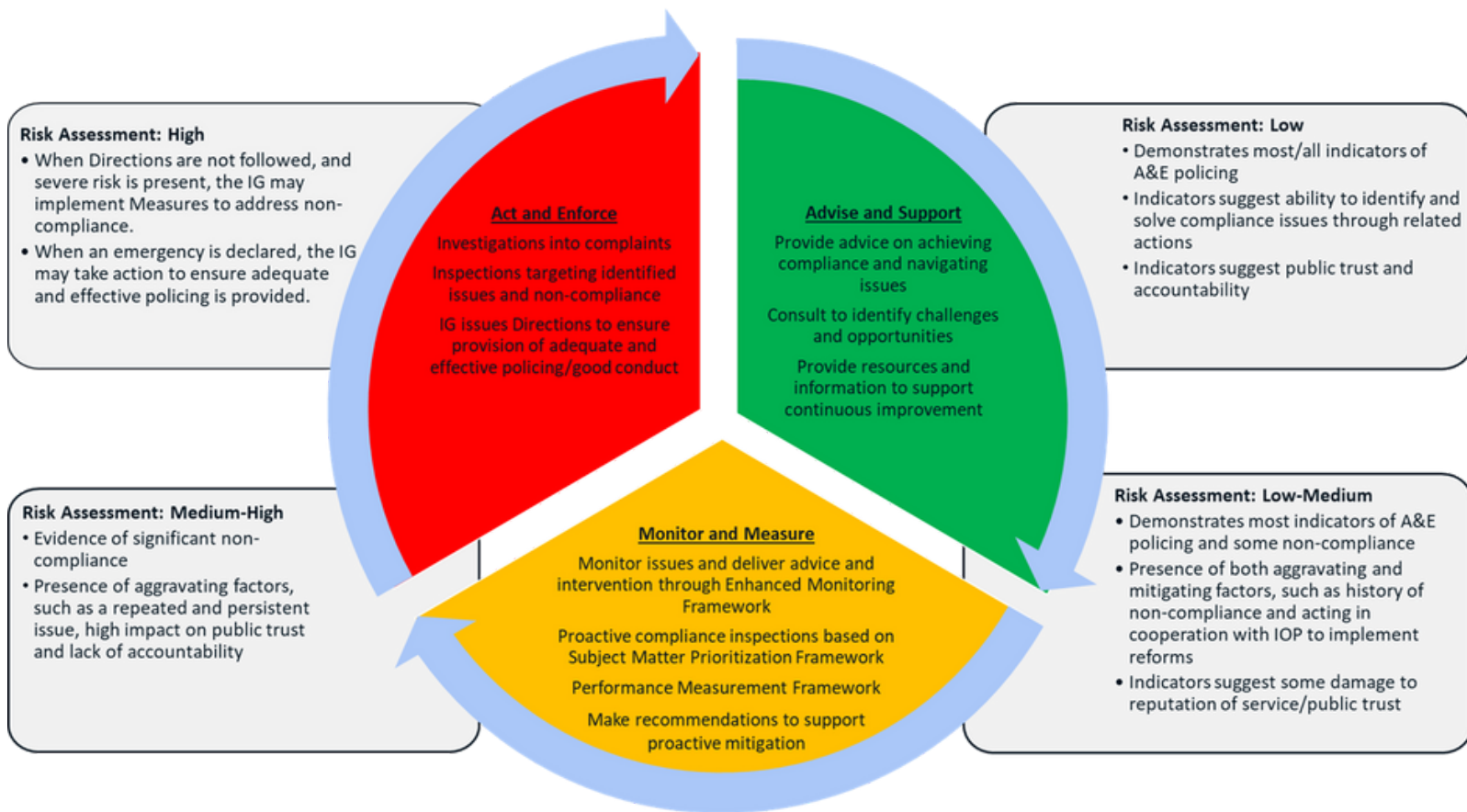
Indicators of Adequate and Effective Policing*	Mitigating or Aggravating Risk Factors**
• Achievement of compliance as set out in the CSPA and its regulations • Strength of local relationships and communication, including between the Chief of Police and Police Services Board, and the Board, the Police Service and the community, among others • Allocation of resources to support adequate and effective police service delivery • Local police governance reflects understanding of the Ontario's policing framework, the role and responsibilities of the Police Services Board and compliance with the Board Member Code of Conduct • Ability to address emerging or persistent local issues impacting policing and community safety • Consideration of evolving events and issues that have broader impact on the policing sector as a whole	• Role of the responsible party in the misconduct or non-compliance (minor or major) • Seriousness of misconduct or non-compliance • Public interest • Impact on complainant(s) and community • Impact to public and officer safety • Previous compliance or conduct issues • Duration and frequency of issue • Damage to reputation of board and service • Intentional or unintentional • Steps already taken to address the issue(s) • Willingness to take accountability and implement reform

*List is not exhaustive. Assessments will be case-by-case and consider all factors relevant to the situation.

**For greater clarity, all references to conduct or misconduct are in relation to police services board members.

3. Compliance and Enforcement Model

The IoP's Compliance Model contains a mix of integrated, risk-based approaches and incentives to achieve compliance and improve the performance of policing entities. The Compliance Model is applied with discretion and good judgment – applying the “right touch” to deploy the most effective options, having regard to the relevant circumstances, and based on the level of risk. The IoP will apply the Model and associated activities with consideration for all available information to drive the assessment of risk.



4. Risk-based Compliance and Enforcement Activities

The Compliance and Enforcement Model will be used to guide the application of the IG's compliance and enforcement activities according to the level of risk associated with police service and police governance delivery. When engaging in any of its oversight and regulatory activities, the IoP will always seek to improve the overall performance of the policing sector in Ontario.

4.1 Advise and Support: Low Risk

The IoP will use its statutory consulting function to continually assess local police service delivery and governance, and potential risks. When a low risk to compliance and/or performance has been identified, the IoP will support compliance and continuous improvement by providing **advice and information** designed to assist the public safety entities the IG oversees. The IoP is well-positioned to see across Ontario's policing and police governance sector, identify areas that call out for attention and identify leading practices that will assist the sector in improving compliance with the CSPA and overall performance.

The IoP engages with policing entities to identify issues, challenges and opportunities to improve compliance with the CSPA, and overall police performance. We communicate directly with police leaders **on emerging or persisting issues** to identify areas for IoP support and promote collaboration on solutions – including solutions that may be relevant across Ontario's policing sector.

The IoP conducts **research and analysis to provide insight on issues, challenges and opportunities** to improve compliance and overall police and police governance performance. The **IoP will serve as a 'Centre of Excellence'** to proactively support learning and continuous improvement in the sector, distilling and sharing insights and advice gleaned through our monitoring, inspection findings, research and analysis. We will support understanding of our work, key issues in policing, policing performance and leading practices by publishing information and resources

4.2 Monitor and Measure: Low-Medium Risk

Routine monitoring of public safety entities ensures identification of issues that may require closer examination by the IoP, such as evolving local demands on policing, potential non-compliance, or leadership and governance issues. **Monitoring** may include maintaining awareness of local efforts to address known issues, or tracking wider issues that require more oversight and engagement from the IoP or other partners. This may include identifying matters for an inspection, with priority given to compliance issues and actionable outcomes that will have the greatest impact on improving public safety and policing performance.

The IoP may assess compliance and performance at a specific point in time, or, on a regular basis through **inspections and data analysis**. Inspections are a critical tool not only to verify that legal requirements are being met, but also to highlight local promising and/or innovative practices that may be adopted on a larger scale to support continuous service improvements across the province. Inspections may include document review and research, data collection and analysis, or interactive, onsite assessments, or a combination of these methods.

Our **Policing Performance Measurement Framework*** (PPMF) will power our intelligence-led approach to identifying current and emerging trends and generate real insights – for the public and the policing sector – as to what drives and hinders effective police performance and governance, and highlights leading practices to promote continuous improvement. The PPMF will enable the IoP to identify poor performance or specific activity categories that warrant improvement or further inspection. Through this proactive approach, the IoP will be able to see where support or intervention may help to address issues early, before they escalate into matters of non-compliance.

When IoP monitoring and measurement activities identify performance issues or potential non-compliance or misconduct, additional compliance activities may be undertaken.

4.3 Act and Enforce: Medium-High Risk and High Risk

a) Medium-High Risk

The IoP ensures compliance and the delivery of adequate and effective policing by taking **enforcement actions** to address policing complaints and issues identified by the IoP. In this part of the Model, the focus of the IoP's compliance activities is on **direct intervention to address the identified issues and the application of a range of enforcement options** to compel compliance, improve performance and enhance public confidence.

When the IoP receives a policing complaint that falls within its mandate, there is a legal duty to deal with the complaint, and to keep the complainant informed of the status and the outcome. Depending on the nature and seriousness of the complaint, the IoP may:

- Refer a matter back to the applicable Board or Chief of Police, if the complaint is about local policies or procedures, and require reporting to the IG on steps taken in response to the complaint;
- Conduct an inspection in response to concerns about service delivery or failure of an entity to comply with the CSPA and its regulations, other than officer misconduct; or,
- Conduct an investigation, including in response to allegations about board member misconduct.

* As of the publication date, development of the Policing Performance Measurement Framework is ongoing.

If non-compliance with the requirements set out in the CSPA, or significant risk to the delivery of adequate and effective policing in accordance with the standards set out in the regulations is found to exist, **the IG may consider the application of additional compliance efforts, or issue written and legally-binding Directions** to prevent or remedy the issue. Directions issued will be tailored to the circumstances and proportionate to risk, and further previous IoP efforts to resolve issues.

For example, if a complaint were received concerning a police service's response to a 911 call, and the resulting inspection found non-compliance with regulatory requirements for police communications and dispatch, the IG could issue Directions to the police service to ensure corrective action and monitor to ensure implementation.

b) High Risk

In very serious situations, where the IG believes that adequate and effective policing is not being provided in an area, or that an emergency exists, **the IG request a police service board or require the Commissioner of the Ontario Provincial Police to provide policing in that area.**

Additionally, if Directions made by the IG to address identified non-compliance following an inspection or investigation are not complied with, **the IG may impose legally-binding Measures, including:**

- Suspending or removing a chief of police, one or more members of a police services board, or the whole board;
- Appointing an administrator to a police service; or,
- Dissolving a police services board or disbanding a police service.

The imposition of Measures by the IG is discretionary, and is determined on a case-by-case basis, having regard to the following **objectives:**

- The public interest in receiving adequate and effective policing;
- Remedying or preventing further non-compliance or misconduct by removing the responsible individual(s) from their position(s);
- Measures are similar to those imposed on similar entities or individuals for similar infractions committed in similar circumstances; and,
- All available Measures that are reasonable in the circumstances should be considered.

Any decision to use the legally-binding authorities in the CSPA is grounded in the principles of **procedural fairness**, and be based on:

- Ensuring that policing laws and standards are complied with;
- Policing entities and professionals are performing according to the standards set out in the CSPA; and,

- The public interest in addressing a matter so as to enhance public confidence in Ontario's policing system.

In support of **transparency, accountability and public confidence** in the work of the IoP, the IG is required to **publicly report** on investigation and inspection findings, as well as Directions and Measures.

5. Conclusion

Police service delivery and governance throughout Ontario is monitored and assessed by the IoP using a multi-faceted, risk-driven approach, ensuring that the duties and authorities of the IG are applied at the right time and for the right amount of time, in the right place(s), and in the right way.

The IoP's focus remains on supporting the best possible policing in Ontario communities by ensuring policing providers operate in compliance with legislated requirements and continuously and sustainably improve their performance. The IoP does its work in a balanced and transparent manner, to enhance the confidence of the public and the policing sector in what we do, and how we do it.



Advisory Bulletin 2.1: Board and Committee Meetings

Date of issue: September 25, 2025

What you need to know

Police service boards and OPP detachment boards conduct their business and make deliberations, considerations, and decisions in meetings. The *Community Safety and Policing Act* (CSPA) sets out requirements for meetings held by boards and their committees, and establishes a modern approach premised on public transparency of board business as the ‘rule,’ with requirements for a board to publicly explain when meetings are closed to the public.

“Meeting” Definition

The CSPA does not define “meeting” for determining when compliance with meeting requirements is necessary. Using subsection 238(1) of the *Municipal Act* for guidance, boards should consider a meeting to be any regular, special, or other gathering of a board or committee where:

- a quorum of members is present, and
- members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the board or committee.

Social or informal gatherings of board members would not be board meetings unless the two-part test described is met. Board members should be vigilant when a quorum is present at gatherings to avoid holding unintended meetings.

Meeting Notice – CSPA subsections 43(5)-(7)

Boards and committees must publish notice of meetings that are open to the public on the Internet. The notice must:

- be published at least seven days before the meeting, except in extraordinary circumstances (CSPA subsection 43(5)-(6)); and,
- include the proposed agenda and either the record of the most recent public meeting or information on how the public can access that record (CSPA subsection 43(7)).

Electronic meeting notices must include specific information about how to access the meeting.¹

Transparency and Open Meetings – CSPA subsection 43(3)

Meetings conducted by boards and their committees must be open to the public subject to decisions to close meetings or parts of meetings when permitted by subsection 44(2).

The purpose of the CSPA open meeting rule is to increase the open and transparent exercise of board authority and discharge of duties so as to enhance public confidence in the operation and integrity of boards, and by extension the policing they oversee.

Boards and committees should consider public access when deciding on meeting locations. Holding a “public” meeting within a secure police facility or at a non-published location may not always meet the test of “open to the public”². In addition, the use of electronic meetings presents additional challenges to ensure meetings are publicly open.

Closed Meetings – CSPA subsections 44(2)-(6)

Boards and committees may (not must) close meetings to the public if the subject matter being considered is:

- the security of the property of the board;
- personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record (a “law enforcement” matter);
- a proposed or pending acquisition or disposition of land by the board;
- labour relations or employee negotiations;
- litigation or potential litigation affecting the board, including matters before administrative tribunals;
- advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;

¹ [Ombudsman Investigation Report – Municipality of West Elgin December 2024](#)

² [Ombudsman Investigation Report – Township of Woolwich June 2015](#)

- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board; or,
- an ongoing investigation respecting the board.

Boards should note the discretionary nature of decisions to exclude the public when considering the above subjects. When making these decisions, boards and committees should balance the principles of transparency and public interest against the potential harm of disclosure.

Meetings must be closed to the public by police service boards and their committees if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act* (CSPA subsection.44(3)).

Board and committee meetings may also be closed to the public if held for the purpose of educating or training members and the business or decision-making of the board is not materially advanced in the meeting (CSPA subsection.44(6)).

The CSPA open and closed meeting rules for boards and committees very closely follow, with some modifications, the rules for municipal councils, committees, and local boards under Ontario's *Municipal Act*. The Ontario Ombudsman has been examining open meeting matters under that Act since 2008 and has published guidance that the IoP believes will assist police service boards, OPP detachment boards and their committees when making decisions on the CSPA open and closed meeting rules and practices. The Ontario Ombudsman guidance document is available here: [Open Meetings - Guide for Municipalities | Ombudsman Ontario](#)

Agenda Considerations – CSPA subsection 44(1)

Before holding a meeting, boards and committees must consider whether to close the meeting or part of the meeting having regard to subsections 44(2)-(3) of the CSPA, referenced above, which list subjects that either permit or require the exclusion of the public.

Resolution Closing Meeting – CSPA subsection 44(1)

If a board or committee decides to exclude the public, they must state by resolution the fact the board is holding a closed meeting, and the general nature of the matter to be considered. In addition, if the public is excluded from a meeting held for educating or training board or committee members, the resolution must specifically state that the meeting is closed under subsection 44(6).

In addition to the CSPA requirement for educational and training meetings, the IoP recommends that closed meeting resolutions cite the specific CSPA authority for excluding the public in all instances. The IoP further recommends that resolutions have sufficient detail of the closed matter to assure the public that the power to close the meeting is being responsibly exercised. Finally, to support transparency, the required resolution must be made in a meeting or part of a meeting that is open to the public.

Board Delegation and Committees – CSPA subsections 42(1)-(4)

Boards may delegate any of their powers to a committee established by by-law of the board. The by-law may govern the name, powers, duties, and quorums of the committee. The by-law should also govern the composition of the committee and member appointment process.

Committees must be composed of at least two members of the board, except if the only delegated power is bargaining under Part XIII of the CSPA. A bargaining committee can be composed of one board member. Additional non-board members may be appointed to the committee as long as a majority of the committee is composed of members of the board.

Quorum – CSPA subsection 43(2)

Boards and committees must have a quorum present to hold a meeting to conduct business and make decisions. Quorum is a majority of the members of the board.

Vacancies on a board do not reduce meeting quorum requirements. For example, quorum for a five-member board with two vacancies remains at three members.

Board members are not counted towards quorum if they are prohibited from exercising the powers or performing the duties of their position because mandatory training has not been completed (CSPA subsections 35(2)-(5)).

Board members may become subject to Inspector General investigations into their conduct and directed to decline to exercise their powers or perform their duties as a member of the board pursuant to CSPA subsection 122(1). Board members who have received this direction are not counted towards quorum. If the board cannot constitute quorum as a result, the Inspector General may appoint additional members to act in their place for the duration of the investigation.

Quorum for committees is determined by boards through their by-law establishing the committee (CSPA subsection 42(2)).

Meeting Frequency – CSPA subsection 43(1)

Boards must hold at least four meetings each year. Holding meetings exceeding this minimum and the period between meetings are discretionary decisions for boards. These decisions should be based on the governance obligations and statutory responsibilities arising from the size and complexity of the governed police service or OPP detachment, and the needs of the area under the board's jurisdiction.

Record of Meeting – CSPA subsection 43(4)

Boards must record all resolutions, decisions, and other proceedings at all meetings, whether open to the public or not. The record must not include additional notes or comments by the recorder.

The IoP recommends boards, when establishing committees, include this recording requirement as a duty of the committee in the governing by-law.

What you need to do*Meeting Practice Examination and Potential Changes to Practice*

Boards should examine their meeting practices, particularly regarding holding closed meetings, in consideration of the transition from long-standing *Police Services Act* requirements to those newly established by the CSPA. Where needed, adjustments should be made to come into compliance.

Boards should have any changes in meeting practices reflected in their established rules and procedures (CSPA section 46).

The new requirement for a resolution to close meetings will require some boards to change their existing practice of holding two distinct consecutive meetings – open and closed – with the closed meeting entirely excluding the public. Through its monitoring function, the IoP has observed that boards who have successfully transitioned meeting practices to the new requirements have adopted one of two options, both of which are CSPA-compliant:

- Two distinct consecutive meetings: Open meeting is entirely public and ends with adjournment. The closed meeting starts with an open part for routine administrative matters (opening statements, declarations of interest) followed by a resolution compliant with CSPA subsection 44(1). The closed portion ends with a resolution to return to public. The closed meeting ends in public with adjournment.
- A single meeting that is partly open and partly closed: The open part is closed by resolution compliant with CSPA subsection 44(1). The closed portion ends by resolution to return to the open meeting. The meeting continues in public until adjournment.

Emergency and Special Meetings

A board may be required to hold an emergency or special meeting outside of its regularly scheduled meetings. IoP Advisors have the authority to enter board meetings for compliance monitoring, including those closed to the public, pursuant to CSPA subsection 115(7). Boards should **notify their assigned Police Services Advisor for all emergency and special meetings whether open to the public or closed so the IoP is**

aware and the Advisor can determine whether attendance is necessary in the circumstances.

What we will do

The IoP's Police Services Advisors support the Inspector General's statutory monitoring and advisory duties under the CSPA. Advisors are available to provide advice on board compliance with the CSPA meeting requirements, including suggested application of leading practices and referrals to boards that have established good practices.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA subsection 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

POLICE SERVICES ADVISORS – BOARD & POLICE SERVICE ASSIGNMENTS

POLICE SERVICES LIAISON UNIT, INSPECTORATE OF POLICING

Zones are OAPSB and OACP consistent. Municipal board names are as recorded by the Public Appointments Secretariat, except for regional municipalities, which have been modified for consistency. Boards responsible for multiple municipalities (excluding upper-tier boards) are indicated as “joint”. Police service names significantly different from the board are listed with the board. There are currently **43** municipal boards in Ontario.

Municipal Boards & Police Services – CSPA Part IV

ZONES 1/1A	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Tom Gervais (416) 432-5645 tom.gervais@ontario.ca <i>B/U Ron LeClair</i>	Graham Wight (416) 817-1347 graham.wight@ontario.ca <i>B/U Ryan Berrigan</i>	Ryan Berrigan (416) 315-2483 ryan.berrigan@ontario.ca <i>B/U Graham Wight</i>	David Tilley (647) 224-9370 david.tilley@ontario.ca <i>B/U Hank Zehr</i>	Hank Zehr (437) 777-9605 hank.zehr@ontario.ca <i>B/U David Tilley</i>	Ron LeClair (226) 280-0166 ronald.leclair@ontario.ca <i>B/U Tom Gervais</i>
Greater Sudbury	Belleville	Barrie	Brantford	Guelph	Aylmer
North Bay	Brockville	Bradford West Gwillimbury & Innisfil (joint) - <i>South Simcoe</i>	Halton Regional	Hanover	Chatham-Kent
Sault Ste. Marie	Cornwall	Cobourg	Hamilton	Owen Sound	LaSalle
Thunder Bay	Deep River	Durham Regional ¹	Niagara Regional	Saugeen Shores	London
Timmins	Gananoque	Kawartha Lakes	Woodstock	Stratford	Sarnia
	Kingston	Peel Regional ²		Waterloo Regional	St. Thomas
	Ottawa	Peterborough		West Grey	Strathroy-Caradoc
	Smiths Falls	Port Hope			Windsor ^{1,2}
		Toronto ^{3,4}			
		York Regional			
		¹ Tom Gervais B/U			¹ Hank Zehr Primary
		² Hank Zehr Primary			² David Tilley B/U
		³ Tom Gervais Primary			
		⁴ David Tilley B/U			
5	8	10	5	7	8
					Total 43

OPP Detachment Boards - CSPA s.67

ZONES 1/1A	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Almaguin Highlands	Central Hastings	Bancroft	Brant County	Dufferin 1	Elgin
Dryden 1	Frontenac	Collingwood 1	Haldimand	Dufferin 2	Essex County 1
Dryden 2	Grenville 1	Collingwood 2	Norfolk	Dufferin 3	Essex County 2
Dryden 3	Grenville 2	Bracebridge	Oxford 1	Dufferin 4	Lambton 1
East Algoma 1	Hawkesbury	City of Kawartha Lakes	Oxford 2	Grey Bruce	Lambton 2
East Algoma 2	Killaloe	Haliburton County	Oxford 3	Huron	Middlesex
East Algoma 3	Lanark County	Huntsville		Huron West	
Greenstone	Leeds County	Northumberland		Perth County	
James Bay 1	Lennox & Addington 1	Nottawasaga		South Bruce	
James Bay 2	Lennox & Addington 2	Orillia		Wellington	
James Bay 3	Prince Edward County	Peterborough			
Kenora 1	Quinte West	South Georgian Bay			
Kenora 2	Renfrew				
Kirkland Lake	Russel County				
Manitoulin 1	Stormont, Dundas and Glengarry				
Manitoulin 2	Upper Ottawa Valley 1				
Marathon	Upper Ottawa Valley 2				
Nipigon 1	Upper Ottawa Valley 3				
Nipigon 2					
Nipissing West 1					
Nipissing West 2					
North Bay 1					
North Bay 2					
North Bay 3					
Rainy River 1					
Rainy River 2					
Red Lake					
Sault Ste. Marie					
Sioux Lookout					
South Porcupine					
Superior East					
Temiskaming 1					
Temiskaming 2					
Temiskaming 3					
Thunder Bay					
West Parry Sound					
36	18	12	6	10	6
					Total 88



SENIOR OFFICERS ASSOCIATION
5700 VALLEY WAY, NIAGARA FALLS, ON L2E 1X8

September 23, 2025

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

Dear Ms. Reid:

RE: SOA Board of Directors

On September 09, 2025, the Senior Officers Association (SOA) held their Annual General Meeting with members and a voting process took place to nominate Board of Directors for the 2025/2026 term.

I am pleased to report that the SOA Board of Directors is now comprised of the following Board members:

Steve Magistrale, President
Darrin Forbes, Vice-President
Courtney Woods, Treasurer
Brandy Sand, Secretary
Rany Audeh, Past President

We look forward to working with the Police Services Board over the next year.

Kind Regards,

A handwritten signature in black ink, appearing to be "SM 9157", enclosed within an oval shape.

Steve Magistrale
SOA President



NIAGARA REGIONAL POLICE SERVICE Police Service Board Report

PUBLIC AGENDA

Subject: Contract Extension for Employee and Family Assistance Program for Niagara Regional Police Service

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2025-09-25

Recommendation(s)

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

Key Facts

- In 2022, the Employee and Family Assistance Program (EFAP) contract was awarded to TELUS Health formerly LifeWorks for a 2-year term with the option to extend the contract term for 3 additional 1-year periods.
- The initial 2-year term ended December 31, 2023, and the Service elected to extend the contract twice more for an additional 1-year term each time.
- The Service will be exercising its option to extend the contract for the third and remaining 1-year term for the period of January 1, 2026 to December 31, 2026.

Financial Considerations

The cost of the 1-year term extension is \$31,475.88, which has been provided for in the Services 2026 operating budget.

Analysis

The contract is joint with the Regional Municipality of Niagara, and they are also exercising the option to extend for the third and final year. To align with the Region and ensure continuity of benefits for our members, the Service has elected to extend the contract with the existing EFAP with TELUS Health for a third and final period ending on December 31, 2026. As this is the last 1-year term available within the contract, a Request for Proposal (RFP) process for a new EFAP contract will commence in 2026.

Alternatives Reviewed

No other alternatives were reviewed at this time.

Relationship to Police Service/Board Strategic Priorities

The contract extension will ensure ongoing support for our members.

Relevant Policy Considerations

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

Other Pertinent Reports

Niagara Region - 2021-RFP-69 Employee and Family Assistance Program for Niagara Regional Police Service.

This report was prepared by Sarah Whitehead, Total Rewards Coordinator, Human Resources in consultation with and reviewed by Linda Blood, Director, Human Resources. Recommended by Luigi Greco, Deputy Chief, Support Services.



Submitted by:

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

Appendices

Not applicable.



Campus Safety Services

Brock University
Niagara Region
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1 Canada
T 905 688 5550 x 4300
F 905 688 6402
www.brocku.ca

REPORT OF BROCK UNIVERSITY CAMPUS SAFETY SERVICES

TO

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

Date of Report: October 6th, 2025

Date of Board Meeting: October 23rd, 2025

**Chair Pat Chiocchio
and Members of the
Regional Municipality of Niagara Police Service Board**

Reference: Quarterly Report on Brock University Special Constables

Recommendation: Receive for Information

Background:

Brock University, Campus Safety Services presently has a Memorandum of Understanding (M.O.U.), which describes the ongoing formal relationship between the Regional Municipality of Niagara Police Service Board and Brock University.

This M.O.U requires Brock University to supply information to the Board, on a quarterly basis, pertaining to complaints, use of force, discipline and arrests associated with Brock University Special Constables. At present, there are fourteen staff members who have Special Constable status at the University. In compliance with the current M.O.U, the following information is provided for the Board's consideration.

COMPLAINTS

During the 3rd quarter of 2025, there were no public complaints that resulted in discipline in relation to any Special Constable of Campus Safety Services.

USE OF FORCE

During the 3rd quarter of 2025, the Special Constables did not require the application of use of force options in the performance of their duties.

DISCIPLINE

During the 3rd quarter of 2025, there were no occurrences that resulted in the arrest of any Special Constables at Campus Safety Services.

MONTHLY STATISTICS

Campus Safety Services produces a chart which captures calls for service and crime related statistics. The types of calls and their frequency tend to vary over the course of a calendar year, given the higher populations associated with the Fall and Winter Terms. Attached are statistics for the 3rd quarter of 2025 (July, August and September), as well as data from the 3rd quarter of 2024 for comparative purposes.

<u>Relevant Policy Considerations:</u>	Memorandum of Understanding (M.O.U) between the Regional Municipality of Niagara Police Service Board and Brock University.
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<u>Cost of Recommendations:</u>	Nil
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<u>Alternative Options:</u>	Not Receive Report
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<u>Reasons for Recommendation:</u>	Compliance with the M.O.U between The Regional Municipality of Niagara Police Service Board.
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Prepared and approved by:

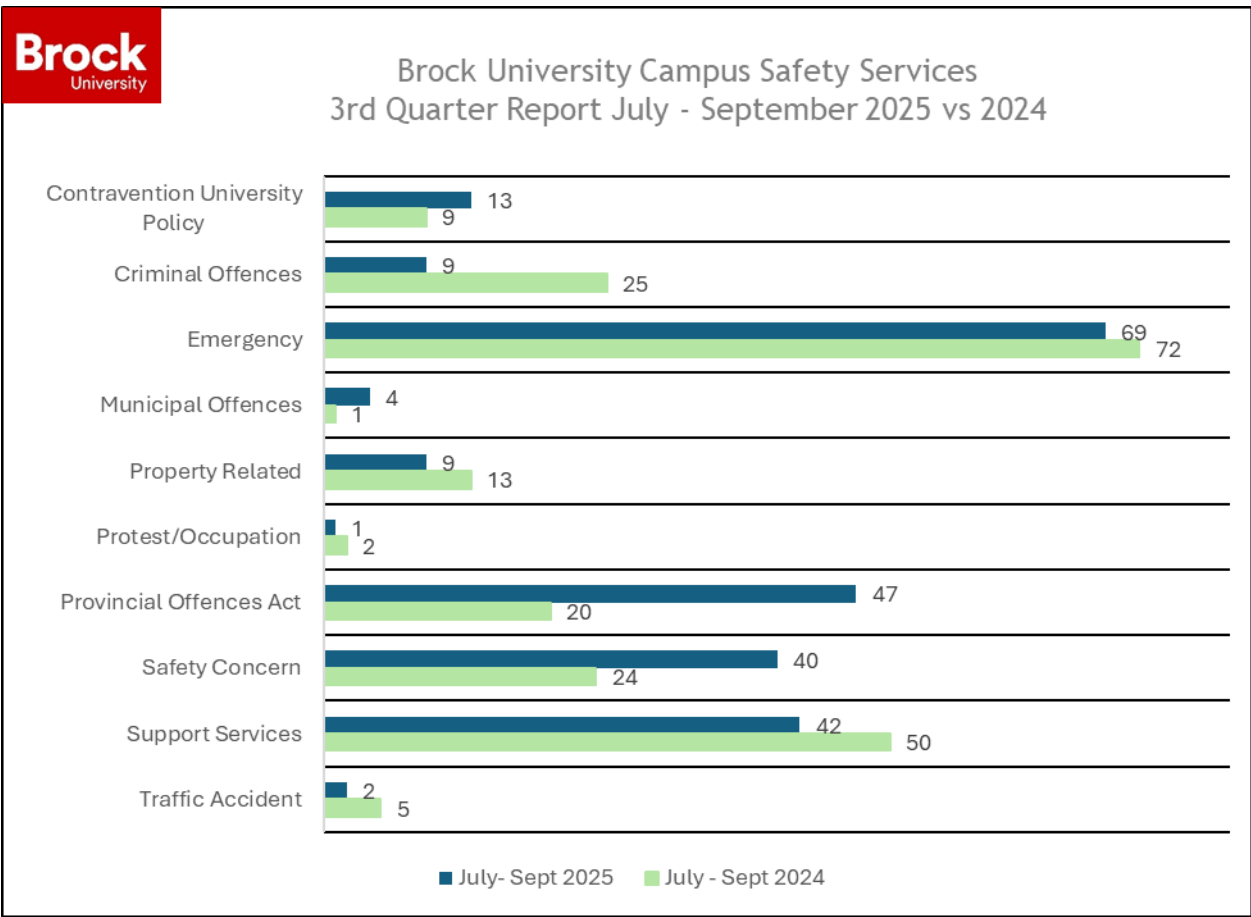


**Donna Moody, Director
Campus Safety Services
Brock University**

Respectfully submitted by:



**Scott Johnstone
Vice-President Administration and
Services, Brock University**





NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Quarterly Report – Niagara Regional Police Service Authorized Strength as of October 1, 2025

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2025-10-01

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 Board with a summary of actual versus authorized strength by rank/salary band of the uniform and civilian complement on a quarterly basis.
- This quarterly report is effective October 1, 2025.
- The Niagara Regional Police Service's (Service) Executive Leadership Team is provided access to an authorized strength dashboard that updates on a weekly basis.

Financial Considerations

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

Analysis

In 2015, following a comprehensive staffing and workload review, the Board requested that the Chief of Police provide a quarterly report to the Board of actual versus authorized strength, by rank/salary grade for all uniform and civilian positions. In addition to the authorized strength, there are 13 uniform pre-hire positions included in the annual budget to mitigate the impact of retirements on front line operations.

The quarterly report effective October 1, 2025, is as follows:

	Authorized	Actual
Chief of Police	1	1
Deputy Chiefs	3	3
Superintendents	6	7

	Authorized	Actual
Inspectors	16	17
Staff Sergeants	33	33
Sergeants	115	117
Constables	688	652
Pre-hires/Recruit Officers in Training	13	37
Uniform Total*	875	867
Civilian Non-Union (Directors HR/Finance, General Counsel)	3	3
Civilian SOA Band 11	1	1
Civilian SOA Band 10	0	0
Civilian SOA Band 9	0	0
Civilian SOA Band 8	8	8
Civilian SOA Band 7	1	1
Civilian SOA Band 6	5	5
Civilian SOA Band 5	3	2
Civilian SOA Band 4	0	0
Civilian SOA Band 3	0	0
Civilian SOA Band 2	0	0
Civilian SOA Band 1	4	4
Civilian NRPA Band 11	22	21
Civilian NRPA Band 10	131	134
Civilian NRPA Band 9	26	24
Civilian NRPA Band 8	31	28
Civilian NRPA Band 7	41	41
Civilian NRPA Band 6	30	30
Civilian NRPA Band 5	39	38
Civilian NRPA Band 4	8	6
Civilian NRPA Band 3	0	0
Civilian NRPA Band 2	0	0
Civilian NRPA Band 1	0	0
Civilian Total	353	346
Service Total	1228	1213

*20 Secondments are included in the Uniform Authorized Strength and are subject to external funding.

Alternatives Reviewed

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

Relationship to Police Service/Board Strategic Priorities

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

Relevant Policy Considerations

Community Safety and Policing Act.

Other Pertinent Reports

8.6 - 2025.07.24 - Quarterly Report - NRPS Authorized Strength as of July 1, 2025

*This report was prepared by Sarah Whitehead, Total Rewards Coordinator, Human Resources in consultation with Linda Blood, Director, Human Resources.
Recommended by Luigi Greco, Deputy Chief, Support Services.*



Submitted by:

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

Appendices

Not applicable.



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Annual Report - Communications and Dispatch
January 1, 2024 to December 31, 2024

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2025-10-01

Recommendation(s)

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

Key Facts

- The purpose of this report is to advise the Board that the Niagara Regional Police Service (NRPS) is in compliance with By-Law 471-2024 as it relates to Communications and Dispatch.
- By-Law 471-2024 is in response to the Adequacy and Effective Policing regulations that require the Board to have a policy with respect to Communications and Dispatch.
- The Chief is required to make an annual written report to the Board concerning criminal investigation management.

Financial Considerations

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

Analysis

The Chief shall make a written report to the Board on or before August 30 of each year in respect of communications and dispatch. The report shall include:

- a) a summary of the written procedures regarding communications and dispatch;
- b) the status of Service compliance with the said procedures;
- c) a copy of the organizational chart of the communications unit; and
- d) a summary of the training given to Members in the communications unit including a summary of the cost associated with the training.

The following is a detailed response to each of the above requirements:

- a) *"... a summary of the written procedures concerning communications and dispatch..."*

The Service's General Orders (GOs) were prepared and approved to comply with Ontario Regulation 3/99 Adequacy and Effectiveness of Police Services. The following GOs are specific to the Communications Unit and establish the responsibilities for members of the Service with respect to procedures and processes.

General Order (GO) 033.11 – Communications Systems:

This GO provides procedures relating to the use and operation of radio and telephone systems used by members of the Communications Unit and other members of the Service. It includes procedures on the proper determination of call types to ensure the appropriate police response. The Communications Unit operates in compliance with a mandate to record all operational radio and telephone communications.

Standard Operating Procedures:

The Communications Unit has a series of Standard Operating Procedures (SOP's) that further govern, in detail, the day-to-day operations of the unit, including outlining the information that should be obtained during emergency and non-emergency call taking. The SOP's are generated through an internal process involving the Training Coordinator, Quality Assurance Supervisor, Platoon Supervisors, and approved by Unit Management and are available in written form as a reference to Communicators.

- b) *"... the status of Service compliance with the said procedures..."*

The Communications Unit operates in compliance with the provisions of the aforementioned orders, procedures, and Adequacy and Effective Policing.

The Communications Unit operations are subject to 24-hour oversight by 2 Platoon Supervisors who are responsible for monitoring operations in relation to daily activities. These daily activities include ensuring their subordinates adhere to policy and procedure, as well as monitoring incidents to ensure an appropriate and timely response.

The Service continues to utilize a structured call taking system and a quality assurance/quality improvement program within the NRPS Communications Centre, with products supplied by Priority Dispatch Corp. The Police Priority Dispatch System (PPDS) has two main software systems, ProQA and AQUA.

ProQA Dispatch Software integrates the protocols of the International Academies of Emergency Dispatch (IAED) with our Computer Aided Dispatch (CAD) technologies. It helps Communicators with 'case entry' and 'key questioning'. It assists Communicators in identifying the appropriate priority by the creation of a 'determinant code' for each

case and clearly displays the response configuration specifically assigned to the code by our local authorities. ProQA then guides Communicators in providing all relevant 'post-dispatch' and 'pre-arrival' instructions to members of the public calling the police for assistance.

AQUA Quality Assurance Software automates much of the emergency dispatch case review process. It assists with data entry, compliance scoring, record keeping, and reporting. With AQUA, the Service can measure and document the quality of service being provided to the community and to officers, as well as measure the level of compliance in relation to International Academy of Emergency Dispatch standards.

In 2024, the NRPS Communications Unit maintained performance metrics required to achieve the standard required as an Accredited Centre of Excellence (ACE).

c) *“... a copy of the organizational chart of the communications unit...”*

In the reporting period, the Communications Unit reported to the Superintendent of Operational Support through the Inspector of Operational Support. It had an authorized strength of 75, consisting of 1 Communications Administrator, 8 Platoon Supervisors, 1 Quality Assurance and Accreditation Supervisor, 44 Communicators, 16 - 911 Operators, 4 Emergency Call Takers, and 2 Training Coordinators.

The unit is staffed on a 24-hour/365day basis by four rotating platoons consisting of 2 Platoon Supervisors, 10 Communicators, 4 911 Operators (cross-trained as Communicators) and 1 Emergency Call Taker.

Communicators are trained to perform the functions of emergency and non-emergency call-takers and radio dispatchers on a rotating basis and, at times, perform administrative call answering and call-back duties.

A copy of the 2024 organizational chart is included as Appendix 1. This chart is not intended to display the additional areas of command of the Inspector and Superintendent as the additional areas are unrelated to the Communications Unit. This chart has been erroneously interpreted in the past as depicting a narrow column of supervision.

d) *“... training given to members in Communications and a summary of the cost associated to training...”*

Initial Training:

Training begins at the probationary Emergency Call Taker level where the candidate undergoes an extensive training and evaluation process that includes:

- Job-specific pre-testing which includes typing 45 words per minute, Criti-Call, and TalentClick assessments.

- Pre-screening is also completed on all eligible candidates. This testing includes audiometric testing and psychological assessment for suitability.
- Four weeks in-house formal classroom call-taker training followed by 320-400 hours of on-the-job training under the guidance of a Platoon Trainer/Mentor.
- A period of independent work functioning as a call-taker (typically less than one year).
- One week of in-house formal classroom radio dispatch training followed by 320-400 hours of on-the-job training under the guidance of a Platoon Trainer/Mentor.
- A series of mandatory progress examinations and appraisals.

The selection and training regimen is one of the most complex and demanding within the Service. Historically, the success rate of training to the Dispatcher level has been approximately 55% in this Service and across the province in similar centers. Candidates most frequently fail during dispatcher training, after the Service has heavily invested in their development. Training fails for a variety of reasons. Generally, required skills can be developed in a trainee, but inherent suitability often cannot. The most common deficiency is an inability to multi-task to the extreme degree required for success in the dispatcher role.

In 2024, nine candidates were selected to participate in call-taker classroom training. Six candidates were successful in completing both their classroom and live training period. Also, this year, two call-takers entered their dispatch training period and were successful in passing both their classroom and live training.

The initial training costs are labour related, as the screening, scheduling and proctoring of tests for new candidates is completed by the Training Coordinator and a Communicator, Communications Supervisor, or Quality Assurance and Accreditation Supervisor. There were 920 resumés received in 2024 that resulted in 383 individuals being invited to participate in the initial online testing tools provided by TalentClick. Once TalentClick results were reviewed, successful candidates were then invited to attend for in person testing. In 2024, in-person testing was conducted in both group sessions and individual sessions to maximize the number of testing opportunities. 127 candidates were tested in person on Crite-Call. There were 36 candidates interviewed in 2024. These recruiting efforts, as well as the recruiting sessions in the final quarter of 2023 resulted in the scheduling of 2 call-taker training classes for a total of 9 students.

The classroom and floor training of a trainee amount to approximately 920 hours, which represents a substantial financial investment. Less tangible costs include the time commitment of the trainer/mentor and Training Coordinator while on duty. This is a considerable training investment in candidates, some of whom are not ultimately successful. Considerable effort was, once again, expended to maintain the success rate of previous years, which resulted the number of students that made it through both classroom and live call-taker training increasing to 66%.

On-going Training:

Within a year of becoming members of the Communications Unit and typically after completion of call-taker training, Communicators historically attended the Ontario Police College Advanced Communications Techniques Course at the Ontario Police College. Unfortunately, this course has been on hiatus and is still not being offered.

Routine (annual) external training includes the Annual Ontario Police Communicator's Training Conference, Versaterm Users Workshop, IAED Navigator conference, NENA (National Emergency Number Association) Ontario and / or APCO (Association of Public Safety Communications Operators) Training Conference(s).

In addition, NRPS Communicators attend pursuit and domestic violence training, along with other training opportunities that are offered as they become available internally. As an example, in 2024 Communicators attended:

- Toronto Police Service Coaching and Mentoring (5)
- NRPS Domestic Violence course (6)

Annually, 4 hours of in-service training (IST) is delivered to members of the Communications Unit. During the years affected by the pandemic, the training was delivered initially through on-line learning techniques and then evolved into a hybrid model which combined on-line learning within class facilitation. The 2024 IST topics included: Medic Alert Online training, Human Trafficking, NG-911, and 9-8-8. The costs associated with this training were restricted to labor costs for the Training Coordinator and Detectives that delivered the presentation on Human Trafficking as well as overtime costs for Communicators to attend while off duty.

The Communications Unit training spending for 2024 was \$33,899.98.

Funds utilized in 2024 are detailed as follows:

APCO Canada	\$1,302.53
APCO International	\$2,108.54
Civilian Coaching and Mentoring	\$16,420.01
OACP Conference	\$1,607.82
NENA	\$2,130.66
NENA Ontario	\$1,302.53
TalentClick	\$3,935.08
Miscellaneous Training	\$895.11
Versaterm Conference	\$4,197.60
Total	\$33,899.88

Communications Summary and Statistical Overview:

The NRPS Communications System includes a voice radio system utilizing both mobile and portable radios, dispatch consoles, a Computer Aided Dispatch System (CAD) which includes a Mobile Workstation Mobile Data Terminal (MDT) System, a 911 Emergency telephone system with interconnections to other emergency services agencies, an emergency automatic call distribution system, a non-emergency complaints and administrative telephone system, and an audio recording and instant play back system (NICE).

The NRPS telecommunications systems are supported by regularly tested alternate power sources consisting of a combination of back up batteries (uninterrupted power sources-UPS) and generators. The voice radio system runs its own fault detection system, which is monitored and analyzed by the Service's radio technicians. The system was also engineered with duplicate channels across the Region for redundancy, offering additional back up.

In the event of a primary 911 system failure, an in-house 911 back-up telephone system is in place to provide continued service. In the event both systems fail or if an evacuation of the Communications Unit is required, a Public Safety Answering Point (PSAP) Contingency Plan is in place. In 2024, the contingency agreement with Bell was updated to arrange for 911 calls to be re-routed to the Hamilton Police Service while Communications staff attend and activate the Communications Unit interim back-up site. The interim back-up site is located within 3 District in Welland. Once operational, the interim back-up site gives the Communications Unit the ability to perform all functions of emergency and non-emergency call taking and dispatch procedures.

Calls for Police Service:

Police calls for service originate from several sources including 911 calls, calls received through the police service non-emergency number, text to 911 service (for pre-registered members of the deaf, hard of hearing, or speech impaired community), in-person reporting or "walk-ins", as well as officer generated, or officer discovered incidents.

Telephone calls to the Communications Centre are either 911 calls or telephone calls delivered via non-emergency lines. Non-emergency telephone calls to the Communications Centre in 2024 numbered 283,095. When combined with the 911 call volume (as outlined below), the total telephone call volume in 2024 was 490,817. The total call volume decreased by 24,533 calls from the previous year, resulting in a 4.8% decrease in total calls. Since the Text-to-911 application was further developed in 2023 to communicate with citizens in order to provide an incident status update and also provide links to provide information on services such as the Collision Reporting Centre, the number of Text-with-911 calls received through this application cannot be determined using the available reports.

A total of 144,186 calls for service were generated in the Computer Aided Dispatch (CAD) system for the NRPS in 2024 which indicates an upward trend over the last 2 years. It should be noted that calls created by members of the Communications Unit reflect contact with citizens and/or other agencies and do not necessarily result in a police response.

Each phone call from members of the public is documented with a CAD incident regardless of whether there is a patrol response or not. The calls received that do not require a police response are entered into the CAD system as a priority 6.

Priority 6 incidents are entered for the following incidents:

- Calls from the public seeking information
- Referrals to specific units or to District Staff Sergeants
- Civil matters

In 2024, 15,118 priority 6 incidents were generated.

The statistics shown in the following chart are compiled by systems solely within the NRPS.

CAD Entries for Police Calls for Service

Year	Calls for Service
2020	126,047
2021	148,351
2022	148,348
2023	144,655
2024	144,186

911 Calls:

By contract with the Regional Municipality of Niagara, the NRPS Communications Unit is the Niagara Region's Primary Public Safety Answering Point (P-PSAP). 911 calls are either transferred to the other emergency services defined as Secondary Public Safety Answering Points (S-PSAPs) or retained to be processed as police calls for service by the Communications Unit then functioning as a Secondary PSAP. Secondary PSAP agencies have their own communications and dispatch operations.

Bell Canada is the authorized provider of 911 emergency infrastructure and services to Ontario municipalities. As part of their function, Bell captures statistics related to primary and secondary PSAPs. In respect of 911 calls, Bell Canada counts calls in the system prior to the demarcation point with the NRPS. The data collection performed by Bell Canada is automated and objective.

One complexity of 911 call delivery is due to what is described as “unanswered calls,” “dropped calls,” or “abandoned calls.” These are calls that are detected by Bell but are not successfully delivered to the P-PSAP or are delivered, but at the instant of disconnection or abandonment by the caller. Since the Bell system detects the calls, it records data referred to as ANI (Automatic Number Information) / ALI (Automatic Location Information), which is identifying information used by the P-PSAP to perform follow-up to determine if there is a problem at the origin of the call. Therefore, despite the characterization as “unanswered”, the calls are still handled by NRPS 911 operators who use the data provided by Bell to attempt follow-up investigation and call-backs.

In many cases, the resources committed to these follow-ups exceed that of a normal 911 call, which is why they are statistically attributed to the NRPS P-PSAP. Utilizing Bell Canada's data, the five year period is reflected below.

Bell 911 Call Stats (excluding dropped calls)

Year	Call Stats
2019	176,752
2020	179,337
2021	194,825
2022	202,674
2023	233,207
2024	207,722

911 Call Distribution:

All 911 calls received by the Service are processed to completion within the NRPS Communications Unit or transferred (down streamed) to other emergency response agencies including: Niagara Parks Police; Ontario Provincial Police; Niagara Emergency Medical System (EMS); Hamilton EMS; and the three municipal fire service dispatch centers.

Distribution of 911 Calls	2021	2022	2023	2024
NRPS Calls Kept	94,553	122,674	150,994	122,362
Niagara EMS	59,924	64,315	66,102	68,694
St. Catharines Fire	4,953	4,764	3,996	4,234
Niagara Falls Fire	1,061	1,273	1,288	1,593
Tillsonburg Fire			1,236	1,552
Niagara Parks Police	137	135	159	162
OPP London (June 20 to yr end)	N/A	4,119	8,054	7,705
OPP Orillia (up to June 20)	6,756	3,172	N/A	6
Other-SPSAPS	770	943	603	528
Non-PSAP Agency	611	1,279	775	886
Dropped Calls	26,060	23,498	29,881	20,572

Distribution of 911 Calls	2021	2022	2023	2024
TOTALS 911 CALLS	194,825	226,172	263,088	228,294

Dropped Calls Handled: as indicated, these calls require investigation and handling by the Primary PSAP. The calls are not tracked by Bell past the point of lost connection, so they are attributed to the NRPS operated P-PSAP despite any eventual disposition. Calls are never attributed to more than one agency.

It should be noted the NRPS may still respond to the 911 calls that are transferred to other agencies. Upon receipt of a 911 call, and in accordance with the Primary Agency Policy Agreement, the NRPS 911 call-taker determines the emergency agency most urgently required and transfers the call to that agency for response. They may still create a police call for service to initiate police response. For example, in the case of a motor vehicle accident with injuries, the call would be transferred to the Niagara EMS Communications Centre for primary processing and is represented as a Niagara EMS call for statistical purposes, however, police would respond as well. Conversely, some of the calls processed through to completion by NRPS staff could result in notification to, and response by, other emergency service agencies.

Statistically, 911 calls are credited to the agency to which the call is directed although it may require a multiple agency response.

Community/Inter-Agency Protocols:

The operation of the Communications Unit is further governed by:

- A 911 agreement between the Regional Municipality of Niagara and the Police Service Board;
- 911 Operating Policies and Procedures such as the Primary Agency Policy Agreement, between the Police Service and other area emergency services;
- Regional and Municipal Emergency Measures Plans;
- Private Agency (i.e., Ontario Power Generation) Emergency Response Plans.

These processes cover multi-agency notification and response agreements or protocols and lay out plans for major disasters. In addition, contact is maintained between emergency service providers operating within the Region, by way of quarterly 911 advisory committee meetings or informal contact on matters of mutual interest or concern.

This report is submitted to the Board for review and consideration of information relating to Communications and Dispatch in the Regional Municipality of Niagara.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of the Board By-Laws and to maintain compliance with Adequacy and Effective Policing.

Relevant Policy Considerations

Police Service Board By-Law 471-2024, Communications and Dispatch
GO 033.11 – Communications Systems
GO 094.09 – Communications Master Logger

Other Pertinent Reports

8.11 – 2024.09.26 – Annual Report - Communications and Dispatch – January 1 to December 31, 2023

This report was prepared by Richard Gadreau, Acting Inspector, Operational Services, and Robin Johnstone, Administrator, Communications Unit, reviewed by Jay Nesbit Superintendent, Operational Services. Recommended by Todd Waselovich, Deputy Chief, Operational Services.



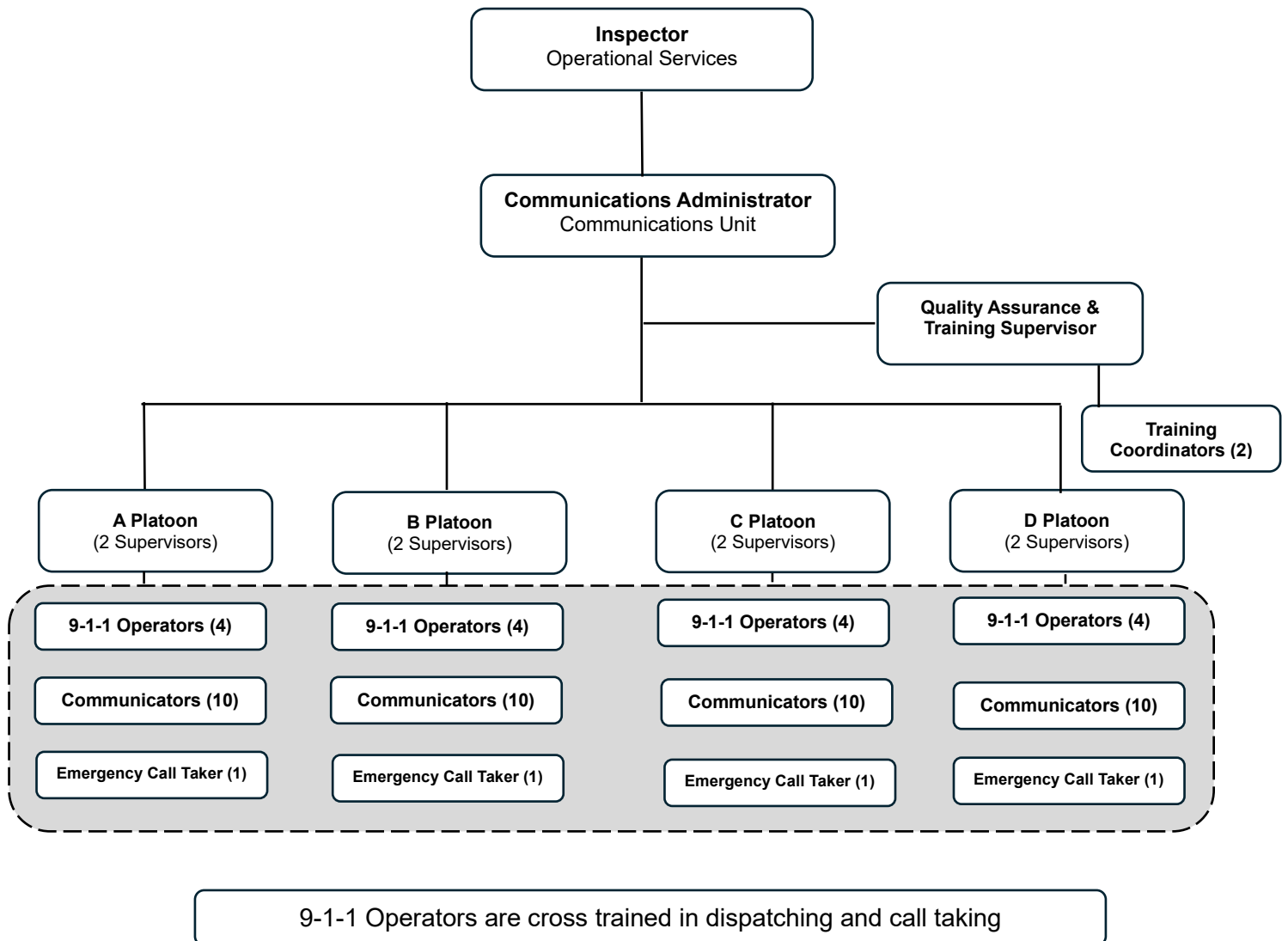
Submitted by:

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

Appendices

Appendix 1 - Communications Unit Organizational Chart

Appendix 1





INTERNAL CORRESPONDENCE

To: Chair and Members
From: Deb Reid
Dept: Niagara Police Service Board
Dept: Executive Director
Niagara Police Service Board

Date: October 16, 2025

**Re: Inspector General Advisory Bulletin 2.1
Board and Committee Meetings and Governance Requirements**

Purpose:

The purpose of this report is to ensure that the Niagara Police Service Board remains in full compliance with the meeting and governance provisions of the Community Safety and Policing Act, 2019 (CSPA) and its associated regulations.

A comprehensive review of the Board's meeting practices, procedures, and by-laws has been conducted in accordance with the Inspector General's Advisory Bulletin 2.1: Board and Committee Meetings. This review confirms that the Board continues to uphold the principles of transparency, accountability, and public accessibility, and the attached draft by-law ensures that all Board and Committee meetings are consistent with the requirements established under the CSPA and the recommendations of the Inspector General (IG).

Background and Discussion:

The IG released Advisory Bulletin 2.1: Board and Committee Meetings on September 25, 2025 (attached). Advisory Bulletins provide the IG's guidance to Boards and outline the IG's interpretation of relevant provisions of the CSPA, as well as leading governance practices.

The Executive Director reviewed Advisory Bulletin 2.1 and compared the Board's current meeting practices, procedures and by-laws to ensure alignment with both legislative requirements and best practices. This review was conducted in consultation with the Board's legal counsel and the Inspectorate of Police (IoP) Policing Services Advisor.

The following section provides the Board's responses in the same order as the headings and sections outlined in the IG's Advisory Bulletin 2.1.

What You Need to Know

The Board must conduct all business and deliberations in accordance with the CSPA. Meetings are structured to uphold transparency, accountability, and public confidence.

Status: CSPA compliant.

"Meeting" Definition

The Board should apply the Municipal Act definition when determining what constitutes a meeting. Quorum-based gatherings that materially advance Board business are treated as official meetings.

Status: CSPA Compliant. *The Executive Director has amended the Board's Procedural By-law (Section 2.12 "Definition of Meeting") to align with subsection 238(1) of the Municipal Act, as recommended by the IG.*

Meeting Notice – CSPA subsections 43(5)-(7)

Public meeting notices, agendas, and minutes must be published on the Board's website at least seven days in advance, except in extraordinary circumstances.

Status: CSPA compliant.

Transparency and Open Meetings – CSPA subsection 43(3)

All Board and committee meetings must be open to the public, except where a closed session is permitted under the CSPA. Meeting locations and formats must ensure public accessibility.

Status: The Board's Procedural By-law has been revised to ensure compliance with the CSPA. Member polling has been removed, and the agenda format has been updated to reflect the appropriate order of business.

Polling Board Members outside of a properly constituted meeting, whether by phone, email or other electronic means, does not comply with the CSPA. In the municipal context, the Ombudsman has issued several findings confirming that informal polling or electronic decision-making, even in emergency or extraordinary circumstances, contravenes open meeting rules. These practices are inconsistent with transparency requirements, regardless of whether the outcome is later ratified at a public meeting. Accordingly, the Board's Procedural By-law has been updated to incorporate the guidance outlined in the IG's Advisory Bulletin, ensuring full alignment with the CSPA and open meeting provisions.

The Board's agenda format has also been revised to reflect a single meeting structure that includes both open and closed sessions. The open portion is closed by resolution in compliance with CSPA subsection 44(1), after which the meeting proceeds in closed session. The closed session then concludes with a resolution to return to open session, and the meeting continues until adjournment.

Closed Meetings – CSPA subsections 44(2)-(6)

Closed meetings are held only when permitted by the CSPA, and resolutions identify the applicable authority and general nature of the matter considered.

Status: CSPA compliant.

Agenda Considerations – CSPA subsection 44(1)

The Board considers whether any portion of the agenda should be closed to the public in accordance with the CSPA.

Status: CSPA compliant.

Resolution Closing Meeting – CSPA subsection 44(1)

When the public is excluded, the Board must pass a resolution in open session stating the fact of the closure and the general nature of the matter to be discussed.

Status: CSPA compliant. *The Executive Director has updated the closed meeting resolution on the public agenda to cite the specific CSPA authority for excluding the public as recommended by the IG.*

Board Delegation and Committees – CSPA subsections 42(1)-(4)

Committees are established through by-law, with defined powers, duties, composition, and quorum consistent with the CSPA.

Status: CSPA compliant.

Quorum – CSPA subsection 43(2)

Meetings proceed only when quorum is achieved as defined under the CSPA. Vacancies and member restrictions are managed in accordance with the Act.

Status: CSPA compliant. *The Executive Director has updated the Board's Procedural By-law to clarify that Board Members shall not be counted toward quorum where they are prohibited from exercising their powers or performing their duties of their office because of failing to complete mandatory training, or where they are suspended or on a leave of absence, as recommended by the IG.*

Meeting Frequency – CSPA subsection 43(1)

The Board holds at least four meetings per year and schedules additional meetings as required to meet statutory and governance responsibilities.

Status: CSPA compliant.

Record of Meeting – CSPA subsection 43(4)

Records of all meetings, including resolutions and decisions, are maintained for both open and closed sessions in accordance with the CSPA.

Status: CSPA compliant.

Meeting Practice Examination and Potential Changes to Practice

The Board's meeting practices should be reviewed, and procedures adjusted to align with the recommendations made by the IG and his interpretation of various provisions of the CSPA.

Status: CSPA compliant.

Emergency and Special Meetings

Emergency and special meetings are convened in accordance with the CSPA, with notification provided to the IoP as required.

Status: CSPA compliant.

What We Will Do

The Board should continue to work collaboratively with the IoP and its assigned Police Services Advisor to ensure continued adherence to CSPA requirements and the adoption of leading governance practices.

Status: CSPA compliant.

A copy of the Board's revised Procedural By-law is attached. The revisions made are highlighted in yellow.

Recommendation:

That the information be received;

And further, that the Board approve the revised Procedural By-law 537-2025 as appended to the report.



Deb Reid
Executive Director

Encl. (2)

REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

BY-LAW 537-2025

A By-law Governing the Proceedings of the Board

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BY-LAW NO. 537-2025
A BY-LAW GOVERNING THE PROCEEDINGS OF THE
REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

1. PREAMBLE

- 1.1 WHEREAS Part IV of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1* provides that a municipal board is to have policing responsibility for the municipality;
- 1.2 AND WHEREAS Section 37 (1) of the *Act*, provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the *Act*;
- 1.3 AND WHEREAS pursuant to Section 43 (1) of the *Act*, a Board shall hold at least four meetings each year;
- 1.4 AND WHEREAS Section 46 of the *Act* provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this *Act* and the regulations;
- 1.5 AND WHEREAS the Police Service Board deems it expedient to pass such a by-law to make rules and regulations governing the orders and procedures of the Board:

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

2. INTERPRETATIONS

For the purposes of this By-law:

- | | |
|-------------|---|
| Definitions | <p>2.1 "Act" or "CSPA" means <i>Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1</i> and amendments thereto;</p> <p>2.2 "Acting Chair" means the Vice-Chair who shall act as the Chair if the Chair is absent or if the Chair's position is vacant, pursuant to Section 36 (2) of the <i>Act</i> or as prescribed by Section 7 of this By-law;</p> <p>2.3 "Agenda" means the document prepared for distribution as prescribed by Section 15 of this By-law;</p> <p>2.4 "Board" means the means the Regional Municipality of Niagara Police Service Board;</p> |
|-------------|---|

- 2.5 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to Section 36 (1) of the *Act*;
- 2.6 “*Chief*” means the Chief of Police of the Niagara Regional Police Service;
- 2.7 “*Closed Meeting*” means a meeting that is closed to the public in accordance with Section 44 the *Act*;
- 2.8 “*Committee*” means a Standing or Special Committee established by the Board, pursuant to Section 42 of the *Act*;
- 2.9 “*Deputation*” means an address to the Board or its Committees at the request of a person wishing to speak;
- 2.10 “*Executive Director*” means the person who has been appointed to the Executive Director position by the Board;
- 2.11 “*Majority vote*” means an affirmative vote of more than one-half of the Members present and voting;
- 2.12 “*Meeting*” means any regular, special or other gathering of the Board or a Committee where a quorum of members is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the Board or a Committee;
- 2.13 “*Member*” means a Member of the Niagara Police Service Board and includes the Chair and Vice-Chair;
- 2.14 “*Motion to defer*” means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee;
- 2.15 “*Motion to receive*” means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- 2.16 “*Motion to refer*” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Chief of Police, Executive Director or other official or Committee;
- 2.17 “*Motion to table*” means a motion to postpone without setting a definite date as to when the matter will be considered again;
- 2.18 “*Notice of motion*” means an oral notice or written motion received by the Executive Director, moved by a Member, and seconded by another Member, for inclusion on an agenda of a meeting of the Board or a Committee;
- 2.19 “*Pecuniary Interest*” means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50 (see Appendix B);

- 2.20 “*Point of order*” means a question by a Member with the view to calling attention to any issue relating to this By-law or the conduct of the Board’s business or in order to assist the Member in understanding the Board’s procedures, making an appropriate motion, or understanding the effect of a motion;
- 2.21 “*Point of privilege or personal privilege*” means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that his or her integrity or that of a Member has been impugned or questioned by a Member;
- 2.22 “*Presentation*” means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- 2.23 “*Quorum*” means a majority of the Members of the Board in accordance with Section 43 (2) of the *Act*;
- 2.24 “*Recorded vote*” means a written record of the name and vote of every Member voting on any matter or question;
- 2.25 “*Region*” means the Regional Municipality of Niagara;
- 2.26 “*Resolution*” means the decision of the Board on any motion;
- 2.27 “*Service*” means the Niagara Regional Police Service;
- 2.28 “*Special Meeting*” means a meeting other than a regularly scheduled meeting, called pursuant to Section 12 of this By-law;
- 2.29 “*Two-thirds majority vote*” means an affirmative vote of at least two-thirds of the Members present and voting;
- 2.30 “*Vice Chair*” means the Member elected as the Vice Chair of the Board by its Members pursuant to Section 36 (2).

3. APPLICATION

- | | | |
|--|-----|---|
| <i>General Application</i> | 3.1 | The rules of procedure contained in this By-law shall be observed in all proceedings and shall be the rule for the order and dispatch of business before the Niagara Police Service Board. |
| <i>Committee Rules</i> | 3.2 | The rules of procedure contained in this By-law shall be observed, with necessary modifications, in proceedings of all Committees of the Board. |
| <i>Suspension of Rules and Regulations</i> | 3.3 | The rules of procedure may be suspended at such time or times and upon such conditions as may be deemed appropriate by an affirmative vote of at least two-thirds (2/3) of the Members of the Board. |
| <i>Procedures Not Covered in By-Law</i> | 3.4 | All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair in accordance as far as reasonably practicable, with the rules of parliamentary procedure as contained in Robert’s Rules of Order. |

<i>Statutes of Ontario to Prevail</i>	3.5	Should any provision of this By-law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
<i>Statutory Requirements</i>	3.6	Notwithstanding anything in this By-law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the <i>Statutory Powers of Procedure Act</i> shall govern the proceedings.
<i>Amendments to Rules</i>	3.7	This By-law shall not be amended or repealed except by the concurring votes of at least two-thirds (2/3) of the Members of the Board and a notice of motion to amend this By-law must be delivered to each Board Member and the Executive Director at least two weeks prior to the meeting at which the motion to amend is to be considered.

4. ELECTION OF THE CHAIR AND VICE-CHAIR

<i>Election of Chair</i>	4.1	Pursuant to Section 36 (1) of the <i>Act</i> , the Board shall elect a Chair at its first meeting in each year.
<i>Election of Vice-Chair</i>	4.2	Pursuant to Section 36 (2) of the <i>Act</i> , the Board may also elect a Vice-Chair at its first meeting in each year.
<i>First Meeting in Each Year</i>	4.3	The election of the Chair and Vice-Chair shall be conducted at the first meeting of the Board in each year.
<i>Term</i>	4.4	The Chair and Vice-Chair of the Board shall hold office for a one-year term until their successors are elected in accordance with the <i>Act</i> and this By-law.
	4.5	The Chair and Vice-Chair may be elected for more than one term.
<i>Nominations</i>	4.6	The Executive Director shall act as presiding officer at the first meeting of the Board in each year until the Chair and Vice-Chair are elected and shall call for nominations.
<i>Form of Nomination</i>	4.7	Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member.
<i>Eligibility</i>	4.8	A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the first meeting of the Board in each year. For greater clarity, the nominee is not eligible to act as mover or seconder for their own nomination.
<i>Nominations Closed</i>	4.9	Where it appears to the Executive Director, by asking for further nominations and receiving no response, that there are no further nominations, the Executive Director shall call for a motion declaring nominations closed.
<i>Speakers</i>	4.10	After nominations have been closed, each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination of not more than five (5) minutes.

<i>Order of Speakers</i>	4.11	The speakers shall be called upon to address the Board in alphabetical order of the nominees' surnames.
<i>Withdrawal</i>	4.12	A nominee may withdraw his or her name at any time prior to the vote being called.
<i>Vote</i>	4.13	A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
<i>No Majority Obtained</i>	4.14	If there are more than two nominees who elect to stand and, if upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote again and continue until either: (a) a nominee receives the majority required for election at which time such nominee shall be declared or elected; or (b) it becomes apparent by reason of an equality of votes that no nominee can be elected. In this case, each nominee shall address the Board for a maximum of five (5) minutes, followed by a ten minute recess, and another vote. If no nominee is elected at this time, the Board shall rely on seniority of a Board Member (i.e. date of appointment) to elect the Chair.
<i>Announcement</i>	4.15	When voting is completed, the Executive Director shall announce the new Chair.
<i>Election of Vice-Chair</i>	4.16	The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

5. DUTIES OF THE CHAIR

<i>Chair's Duties</i>	5.1	It is the duty of the Chair to: (a) preside at all meetings of the Board so that its business can be carried out efficiently and effectively; (b) be the spokesperson for the Board; (c) to represent the Board at official functions; (d) commence the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present; (e) announce the business before the Board and the order in which it is to be acted upon; (f) receive and submit, in proper manner, all motions presented by the Members; (g) put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and to announce the result; (h) announce the results of the vote on any motions presented for a vote; (i) sit as ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings; (j) decline to put to a vote on motions which do not comply with this By-law or which are not within the jurisdiction of the Board; (k) maintain order and preserve the decorum of the meeting;
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- (l) where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- (m) to permit any question to be asked through the Chair or any employee of the Niagara Regional Police Service in order to provide information to assist in any debate when the Chair deems it proper;
- (n) adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting as required.

Signature 5.2 The Chair and Executive Director shall authenticate by his or her signature, as required, all documentation for and on behalf of the Board including but not limited to By-laws, agreements, resolutions and minutes, which have been approved by the Board.

6. DUTIES OF VICE-CHAIR

Vice-Chair's Duties 6.1 The duties of the Vice-Chair shall be:

- (a) The Vice-Chair shall act in the absence of the Chair and shall have the same authority as the Chair would have if present.
- (b) In the absence of both the Chair and the Vice-Chair at a meeting, the Members present shall elect a chair for the purpose of presiding over the meeting.

7. ACTING CHAIR

Appointment of Acting Chair 7.1 In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Executive Director shall call the Members to order and an Acting Chair shall be appointed from among the Members present and he or she shall preside until the arrival of the Chair or the Vice-Chair.

Designation 7.2 The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when he or she leaves the Chair for any reason.

Authority of Acting Chair 7.3 The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this By-law.

8. CONDUCT OF MEMBERS

Members' Conduct 8.1 Pursuant to Section 35 (6) of the *Act*, every Member of a Board shall comply with the prescribed code of conduct as outlined in Ontario Regulation 408/23, made under the *Act*, set out in Appendix "A" to this By-law.

9. DUTIES OF THE EXECUTIVE DIRECTOR

Duties of Executive Director 9.1 The duties of the Executive Director pertaining to meetings of the Board shall be:

- (a) Serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, Committees of the Board, the media and members of the community;
- (b) Organize meetings, prepare agendas for the meetings, in consultation with the Chair, and ensure their timely distribution;
- (c) Attends all Board meetings and Committee meetings;
- (d) Record the minutes of the proceedings at meetings of the Board and Committees of the Board;
- (e) Receive all communications addressed to the Board;
- (f) Prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;
- (g) Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;
- (h) Organize and maintain an annual calendar of monitoring and other reports to be received by the Board; and
- (i) Report on the performance indicators and annual activities of the Board.

10. MEETINGS OF THE BOARD

<i>Regular Meetings</i>	10.1	The regular meetings of the Board shall be held at least four times each year pursuant to Section 43 (1) of the <i>Act</i> .
<i>Location, Time and Frequency</i>	10.2	The Board shall hold its regular meetings at 9:30 am on the fourth Thursday of the month, in the Police Services Community Room, First Floor, of the Niagara Regional Police Service – Headquarters Building, 5700 Valley Way, Niagara Falls, Ontario, in accordance within the schedule adopted annually by the Board; or at such place, time or manner, such as audio or video conferencing, as may be determined by the Board.
<i>Alternative Date and Time</i>	10.3	The Board may cancel the next regular meeting or may change any one or more of its dates, its time or its place, upon the concurring votes of a majority of the Members.
<i>Notice to Members</i>	10.4	Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Director to Members by email. It may also be provided by telephone or personal contact in the case of an emergency.
<i>Notice to Media and Public</i>	10.5	Notice of all public meetings, agendas, cancellations and postponements shall be provided to the public and the media by issuing a media release and posting on the Internet, and with the Office of the Regional Clerk, Niagara Region, at least seven (7) days before the meeting is to be held and updated as required, except in extraordinary circumstances, pursuant to Section 43 (5), (6), (7) of the <i>Act</i> .
<i>Audio/Video Recording</i>	10.6	Public meetings may be video and audiotaped, televised, or otherwise electronically or mechanically recorded as long as the recording does not interfere with the proceedings of the meeting.
<i>Audio/Video Conferencing</i>	10.7	Electronic participation through audio or video conferencing is permitted for regular Board meetings, committee meetings and any special or emergency

meetings. The Board Members who are participating electronically are deemed present for the purposes of quorum when participating in meetings and are permitted to vote accordingly.

<i>Audio/Video Conferencing at In-Person Meetings</i>	10.8	A Member may make a request of the Chair, at least 24 hours before the scheduled commencement of an in-person meeting, that the Member be permitted to participate in the meeting by means of audio or video conferencing. The Chair may grant permission if the Member can be connected to the meeting by such means. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the <i>Act</i> .
<i>Failure to Meet Notice Provisions</i>	10.9	The Executive Director shall use his or her best efforts to satisfy the notice provisions set out in this section. Failure of the Executive Director to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceeding at the meeting.
<i>Meeting Attendees</i>	10.10	Every person attending the Board meeting, except for Board Members and Board staff, authorized police staff and others authorized by the Chair or the Board, shall remain in the audience portion of the boardroom before, during and after any meeting.
<i>Expulsion</i>	10.11	The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a meeting of the Board.

11. LIVE-STREAMED/VIDEO RECORDED MEETINGS

<i>Live Stream/Video Recording</i>	11.1	In the event the Board live streams and/or video records its meeting(s) the following shall apply:
<i>Delegate Opinions</i>	11.2	Opinions of delegates are their own and the Board is not responsible for delegates comments or any materials delegates choose to provide.
<i>Video Posting</i>	11.3	The Board will post, as soon as practicable following the meeting, the archived live stream video.
<i>Not Official Record</i>	11.4	A recorded video of a Board and/or Committee meeting is not an official record of that meeting. The official record of the Board and/or Committee meeting shall consist solely of the Minutes approved by the Board. The video is available for details and content.

12. SPECIAL MEETINGS OF THE BOARD

<i>Special Meeting</i>	12.1	The Chair may at any time, summon a special meeting.
	12.2	The Executive Director may summon a special meeting on the request of the majority of the Members of the Board.
<i>Location, Time and Frequency</i>	12.3	Special meetings will take place in a location or manner such as audio or video conferencing or as deemed most appropriate by the Chair, or Executive Director as the case may be.

<i>Notice of Special Meeting</i>	12.4	Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than 24 hours prior to the meeting in accordance with Section 10.4 of this By-law. Notice of all special public meetings shall be provided in accordance with Section 10.5 of this By-law.
<i>Process to Summons</i>	12.5	A special meeting may be summoned by verbal notice provided that at least two-thirds (2/3) of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the meeting is later ratified by the Board.
<i>Matters Decided at Special Meeting</i>	12.6	At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a two-thirds majority vote.
<i>Failure to Meet Notice Provisions</i>	12.7	The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.

13. EMERGENCY MEETINGS

<i>Emergency Meeting</i>	13.1	Notwithstanding any other provision of this By-law, an emergency meeting may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Executive Director to notify the Members about the meeting as soon as possible and in the most expedient manner available.
<i>Agenda Items</i>	13.2	The only business to be dealt with at an emergency meeting shall be business dealing with the emergency or extraordinary situation.
<i>Member Polling</i>	13.3	At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification.
<i>Failure to Meet Notice Provisions</i>	13.3	The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat.

14. QUORUM

<i>Quorum – Board</i>	14.1	Four Board Members constitutes a quorum of the Board for the purpose of Board meetings.
<i>Quorum – Exclusions</i>	14.2	Board Members shall not be counted toward quorum where they are prohibited from exercising their powers or performing their duties of their office as a result of failing to complete mandatory training, or where they are suspended or on a

leave of absence.

<i>Quorum – Committees</i>	14.3	Quorum for Committees shall be as established by the Board in the By-law creating such Committee.
<i>Call Meeting to Order</i>	14.4	As soon after the hour of the meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.
<i>No Quorum at Beginning</i>	14.5	If a quorum is not present within thirty (30) minutes after the scheduled time of a meeting, then the Executive Director shall record the names of the Members of the Board present and the meeting shall stand adjourned until the date of the next meeting of the Board.
<i>Loss of Quorum During Meeting</i>	14.6	If a quorum is lost during a meeting of the Board then the Chair shall, upon determining that a quorum is not present, request the Executive Director to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner.
<i>Idem</i>	14.7	If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned, and the Executive Director shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.

15. BOARD AGENDAS

<i>Materials for Agendas</i>	15.1	Except as otherwise provided by this By-law, all correspondence, notices of motion, and other communication addressed to the Board which is received by the Executive Director at least 10 days prior to a regular meeting shall be placed on the agenda and shall be dealt with at the next regular monthly meeting. Agenda materials received less than 10 days prior to the date of the regular meeting may be added to the agenda by permission of the Board Chair.
<i>Redirection of Police Operational Matters</i>	15.2	Where, in the opinion of the Executive Director, the subject matter of any communication is properly within the jurisdiction of the Niagara Regional Police Service, such communication shall be referred to the Chief of Police for the necessary action without prior reference to the Board.
<i>Agenda</i>	15.3	The Executive Director shall prepare the agenda, under the direction of the Chair, for distribution with the routine order of business for regular meetings of the Board to be as follows: (a) Call to Order; (b) Roll Call; (c) Land Acknowledgement Statement (d) Declarations of Conflict/Pecuniary Interest by Members; (e) Adoption of Minutes of Previous Meetings; (f) Verbal Reports from the Board Chair; (g) Verbal Reports from the Chief of Police; (h) Presentations and/or Deputations; (i) Unfinished Business (if any); (i) Consent Agenda – Communications to Receive for Information (j) New Business – Communications for Consideration;

- (k) Other **New** Business (if any) – Additional Communications from Board Members or Chief of Police;
- (l) **Motion for Closed Session Meeting(s); - Identify the applicable CSPA authority and general nature of the matters to be considered in closed session**
- (m) Reports from Closed Session;
- (n) Adjournment.

<i>Delivery of Agenda</i>	15.4	The Executive Director shall cause to be delivered to each Member at least seven (7) days before the scheduled time for a meeting the agenda and copies of related materials.
<i>Order of Business</i>	15.5	The business of the Board shall, in all cases, be taken up in the order in which it appears on the agenda, unless otherwise decided by the Board. Any matter on the agenda not decided by the Board shall be placed on the agenda of the next regular meeting of the Board.
<i>Circulation to Public</i>	15.6	As soon as agenda information is published and distributed by the Executive Director to the Members, the information may be made available to the public, and may be discussed in public by Board Members, except for information relating to matters to be considered in Closed Session.
<i>Communications</i>	15.7	Every communication intended to be presented to the Board or its Committees must be legibly written or emailed and must contain the signature or e-signature and contact address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be designated a contact person to whom the Executive Director can communicate on behalf of the Board or a Committee.
<i>Consent Agenda</i>	15.8	All or several items on the agenda for a meeting containing a recommendation to “receive for information” may be adopted by a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
<i>Introduction of Business Not Included on Agenda</i>	15.9	No business shall be introduced at a meeting which has not been included on the agenda for such meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.

16. BOARD MINUTES

<i>Minutes</i>	16.1	The Executive Director shall cause minutes to be taken of each meeting of the Board, which shall include: (a) the place, date and time of the meeting; (b) the name of the Chair and the attendance of the Members, the Executive Director, senior staff of the Niagara Regional Police Service, names of presenters and external delegations; (c) the confirmation and correction of the minutes of the previous meeting; (d) declarations of conflict of interest or pecuniary interest; (e) all other proceedings of the Board without note or comment.
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<i>Approval</i>	16.2	The Minutes of each Board Meeting shall be presented to the Board for approval at the next regular Meeting.
<i>Signature</i>	16.3	After the Board Minutes have been approved by the Board, they shall be signed by the Chair and the Executive Director, and sealed.
<i>Posting of Minutes on Internet</i>	16.4	The approved public minutes of the Board shall be posted on the Board's web page.

17. DISCLOSURES OF CONFLICT/ PECUNIARY INTEREST

<i>Method of Disclosure</i>	17.1	Where a Member has any pecuniary interest in any matter and is present at a Board meeting or Committee meeting at which the matter is the subject of consideration, the Member shall; (a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof; (b) not take part in the discussion of, or vote on, any question in respect of the matter; and (c) not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.
<i>Requirements to Notify</i>	17.2	Members who declare a conflict shall complete a "Declaration of Interest" form as a formal record of their disclosure in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 (s. 5.1) as amended March 1, 2019 and O. Reg. 408/23: Code of Conduct for Police service Board Members. The completed form will be retained on file by the Executive Director.
<i>Closed (Confidential) Sessions</i>	17.3	Where a meeting is not open to the public, in addition to complying with the requirements set out above, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.
<i>Absence – Disclosure at Next Meeting</i>	17.4	Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest at the next meeting at which such Member attends.
<i>Record of Disclosure</i>	17.5	The Executive Director shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that particular meeting of the Board or of Committee.

18. RULES OF DEBATE

<i>General</i>	18.1	All Members of the Board shall exercise their right to debate within the framework set out in these rules.
<i>Recognition of Member</i>	18.2	To address the Board, a Member shall raise his or her hand and be recognized by the Chair and direct all comments through the Chair.
<i>Order of Speakers</i>	18.3	When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.

<i>Address the Chair</i>	18.4	Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.
<i>Relevancy</i>	18.5	All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.
<i>Interruptions</i>	18.6	When a Member is speaking, no other Member shall interrupt the Member except to raise a point of order, privilege or personal privilege.
<i>Read Motion</i>	18.7	A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.
<i>Speaking to a Question</i>	18.8	No Member shall speak more than once to the same question or motion without leave of the Board.
<i>Reply</i>	18.9	Notwithstanding Section 18.8, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
<i>Speaking Time</i>	18.10	No Member shall speak to the same question or motion, or in reply, for more than five (5) minutes, without leave of the Board.
<i>After Question Put by Chair</i>	18.11	After the question has been put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
<i>Points of Order</i>	18.12	When a Member desires to address a point of order, the Member shall ask leave of the Chair to raise a point of order and after leave is granted the Member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair.
<i>Chair to Rule on Point of Order</i>	18.13	Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
<i>Decision Final</i>	18.14	If no Member appeals, the decision of the Chair is final.
<i>Idem</i>	18.15	The Board's decision is final if the Chair is challenged.

19. RULES OF VOTING

<i>General</i>	19.1	All voting, except with respect to the election of the Chair and Vice-Chair, shall be conducted in the manner prescribed by the rules in this section.
<i>Put Question to Vote</i>	19.2	When the Chair is putting a question to vote, no Member of the Board may leave the room or cause any disturbance.
<i>Every Member Votes</i>	19.3	Every Member of the Board, including the Chair, who is present when a question is put shall vote thereon, unless disqualified by a conflict of interest.
<i>Failure to Vote</i>	19.4	The failure to vote by a Member who is not disqualified by a conflict of interest shall be deemed to be a negative vote.

<i>Manner of Vote</i>	19.5	The manner of determining the decision of the Board on a question shall be at the discretion of the Chair and may be by show of hands, voice or otherwise.
<i>Equality of Votes</i>	19.6	Where there is an equality of votes on any decision, the question shall be deemed to be lost.

20. MOTIONS AND NOTICES OF MOTIONS

<i>Jurisdiction</i>	20.1	A Motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Board, shall not be in order and shall not be considered by the Board.
<i>Introduction of Additional Items</i>	20.2	No Member shall introduce any item to the Board for its consideration unless: (a) the item relates to a matter on the agenda for that meeting; (b) the matter is of an urgent nature; or (c) leave is granted on a two-thirds majority vote.
<i>Oral Motions</i>	20.3	The following may be introduced orally without written notice and without leave of the Board: (a) a point of order or privilege; (b) presentation of petitions; (c) a motion to waive or suspend the rules of procedure; (d) any other procedural motion; (e) a motion to recess; (f) a motion to adjourn; (g) a motion to call the question; (h) a motion to retire into a confidential session; (i) a motion to receive an item; (j) a motion to table an item; (k) a motion to refer; (l) a motion to defer; (m) a simple amendment; (n) a motion to adopt a recommendation; or (o) the motion relates to a report which was distributed with the agenda.
<i>Must be Seconded</i>	20.4	A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.
<i>Wording</i>	20.5	All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.
<i>Emergency Motion</i>	20.6	Notwithstanding the above, any motion may be introduced for consideration by the Board in a situation deemed to be an emergency by the Chair.
<i>Substantive Motion</i>	20.7	There may be only one substantive motion before the Board at any time.
<i>Motion to Amend</i>	20.8	A motion may be amended during debate provided that the motion to amend is relevant and not in direct opposition to the main question.

	20.9	Only one motion to amend an amendment to the question shall be allowed.
<i>Withdrawal</i>	20.10	After a motion has been seconded, it may be withdrawn by the mover and the seconder at any time before a vote is taken.
<i>Refer to Question</i>	20.11	A motion to refer a question shall include the name of the committee, body or official to whom the question is to be referred.
<i>Direction to Chief</i>	20.12	A direction to the Chief of Police by the Board shall be authorized by resolution of the majority of the Members present.
<i>Not Debatable</i>	20.13	The motions referred to in 20.3 (e), (f), (g), (j) and (l) are not debatable.
<i>Deemed Carried</i>	20.14	A motion is deemed carried where a majority of the quorum votes in the affirmative.
<i>Procedure on Motions</i>	20.15	The procedure on a motion is as follows: (a) the Chair shall read, state or verbally acknowledge each motion presented, whereupon the motion shall be deemed to be in the possession of the Board; (b) the motion shall be seconded; (c) the Chair shall restate the motion and open debate; (d) the motion shall be debated in accordance with Section 18; (e) the question shall be put to the Board by the Chair; (f) vote shall be taken in accordance with Section 19; (g) the motion shall be declared carried or lost.
<i>Chair to Refrain as Mover</i>	20.16	The Chair shall refrain from moving motions.
<i>Motion to Reconsider</i>	20.17	A motion to reconsider a matter previously decided by the Board shall be permitted within 12 months of the original motion where a Board Member, who voted in the majority, gives notice in writing which is included in the agenda that he or she will move at the next meeting that a matter be reconsidered.
<i>Idem</i>	20.18	A motion to reconsider is not required after the expiration of 12 months from the date the matter was previously decided, or if new material facts respecting the previously decided arise. In those cases, the motion procedures of 20.15 apply.
<i>Idem</i>	20.19	A motion to reconsider requires an affirmative vote of at least two-thirds (2/3) of the Members of the Board to pass.

21. OUTSTANDING INQUIRIES AND MOTIONS

<i>General</i>	21.1	Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the Minutes of the meeting.
<i>Follow-up</i>	21.1	Following each Board meeting, the Executive Director will forward in writing any inquiries or motions requiring action or a subsequent report to the Chief of Police or other person assigned responsibility for responding.

<i>Written Response</i>	21.2	The response shall be submitted in writing to the Executive Director for inclusion in an upcoming Board agenda.
<i>Record Keeping</i>	21.3	The Executive Director shall keep a record of all inquiries and motions requiring a response and shall submit a list of outstanding inquiries and motions to the Board on a quarterly basis.

22. PUBLIC AND CLOSED MEETINGS

<i>Meetings Open to Public</i>	22.1	Meetings of the Board shall be open to the public except as provided for in Section 44 of the <i>Act</i> and this Section of the By-law and no person shall be excluded from a meeting open to the public except for improper conduct as determined by the Chair.
<i>Public Access</i>	22.2	The public shall be allowed access 15 minutes before the scheduled start time of the meeting.
<i>Recording Equipment</i>	22.3	The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting by members of the public, including the news media, may be permitted and shall be subject to the approval and/or direction of the Chair unless otherwise decided by the Board.
<i>Closed (Confidential) Sessions</i>	22.4	A meeting, or part of a meeting, may be conducted in Closed Session pursuant to Section 44 of the <i>Act</i>, if the subject matter being considered is: (a) the security of the property of the Board; (b) personal matters about an identifiable individual, including Niagara Regional Police Service employees or any other employees of the Board; (c) a proposed or pending acquisition or disposition of land by the Board; (d) labour relations or employee negotiations; (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Board or Police Service; (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose; (g) information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation; (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; (i) a trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value; (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board; (k) information that Section 8 of the <i>Municipal Freedom of Information and</i>

Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record;

- (l) an ongoing investigation respecting the Police Service Board; or
- (m) education or training session for the benefit of Members.

23. DELEGATIONS/DEPUTATIONS AND PUBLIC PRESENTATIONS

<i>Written Request</i>	23.1	Any person, group of persons or organization wishing to address the Board regarding a matter within the Board's jurisdiction shall make a written request to the Executive Director at least ten (10) days prior to the date of the meeting at which the deputation is to be made, such written request to include: (a) The name of the presenter; (b) An outline of the deputations to be made; (c) The names of the other persons who will be appearing with the presenter; (d) A copy of any materials to be provided to the Board as part of the deputation.
<i>Criteria for Delegations and Presentations</i>	23.2	Criteria for deputations to the Board: (a) Individual complaints and legal matters involving litigation against the Board or Service will not be considered at Board meetings. Such matters are subject to legislated public complaints processes or legal proceedings before the courts or tribunals, and the Board must not intervene outside of those processes. (b) Matters that are before the court, tribunal, or other legal proceeding will not be accepted for deputation. These issues are most appropriately addressed within the formal processes established for their resolution. (c) Individual vendors will not be permitted to present to the Board, as procurement matters are governed by the Niagara Region's procurement policies and procedures.
<i>Limitations</i>	23.3	Deputations shall only be heard upon the consent of the Board.
<i>Time</i>	23.4	A delegation shall address the Board through one (1) spokesperson for a period not exceeding ten (10) minutes, unless approval to extend the speaking time is obtained from the Chair.
<i>Conduct</i>	23.5	All presenters shall address the Chair from the designated area and shall state their name and whom they represent.
	23.6	No person shall: (a) Speak disrespectfully of any person; (b) Use offensive words or language; (c) Speak on any subject other than that which has received approval by the Board; (d) Disobey the rules of procedure or a decision of the Chair or the Board.
<i>Disorder/By-law Breach</i>	23.7	The Chair may curtail any presentation, questions, or debate during a presentation for disorder or any other breach of this By-law, and if the Chair

rules that the presentation is concluded, the person(s) appearing shall immediately withdraw.

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| <i>Board Questions</i> | 23.8 | Following the presentation, the Board may ask questions of the presenter for the purpose of clarifying information but shall not enter into a debate with the presenter. |
| | 23.9 | At the conclusion of the presentation, the Board may receive the presentation, discuss it at that point or at a later time in the meeting, or defer the matter to a subsequent meeting for the purpose of receiving further information. |
| <i>Public Audience</i> | 23.10 | Members of the public who constitute the audience at a meeting shall respect the decorum of the Board and not: <ul style="list-style-type: none"> (a) Address the Board without permission of the Chair; (b) Interrupt any speech or action of the Members of the Board or any other person addressing the Board; and (c) Bring signage, placards, or banners into such meetings. |

24. MEDIA RELATIONS

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| <i>Board Spokesperson</i> | 24.1 | Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Board. |
| <i>Executive Director as Resource</i> | 24.2 | On matters of factual information, administration of the Board, or communicating a decision of the Board in response to an enquiry, the Executive Director may act as a resource person on behalf of the Board. |
| <i>Special Circumstances</i> | 24.3 | In special circumstances, such as labour relations, or where a Board Committee has been established on a specific issue, the Board may designate the member leading the negotiations, or the Chair of the Committee, to act as spokesperson for the Board. |
| <i>Communication by Board Members</i> | 24.4 | Board Members may communicate a position of the Board; however, should a Board Member publicly disagree with a position of the Board, or should a Board Member comment upon a matter not yet before the Board, he or she will clearly identify they are speaking as an individual and not on behalf of the Board. Nor shall a Board Member state the Board has taken a position on a matter, until the matter has been voted upon. |
| <i>Media Releases</i> | 24.5 | Media releases shall be approved by the Chair, or the Vice-Chair prior to release. Board Members shall receive a copy of the release as soon as possible once its been approved. |
| <i>News Conferences</i> | 24.6 | News conferences on matters within the jurisdiction of the Board shall be called on at the discretion of the Chair or the Vice-Chair. Whenever possible, Board Members shall be advised of the event prior to its taking place. |

25. COMMITTEES

<i>Committees</i>	25.1	Subject to the provisions of Section 42 of the <i>Act</i> , Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
<i>Ad Hoc Committees</i>	25.2	The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
<i>Board's Role</i>	25.3	The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
<i>General Role of Committees</i>	25.4	The role of the Committees shall generally be to: (a) make recommendations to the Board on matters which are in their jurisdiction; and (b) guide and request staff through the Chief of Police, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required.
<i>Committee Chair</i>	25.5	Each Committee shall appoint a Chair of the Committee.
<i>Committee Proceedings</i>	25.6	The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable.
<i>Committee Membership</i>	25.7	Members shall be appointed to Committees by the Board and confirmed on an annual basis.
<i>Members' Rights</i>	25.8	Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings. The Chair, as ex-officio, is a member of every Committee.
<i>Sub-Groups</i>	25.9	No sub-groups of Committees shall be established without approval by the Board.

26. BY-LAWS

<i>One Motion</i>	26.1	Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Board may, at the request of a Member, deal separately with any by-law.
<i>Form</i>	26.2	Every by-law, when introduced shall be in written form and shall comply with the provisions of any relevant legislation.
<i>Reading</i>	26.3	Every by-law of the Board requires only one reading before it may be passed.

Authentication 26.4 Every by-law which has been passed by the Board shall be numbered and dated and shall be sealed with the seal of the Board and signed by the Chair or the Vice-Chair and the Executive Director and shall be deposited in the Office of the Board.

27. ENACTMENT

Repeal 27.1 By-law Nos.147-1995, 282-2013, 341-2013, 354-2014, 365-2017, 391-2021, 400-2023 and 404-2024, as amended, and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed effective October 31, 2025.

Effective Date 27.2 This By-law shall come into force on November 1, 2025.

ENACTED AND PASSED this 23rd day of October, 2025.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

Pat Chiocchio, Chair

Deb Reid, Executive Director

APPENDIX “A”

ONTARIO REGULATION 408/23 made under the COMMUNITY SAFETY AND POLICING ACT, 2019

CODE OF CONDUCT FOR POLICE SERVICE BOARD MEMBERS

APPLICATION AND INTERPRETATION

1. (1) This Regulation sets out the code of conduct with which every member of a police service board must comply.

(2) For greater certainty, the existence of a good faith exception in this code of conduct does not limit the grounds on which it may be determined that a member of a police service board has not contravened this code of conduct.

2. In this Regulation,

“conflict of interest” means a situation in which a member of a police service board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the police service board;

“personal relationship” includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse or common-law partner of the board member.
2. A current or former intimate partner of the board member.
3. The board member’s children, including biological and adoptive children and stepchildren.
4. The legal dependants of the board member.
5. A child in the board member’s care.
6. The board member’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law.

CONDUCT BECOMING OF A BOARD MEMBER

3. (1) A member of a police service board shall not conduct themselves in a manner that undermines or is likely to undermine the public’s trust in the police service board or the police service maintained by the police service board.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

4. A member of a police service board shall comply with the Act and the regulations made under it.

5. A member of a police service board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

6. A member of a police service board shall comply with any rules, procedures and by-laws of the police service board.

7. A member of a police service board shall not substantially interfere with the conduct of police service board meetings.

8. A member of a police service board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the police service board.

9. (1) A member of a police service board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

10. (1) A member of a police service board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

STATEMENTS AND ATTENDANCE

11. A member of a police service board shall not knowingly make false statements pertaining to the duties of a member of a police service board.

12. A member of a police service board shall not purport to speak on behalf of the police service board unless authorized by the board to do so.

13. A member of a police service board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the police service board, the police service maintained by the board or a member of the police service.

14. A member of a police service board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of a police service board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.

(2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

16. A member of a police service board shall attend all police service board meetings unless able to provide a reasonable explanation for the absence.

MISCONDUCT AND CONFLICTS OF INTEREST

17. A member of a police service board shall disclose any conduct of another member of the police service board that the member reasonably believes constitutes misconduct,

- (a) to the chair of the board; or
- (b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of a police service board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the police service board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the police service board or, in the case of a member appointed by the Lieutenant Governor in Council, to the Minister.

19. A member of a police service board shall not apply for employment with the police service maintained by the police service board unless they resign from the board before applying.

20. (1) A member of a police service board shall promptly disclose any conflict of interest,

- (a) to the chair of the board; or
- (b) if the conflict of interest involves the chair, to the Inspector General.

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the police service board.

21. A member of a police service board shall not use their position as a police service board member to,

- (a) benefit themselves;
- (b) benefit one or more persons with whom they have a personal relationship; or
- (c) interfere with the administration of justice.

22. A member of a police service board shall not participate in discussion of or voting with respect to matters at police service board meetings if the member has a conflict of interest in the matter.

APPENDIX "B"

MUNICIPAL CONFLICT OF INTEREST ACT R.S.O. 1990, CHAPTER M.50

Last amendment: 2007, c. 8, s. 219.

Definitions

1. In this Act,

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; (“enfant”)

“controlling interest” means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding;

“council” means the council of a municipality;

“elector” means,

(a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and

(b) in respect of a school board, a person entitled to vote at the election of members of the school board;

“interest in common with electors generally” means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part;

“judge” means a judge of the Superior Court of Justice;

“local board” means a school board, board of directors of a children’s aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police services board, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board;

Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” is amended by the Statutes of Ontario, 2007, chapter 8, section 219 by striking out “home for the aged” and substituting “long-term care home”. See: 2007, c. 8, ss. 219, 232 (2).

“meeting” includes any regular, special, committee or other meeting of a council or local board, as the case may be;

“member” means a member of a council or of a local board;

“municipality” includes a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board;

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;

“school board” means a board as defined in subsection 1 (1) of the Education Act, and, where the context requires, includes an old board within the meaning of subsection 1 (1) of the Education Act;

“senior officer” means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office;

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. (“conjoint”) R.S.O. 1990, c. M.50, s. 1; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156 (1); 1999, c. 6, s. 41 (1); 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45 (1, 2); 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. D, s. 10.

Indirect pecuniary interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

Exceptions

Where s. 5 does not apply

4. Section 5 does not apply to a pecuniary interest in any matter that a member may have,

(a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;

(b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;

(c) by reason of the member purchasing or owning a debenture of the municipality or local board;

(d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;

(e) by reason of having an interest in any property affected by a work under the Drainage Act or by a work under a regulation made under Part XII of the Municipal Act, 2001 or Part IX of the City of Toronto Act, 2006, as the case may be, relating to local improvements;

(f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the Assessment Act;

(g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;

(h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;

(i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;

(j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or

(k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1).

Duty of Member

When present at meeting at which matter considered

5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another,

has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

Record of Disclosure

Disclosure to be recorded in minutes

6. (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. R.S.O. 1990, c. M.50, s. 6 (2).

Remedy for Lack of Quorum

Quorum deemed constituted

7. (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

Application to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises. R.S.O. 1990, c. M.50, s. 7 (2).

Power of judge to declare s. 5 not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. R.S.O. 1990, c. M.50, s. 7 (3).

Action where Contravention Alleged

Who may try alleged contravention of s. 5 (1-3)

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. R.S.O. 1990, c. M.50, s. 8.

Who may apply to judge

9. (1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his or her knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to the judge for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 9 (1).

Contents of notice of application

(2) The elector in his or her notice of application shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 9 (2).

Time for bringing application limited

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. R.S.O. 1990, c. M.50, s. 9 (3).

Power of judge to declare seat vacant, disqualify member and require restitution

10. (1) Subject to subsection (2), where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), the judge,

(a) shall, in the case of a member, declare the seat of the member vacant; and

(b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and

(c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he or she is a member or former member. R.S.O. 1990, c. M.50, s. 10 (1).

Saving by reason of inadvertence or error

(2) Where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of an error in judgment, the member is not subject to having his or her seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1). R.S.O. 1990, c. M.50, s. 10 (2).

Member not to be suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. R.S.O. 1990, c. M.50, s. 10 (3).

Transition: disqualification

(4) A disqualification of a member of a school board under this section that would have continued after December 31, 1997 but for the dissolution of the school board continues for its duration with respect to membership on any board whose members are elected by members of the electoral group who elected the member. 1997, c. 31, s. 156 (2).

Definition

(5) In subsection (4),

“electoral group” has the same meaning as in Part VIII of the Education Act as the Part read on January 1, 1997. 1997, c. 31, s. 156 (2).

Appeal to Divisional Court

11. (1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court. R.S.O. 1990, c. M.50, s. 11 (1).

Judgment or new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal. R.S.O. 1990, c. M.50, s. 11 (2).

Appeal from order or new trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

Proceedings not invalidated but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 12.

Other procedures prohibited

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under this Act. R.S.O. 1990, c. M.50, s. 13.

General

Insurance

14. (1) Despite section 279 of the Municipal Act, 2001 or section 218 of the City of Toronto Act, 2006, as the case may be, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

(b) despite the Insurance Act, to enable the municipality to act as an insurer; and

(c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the Insurance Act,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2).

Insurance Act does not apply

(2) The Insurance Act does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

Surplus funds

(3) Despite section 387 of the Insurance Act, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under the Municipal Act, 2001 or the City of Toronto Act, 2006, as the case may be. R.S.O. 1990, c. M.50, s. 14 (3); 1996, c. 32, s. 76 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (3); 2007, c. 7, Sched. 27, s. 1.

Reserve funds

(4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the Insurance Act is complied with. R.S.O. 1990, c. M.50, s. 14 (4).

Local boards

(5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members. R.S.O. 1990, c. M.50, s. 14 (5).

Former members

(6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. R.S.O. 1990, c. M.50, s. 14 (6).

Conflict with other Acts

15. In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. R.S.O. 1990, c. M.50, s. 15.



Advisory Bulletin 2.1: Board and Committee Meetings

Date of issue: September 25, 2025

What you need to know

Police service boards and OPP detachment boards conduct their business and make deliberations, considerations, and decisions in meetings. The *Community Safety and Policing Act* (CSPA) sets out requirements for meetings held by boards and their committees, and establishes a modern approach premised on public transparency of board business as the ‘rule,’ with requirements for a board to publicly explain when meetings are closed to the public.

“Meeting” Definition

The CSPA does not define “meeting” for determining when compliance with meeting requirements is necessary. Using subsection 238(1) of the *Municipal Act* for guidance, boards should consider a meeting to be any regular, special, or other gathering of a board or committee where:

- a quorum of members is present, and
- members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the board or committee.

Social or informal gatherings of board members would not be board meetings unless the two-part test described is met. Board members should be vigilant when a quorum is present at gatherings to avoid holding unintended meetings.

Meeting Notice – CSPA subsections 43(5)-(7)

Boards and committees must publish notice of meetings that are open to the public on the Internet. The notice must:

- be published at least seven days before the meeting, except in extraordinary circumstances (CSPA subsection 43(5)-(6)); and,
- include the proposed agenda and either the record of the most recent public meeting or information on how the public can access that record (CSPA subsection 43(7)).

Electronic meeting notices must include specific information about how to access the meeting.¹

Transparency and Open Meetings – CSPA subsection 43(3)

Meetings conducted by boards and their committees must be open to the public subject to decisions to close meetings or parts of meetings when permitted by subsection 44(2).

The purpose of the CSPA open meeting rule is to increase the open and transparent exercise of board authority and discharge of duties so as to enhance public confidence in the operation and integrity of boards, and by extension the policing they oversee.

Boards and committees should consider public access when deciding on meeting locations. Holding a “public” meeting within a secure police facility or at a non-published location may not always meet the test of “open to the public”². In addition, the use of electronic meetings presents additional challenges to ensure meetings are publicly open.

Closed Meetings – CSPA subsections 44(2)-(6)

Boards and committees may (not must) close meetings to the public if the subject matter being considered is:

- the security of the property of the board;
- personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record (a “law enforcement” matter);
- a proposed or pending acquisition or disposition of land by the board;
- labour relations or employee negotiations;
- litigation or potential litigation affecting the board, including matters before administrative tribunals;
- advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;

¹ [Ombudsman Investigation Report – Municipality of West Elgin December 2024](#)

² [Ombudsman Investigation Report – Township of Woolwich June 2015](#)

- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board; or,
- an ongoing investigation respecting the board.

Boards should note the discretionary nature of decisions to exclude the public when considering the above subjects. When making these decisions, boards and committees should balance the principles of transparency and public interest against the potential harm of disclosure.

Meetings must be closed to the public by police service boards and their committees if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act* (CSPA subsection.44(3)).

Board and committee meetings may also be closed to the public if held for the purpose of educating or training members and the business or decision-making of the board is not materially advanced in the meeting (CSPA subsection.44(6)).

The CSPA open and closed meeting rules for boards and committees very closely follow, with some modifications, the rules for municipal councils, committees, and local boards under Ontario's *Municipal Act*. The Ontario Ombudsman has been examining open meeting matters under that Act since 2008 and has published guidance that the IoP believes will assist police service boards, OPP detachment boards and their committees when making decisions on the CSPA open and closed meeting rules and practices. The Ontario Ombudsman guidance document is available here: [Open Meetings - Guide for Municipalities | Ombudsman Ontario](#)

Agenda Considerations – CSPA subsection 44(1)

Before holding a meeting, boards and committees must consider whether to close the meeting or part of the meeting having regard to subsections 44(2)-(3) of the CSPA, referenced above, which list subjects that either permit or require the exclusion of the public.

Resolution Closing Meeting – CSPA subsection 44(1)

If a board or committee decides to exclude the public, they must state by resolution the fact the board is holding a closed meeting, and the general nature of the matter to be considered. In addition, if the public is excluded from a meeting held for educating or training board or committee members, the resolution must specifically state that the meeting is closed under subsection 44(6).

In addition to the CSPA requirement for educational and training meetings, the IoP recommends that closed meeting resolutions cite the specific CSPA authority for excluding the public in all instances. The IoP further recommends that resolutions have sufficient detail of the closed matter to assure the public that the power to close the meeting is being responsibly exercised. Finally, to support transparency, the required resolution must be made in a meeting or part of a meeting that is open to the public.

Board Delegation and Committees – CSPA subsections 42(1)-(4)

Boards may delegate any of their powers to a committee established by by-law of the board. The by-law may govern the name, powers, duties, and quorums of the committee. The by-law should also govern the composition of the committee and member appointment process.

Committees must be composed of at least two members of the board, except if the only delegated power is bargaining under Part XIII of the CSPA. A bargaining committee can be composed of one board member. Additional non-board members may be appointed to the committee as long as a majority of the committee is composed of members of the board.

Quorum – CSPA subsection 43(2)

Boards and committees must have a quorum present to hold a meeting to conduct business and make decisions. Quorum is a majority of the members of the board.

Vacancies on a board do not reduce meeting quorum requirements. For example, quorum for a five-member board with two vacancies remains at three members.

Board members are not counted towards quorum if they are prohibited from exercising the powers or performing the duties of their position because mandatory training has not been completed (CSPA subsections 35(2)-(5)).

Board members may become subject to Inspector General investigations into their conduct and directed to decline to exercise their powers or perform their duties as a member of the board pursuant to CSPA subsection 122(1). Board members who have received this direction are not counted towards quorum. If the board cannot constitute quorum as a result, the Inspector General may appoint additional members to act in their place for the duration of the investigation.

Quorum for committees is determined by boards through their by-law establishing the committee (CSPA subsection 42(2)).

Meeting Frequency – CSPA subsection 43(1)

Boards must hold at least four meetings each year. Holding meetings exceeding this minimum and the period between meetings are discretionary decisions for boards. These decisions should be based on the governance obligations and statutory responsibilities arising from the size and complexity of the governed police service or OPP detachment, and the needs of the area under the board's jurisdiction.

Record of Meeting – CSPA subsection 43(4)

Boards must record all resolutions, decisions, and other proceedings at all meetings, whether open to the public or not. The record must not include additional notes or comments by the recorder.

The IoP recommends boards, when establishing committees, include this recording requirement as a duty of the committee in the governing by-law.

What you need to do*Meeting Practice Examination and Potential Changes to Practice*

Boards should examine their meeting practices, particularly regarding holding closed meetings, in consideration of the transition from long-standing *Police Services Act* requirements to those newly established by the CSPA. Where needed, adjustments should be made to come into compliance.

Boards should have any changes in meeting practices reflected in their established rules and procedures (CSPA section 46).

The new requirement for a resolution to close meetings will require some boards to change their existing practice of holding two distinct consecutive meetings – open and closed – with the closed meeting entirely excluding the public. Through its monitoring function, the IoP has observed that boards who have successfully transitioned meeting practices to the new requirements have adopted one of two options, both of which are CSPA-compliant:

- Two distinct consecutive meetings: Open meeting is entirely public and ends with adjournment. The closed meeting starts with an open part for routine administrative matters (opening statements, declarations of interest) followed by a resolution compliant with CSPA subsection 44(1). The closed portion ends with a resolution to return to public. The closed meeting ends in public with adjournment.
- A single meeting that is partly open and partly closed: The open part is closed by resolution compliant with CSPA subsection 44(1). The closed portion ends by resolution to return to the open meeting. The meeting continues in public until adjournment.

Emergency and Special Meetings

A board may be required to hold an emergency or special meeting outside of its regularly scheduled meetings. IoP Advisors have the authority to enter board meetings for compliance monitoring, including those closed to the public, pursuant to CSPA subsection 115(7). Boards should **notify their assigned Police Services Advisor for all emergency and special meetings whether open to the public or closed so the IoP is**

aware and the Advisor can determine whether attendance is necessary in the circumstances.

What we will do

The IoP's Police Services Advisors support the Inspector General's statutory monitoring and advisory duties under the CSPA. Advisors are available to provide advice on board compliance with the CSPA meeting requirements, including suggested application of leading practices and referrals to boards that have established good practices.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA subsection 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

September 26, 2025

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

SENT ELECTRONICALLY

**RE: Councillor Information Requests – Budget Review Committee of the Whole,
September 4, 2025**

At the Budget Review Committee of the Whole meeting held on September 4, 2025, Committee received a presentation respecting Niagara Regional Police Service – Service Based Budget Discussion. The following requests for information were made:

Minute Item 4.1

Provide the impact of end-of-life assets on police service delivery. Councillor Foster.

Provide information on the possibility of deferring the NG911 Stand Alone Back Up Facility project in Welland until 2027. Councillor Heit.

Provide the percentage of the budget allocated to dealing with mental health, homelessness and drug addiction issues. Councillor Morocco.

Provide the average length of time for a homicide investigation from start to trial. Councillor Sorrento.

It would be appreciated if you could kindly provide this information at your earliest convenience so that it may be shared with Council.

If further information is required, please contact me at 905-980-6000 Ext. 3220 or by email ann-marie.norio@niagararegion.ca

Yours truly,



Ann-Marie Norio
Regional Clerk

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CLK- C 2025-107



NIAGARA REGIONAL POLICE SERVICE Police Service Board Report

PUBLIC AGENDA

Subject: Special Fund Request – Gillian’s Place – Walk a Mile in Her Shoes
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2025-10-10

Recommendation(s)

That the Regional Municipality of Niagara Police Service Board authorizes Special Fund donations.

Key Facts

The purpose of this report is to seek the Board’s approval for donations from the Special Fund for the following:

- Gillian’s Place – Walk a Mile in Her Shoes – The Men’s March to End Violence Against Women \$1,000.00.

Details of each Special Fund Request are attached 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. 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.

Analysis

This Special Fund request is submitted to the Police Service Board with a detailed report for each in Appendix 1.

Alternatives Reviewed

To not support the requests.

Relationship to Police Service/Board Strategic Priorities

The Special Fund requests are aligned with the Niagara Regional Police Service 2022-2025 Strategic Plan and Niagara Regional Police Service Board By-law 403-2024, Special Fund Administration, Limitations and Guidelines.

Relevant Policy Considerations

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

Other Pertinent Reports

Not Applicable

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



Submitted by:
Bill Fordy #9615
Chief of Police

Appendices

Appendix 1 – Special Fund Request



NIAGARA REGIONAL POLICE SERVICE

Appendix 1

Special Fund Request

Note: If necessary, Open in Desktop, Download, or Save Form to create a fillable form – then save and forward through Chain of Command

(Please limit to two pages per Special Fund Request)

1. Request for Funding (Sections A-O):

A. Event (Event Name):

Walk a Mile in Her Shoes – The Men’s March to End Violence Against Women

B. Date of Event (YYYY-MM-DD):

2025-10-18

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

Gillian’s Place

D. Brief Description of the Event:

Gillian's Place is excited to announce the 19th annual Walk a Mile in HER Shoes: The Men's March to end Violence Against Women. Are you Brave Enough? Prove it on Saturday, October 18th at The Niagara Pen Centre.

Walk a Mile in HER Shoes is a symbolic march that gives men and male-identifying allies the opportunity to take a stand against violence against women. We are abundantly grateful to our corporate sponsors, walkers, ambassadors, and donors, who over the past 19 years have helped raise over \$1,512,000 for Gillian’s Place. Beyond raising vital funds for Gillian’s Place, the men’s march has helped spread awareness about gender-based violence in Niagara, and beyond.

Gillian's Place relies on community support to sustain our life-changing programs and services. By walking and/or donating, you are raising awareness and ensuring that practical and compassionate services are there 24/7, 365 days.

Gillian's Place is proud to be more than safe shelter. Gillian's Place offers a variety of

compassionate, secure, and practical support services for you, your loved ones and allies. Their team provides confidential, over-the-phone, and in-person services such as outreach counselling, legal advice, transitional housing, safety resources, and much more for women, children, and LGBTQIA2S+ individuals.

E. Service Staff or Board Members Attending (*if applicable*) (Name, Rank of Members):

Members of the Domestic Violence Unit will be attending (TBD) and a request for SLT and the Board has been forwarded through the chain.

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*) and the Service's Strategic Plan (i.e., Goal 2.2 Objective):

Community Relations:

The attendance and participation of Board and Service at “Walk a Mile in Her Shoes -The Men’s March to End Violence Against Women” fundraising event in support of Gillian’s Place, an organization that work closely with the Niagara Regional Police Service to end Gender Based Violence (GBV), demonstrates the Boards’ goodwill and community involvement.

Board /Police Service Relations:

Participating in this event allows Detectives of DVU, SLT and the Board to walk alongside survivors of GBV to show our support and enhance our image in our community.

Public Education/Awareness:

This funding will assist the Board in communicating with the general public information related to Gender Based Violence (GBV) by having members of the Service and the Board participate in this event.

Strategic Plan:

This event directly aligns with the following:

Goal 1: Public Safety:

- Objective 1: Reduce Violent crime
- Objective 3: Enhance support and improve outcomes for victims of crime

Goal 2: Community Engagement and Collaboration:

- Objective 1: To strengthen relationships and continue to build trust with our community
- Objective 2: To foster transparency and enhance public understanding of police services

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

Items	Amount
Walk a Mile in Her Shoes – The Men’s March to End Violence Against Women: Donation	\$1000.00
Total Amount Requested:	\$1000.00

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):*

Donate online at <https://gilliansplace.com/walk-a-mile-in-her-shoes/Walk A Mile in HER Shoes - Gillian's Place>

I. Submitted by: Staff Sergeant Tara Henderson

J. Immediate Supervisor Approval: Inspector Chris Lemaich

K. Program Manager Approval: Supt. Dave Masotti

L. Sponsored by *(Member of the Executive Leadership Team):* Deputy Mario Lagrotteria

M. Date Submitted to Chief’s Office: 2025-10-10

N. Chief’s Approved X or Denied ☐

O. Chief’s Comments:

Click or tap here to enter text.

2. Post Event Report:

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

Click or tap here to enter text.

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

Items	Funding Request	Amount Spent	Difference
Total Amount			

**Any unspent funds will be returned to the Special Funds Account*



NIAGARA REGIONAL POLICE SERVICE Police Service Board Report

PUBLIC AGENDA

Subject: Special Fund Requests
Report To: Chair and Members, Niagara Police Service Board
Report Date: 2025-10-07

Recommendation(s)

That the Regional Municipality of Niagara Police Service Board authorizes Special Fund donations.

Key Facts

The purpose of this report is to seek the Board's approval for donations from the Special Fund for the following:

- Gillian's Place \$1,000.00
- A.B.L.E. - 33rd Annual Scholarship & Awards Gala \$1,500.00
- Niagara Vanguard Roll-a-Thon- \$2,000.00
- Out of the Cold Program- \$2,000.00
- Serving With Pride Gala and Awards Night- \$1600.00

Details of each Special Fund Request are attached 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. 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.

Analysis

This Special Fund request is submitted to the Police Service Board with a detailed report for each in Appendix 1.

Alternatives Reviewed

To not support the requests.

Relationship to Police Service/Board Strategic Priorities

The Special Fund requests are aligned with the Niagara Regional Police Service 2022-2025 Strategic Plan and Niagara Regional Police Service Board By-law 403-2024, Special Fund Administration, Limitations and Guidelines.

Relevant Policy Considerations

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

Other Pertinent Reports

Not Applicable

This report was prepared by Inspector Lynda Hughes Office of the Chief.



Submitted by:
Bill Fordy #9615
Chief of Police

Appendices

Not applicable



NIAGARA REGIONAL POLICE SERVICE

Appendix 1

Special Fund Request

Note: If necessary, Open in Desktop, Download, or Save Form to create a fillable form – then save and forward through Chain of Command
(Please limit to two pages per Special Fund Request)

1. Request for Funding (Sections A-O):

A. Event (Event Name):

Gillian's Place Wrapped in Courage Pancake Breakfast

B. Date of Event (YYYY-MM-DD):

2025-11-04

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

Host – Gillian's Place

Benefactors - Gillian's Place, Ontario Association of Interval and Transitional Houses (OAITH)

D. Brief Description of the Event:

On Tuesday, November 4, 2025, a Pancake Breakfast fundraiser will be held at Market Square in St. Catharines. The event commences and celebrates the Wrapped in Courage Campaign. Drawing in the downtown St. Catharines community and beyond, over 200 supporters come together to purchase a scarf or tie and enjoy a pancake breakfast provided by Niagara College to show their support for Gillian's Place, and to signal to survivors of GBV that they are believed, valued, and never alone.

November is Woman Abuse Prevention month and the start of Ontario's Wrapped in Courage Campaign by the Ontario Association of Interval and Transitional Houses (OAITH). Gender-based violence (GBV) agencies across Ontario ask leaders and community members to wear a purple scarf to show their commitment to ending femicide and all forms of gender-based violence.

E. Service Staff or Board Members Attending (if applicable) (Name, Rank of Members):

To be determined, including senior leaders.

- 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) and the Service's Strategic Plan (i.e., Goal 2.2 Objective):*

This request aligns with the Police Service By Law #403-4024 Respecting the administration, limitations and guidelines of the Special Fund. 5.1 a) Community Relations through Involvement with Police-Related Organizations - Intended to enable the Board/Service to purchase tickets or contribute donations for individuals officially representing the Police Service Board and/or the Niagara Regional Police at external organizations and/or fundraising events. The attendance and participation of Board and Service members at fundraising events for organizations that work closely with the Niagara Regional Police Service serves to demonstrate the Board's goodwill and community involvement.

This relates to the 2022-2025 Strategic Plan Goal #2 "Community Engagement and Collaboration", Objective 1,0: "To Strengthen relationships and build trust with our community."

Supporting the raising of funds for causes that are key to assisting our communities has a positive impact and relationship building effect.

- G.** Detail account of funds requested and its intended uses:

Items	Amount
Supporting Sponsor	\$1,000.00
Total Amount Requested:	\$1,000.00

- 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):*

Registration can be paid by cheque, payable to:

Gillian's Place
P.O. Box 1387, St. Catharines, Ontario L2R 7J8

- I. Submitted by: Inspector Lynda Hughes, #9196, Chief's Executive Officer
- J. Immediate Supervisor Approval: N.A.
- K. Program Manager Approval: N.A.
- L. Sponsored by (*Member of the Executive Leadership Team*): Chief Bill Fordy #9615
- M.
- N. Date Submitted to Chief's Office: October 7, 2025
- O. Chief's Approved X or Denied ☐
- P. Chief's Comments:

Click or tap here to enter text.

2. Post Event Report:

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

Click or tap here to enter text.

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

Items	Funding Request	Amount Spent	Difference
Total Amount			

**Any unspent funds will be returned to the Special Funds Account*



NIAGARA REGIONAL POLICE SERVICE

Appendix 1

Special Fund Request

Note: If necessary, Open in Desktop, Download, or Save Form to create a fillable form – then save and forward through Chain of Command
(Please limit to two pages per Special Fund Request)

1. Request for Funding (Sections A-O):

A. Event (Event Name):

Association of Black Law Enforcers- 33rd Annual Scholarship & Awards Gala

B. Date of Event (YYYY-MM-DD):

2025-11-01

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

A.B.L.E- Association of Black Law Enforcers

D. Brief Description of the Event:

The Association of Black Law Enforcers, A.B.L.E. is committed to ensuring that the criminal justice system is reflective of the entire Canadian mosaic, by providing opportunities for Black and visible minority youth to "serve, protect and correct".

A.B.L.E was formed in 1992 to address the needs and concerns of Black and other racial minorities in Law enforcement and the community.

A.B.L.E. contributes funds towards the tuition fees of successful candidates pursuing post- secondary education in specific law enforcement related areas of study. By awarding scholarships, A.B.L.E assists Black and visible minority students in achieving their educational and career aspirations.

The theme for the A.B.L.E gala this year is "Strength Through Struggle: A Journey of Perseverance and Endurance.

E. Service Staff or Board Members Attending (if applicable) (Name, Rank of Members):

10 Personnel from the Service, names to be determined at a later date.

- 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) and the Service's Strategic Plan (i.e., Goal 2.2 Objective):*

The Niagara Regional Police Service has been consistent in its efforts to build positive relationships with all the diverse communities within the Niagara Region. Participation in this initiative, demonstrates the Service's unwavering commitment to this endeavor.

In addition to supporting the event financially, the purchase of a table at this event will allow the members and senior staff attending to represent the Niagara Regional Police Service and strengthen the relationship with The Association of Black Law Enforcers (A.B.L.E).

As outlined in the Service's Strategic Plan, Community Engagement and Collaboration (i.e., Goal 2 Objective 1.3) participation in this event will enhance built relationships with diverse communities.

- G.** Detail account of funds requested and its intended uses:

Items	Amount
Supporting Sponsor	\$1,500.00
Total Amount Requested:	\$1,500.00

- 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):*

Registration can be paid to:

Niagara Regional Police under the control of the Finance Unit

- I.** Submitted by: Jeff Bootsma, Staff Sergeant #9283

- J.** Immediate Supervisor Approval: Habib Rang, Sergeant #9808

K. Program Manager Approval: Insp. Rob LaPlante #9069

L. Sponsored by (*Member of the Executive Leadership Team*): Supt. Shaun Parrent, #9655

M. Date Submitted to Chief's Office: 2025-09-22

N. Chief's Approved X or Denied ☐

O. Chief's Comments:

Click or tap here to enter text.

2. Post Event Report:

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

Click or tap here to enter text.

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

Items	Funding Request	Amount Spent	Difference
Total Amount			

**Any unspent funds will be returned to the Special Funds Account*



NIAGARA REGIONAL POLICE SERVICE

Appendix 1

Special Fund Request

Note: If necessary, Open in Desktop, Download, or Save Form to create a fillable form – then save and forward through Chain of Command

(Please limit to two pages per Special Fund Request)

1. Request for Funding (Sections A-O):

A. Event (Event Name):

Toronto Police Service Roll-A-Thon in support of SickKids Hospital.

B. Date of Event (YYYY-MM-DD):

2025-11-01

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

Host: Toronto Police Service; Benefactor: SickKids Foundation

D. Brief Description of the Event:

The Toronto Police Service SickKids Roll-A-Thon is a charity fundraising event where members of the Toronto Police Service, along with community partners such as us, come together on the mats to roll in support of SickKids Hospital. Participants showcase their skills in Brazilian Jiu-Jitsu while raising funds to help provide life-saving care, research, and support for children and families. The Roll-A-Thon highlights teamwork, resilience, and community spirit, demonstrating the commitment of first responders to giving back beyond their daily duties of keeping Toronto safe.

E. Service Staff or Board Members Attending (if applicable) (Name, Rank of Members):

- Kris Hamilton, Sergeant, Training Unit; Niagara Vanguard Founder
- Jake Braun, Constable, Training Unit; Niagara Vanguard Co-Founder
- +20 anticipated members of the Niagara Vanguard team including sworn, civilian and axillary members of the NRPS.

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) and the Service's Strategic Plan (i.e., Goal 2.2 Objective):*

Community Relations

The event builds trust and strengthens bonds between police and the public by working together toward a shared goal—supporting children and families at SickKids. It shows officers in a positive, human light outside of their policing role, highlighting compassion, teamwork, and community involvement.

Police Service Relations

Internally, the Roll-A-Thon fosters camaraderie and collaboration across different units within the Service. It provides an opportunity for officers to work together in a non-operational setting, promoting wellness, teamwork, and a strong sense of shared purpose.

Public Education & Awareness

The Roll-A-Thon helps raise awareness about the needs of SickKids patients and the importance of ongoing fundraising efforts. It also introduces the public to police members' personal commitment to health, wellness, and giving back, educating the community about the broader role policing can play in supporting social good.

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

Items	Amount
Registration Fee and Event Donation	\$2000.00
Total Amount Requested:	\$2000.00

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):*

SickKids Foundation
525 University Ave, Suite1400
Toronto, Ontario Canada M5G 2L3

I. Submitted by: Kris Hamilton, Sergeant

J. Immediate Supervisor Approval: Michael Casella, Staff Sergeant

K. Program Manager Approval: Steve Magistrale, Inspector 9157

L. Sponsored by (*Member of the Executive Leadership Team*): Chief Bill Fordy

M. Date Submitted to Chief's Office: 2025-10-01

N. Chief's Approved ☐ or Denied ☐

O. Chief's Comments:

Click or tap here to enter text.

2. Post Event Report:

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

Click or tap here to enter text.

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

Items	Funding Request	Amount Spent	Difference
Total Amount			

**Any unspent funds will be returned to the Special Funds Account*



NIAGARA REGIONAL POLICE SERVICE

Appendix 1

Special Fund Request

Note: If necessary, Open in Desktop, Download, or Save Form to create a fillable form – then save and forward through Chain of Command

(Please limit to two pages per Special Fund Request)

1. Request for Funding (Sections A-O):

A. Event (Event Name):

Out of the Cold Program 2025

B. Date of Event (YYYY-MM-DD):

2025-11-01 to 2026-03-31

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

Host: Out of the Cold Program 2025

D. Brief Description of the Event:

Out of the Cold is a volunteer driven program operating out of many host churches across St. Catharines from November to March annually. The program provides warm nutritious meals for the needy and homeless in our community. There are many people across Niagara living outdoors, in an emergency shelter or in transitional housing. While host churches provide free facilities, the cost of running the program is dependent on donations and volunteers.

The program operates from the following St. Catharines locations;

Sunday: Knights of Columbus Hall, 235 Church Street
Monday: Silver Spire United Church, 366 St. Paul Street
Tuesday: Cathedral of St. Catherine, 3 Lyman Street
Wednesday: St. George's Anglican Church, 83 Church Street
Thursday: St. Alfred Roman Catholic Church, 272 Vine Street
Friday: Knox Presbyterian Church, 53 Church Street
Saturday: Queen Street Baptist Church, 57 Queen Street

During the 2024-2025 campaign, the Niagara Regional Police Service assisted the Out of the Cold program from Knox Presbyterian Church, 53 Church Street, St. Catharines on November 15, 2024, November 22, 2024, December 23, 2024, January 24, 2025, February 21, 2025, and March 21, 2025. In total, Members of the Service and their families filled 26 volunteer positions and assisted the program in serving an average of approximately 120 meals per night.

For the 2025-2026 campaign, the program is seeking 30 volunteers from the NRPS.

E. Service Staff or Board Members Attending *(if applicable)* (Name, Rank of Members):

- Volunteers from the NRPS will be assisting on the dates listed.

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) and the Service's Strategic Plan (i.e., Goal 2.2 Objective):*

The plight of the homeless is revealed on a more personal level to the volunteers who are engaged in conversations with them. Through this program, NRPS volunteers play a key role in providing friendly human contact to the homeless, and they regularly comment on the gratifying experience it provides.

Supporting the Out of the Cold Program directly aligns with the objective to enhance supports for vulnerable persons under the goal of Community Engagement and Collaboration in our 2022 – 2025 Strategic Plan. Similarly, by volunteering their time to participate in this program, our members are also clearly demonstrating our commitment to strengthen relationships and continue to build trust with our community.

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

Items	Amount
Program Sponsorship	\$2000.00
Total Amount Requested:	\$2000.00

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):*

Registration can be paid by cheque, payable to:
Knox Presbyterian Church

53 Church St, St. Catharines, Ontario L2R 3C3

- I. Submitted by: Inspector Lynda Hughes, #9196, Chief's Executive Officer
- J. Immediate Supervisor Approval: N/A
- K. Program Manager Approval: N/A
- L. Sponsored by (*Member of the Executive Leadership Team*): Chief Bill Fordy
- M. Date Submitted to Chief's Office: 2025-10-07
- N. Chief's Approved ☐ or Denied ☐
- O. Chief's Comments:

Click or tap here to enter text.

2. Post Event Report:

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

Click or tap here to enter text.

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

Items	Funding Request	Amount Spent	Difference
Total Amount			

**Any unspent funds will be returned to the Special Funds Account*



NIAGARA REGIONAL POLICE SERVICE

Appendix 1

Special Fund Request

Note: If necessary, Open in Desktop, Download, or Save Form to create a fillable form – then save and forward through Chain of Command

(Please limit to two pages per Special Fund Request)

1. Request for Funding (Sections A-O):

A. Event (Event Name):

Serving With Pride Gala and Awards Night 2025

B. Date of Event (YYYY-MM-DD):

2025-11-15

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

Waterloo Regional Police Service – host agency

Serving With Pride

D. Brief Description of the Event:

The purpose of this report is to seek approval for a Special Fund Request to purchase a table for the Serving with Pride Gala and Awards for a total of \$1600.00. All proceeds from the gala will be donated to a charity that focuses on supporting the 2SLGBTQ+ community

The vision of Serving with Pride is one of an optimized work environment including diversity, integrity, awareness, and equity of 2SLGBTQ+ employees within policing, corrections, and criminal justice professions, where there are no barriers, stereotypes or bias and positive policing, corrections and criminal justice systems where organizations are sensitive to the unique needs of the 2SLGBTQ+ community and consistently build bridges to better understand and serve them.

The event will include presentations by various distinguished speakers who provide lived experiences that promote the vision of Serving with Pride

E. Service Staff or Board Members Attending *(if applicable) (Name, Rank of Members):*

To be determined

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) and the Service's Strategic Plan (i.e., Goal 2.2 Objective):*

This financial support presents an opportunity for the NRPS to contribute to an objective outlined in the 2022-2025 Niagara Regional Police Strategic Plan, specifically Goal 2: Community Engagement and Collaboration – Objective 1.0 to strengthen relationships and build trust with our community. Attendance at this event also demonstrates the Service's continued commitment to achieving the goals as outlined in the 2023-2025 Diversity, Equity, and Inclusion Strategic Plan. Specifically, to collaborate and engage with community partners who represent equity deserving groups.

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

Items	Amount
One Table – 10 Personnel	\$1600
Total Amount Requested:	\$1600

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):*

Serving With Pride

I. Submitted by: Habib Rangj. Sgt #9808

J. Immediate Supervisor Approval: Jeff Bootsma. S/Sgt #9283

K. Program Manager Approval: Nilan Dave. Insp #9260

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

M. Date Submitted to Chief's Office: Oct 15, 2025

N. Chief's Approved X or Denied ☐

O. Chief's Comments:

Click or tap here to enter text.

2. Post Event Report:

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

Click or tap here to enter text.

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

Items	Funding Request	Amount Spent	Difference
Total Amount			

**Any unspent funds will be returned to the Special Funds Account*



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

CONFIDENTIAL AGENDA

Subject: Special Investigations Unit – Case Number 24-OCI-457 – Incident of October 25, 2024

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2025-09-04

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 Niagara Regional Police Service employees or any other employees of the Board” and s.44(2)(e) “litigation or potential litigation, including matters before administrative tribunals, affecting the Board or Police Service”.

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). Section 81 of the Community Safety and Policing Act (CSPA) 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.
- October 25, 2024, a notification was made to the SIU regarding a male who had suffered a fracture of the C4 vertebra during an interaction with officers, resulting in the incident meeting the investigative mandate of the SIU.
- On February 18, 2025, the SIU notified the Niagara Regional Police Service (NRPS) that their investigation had concluded and advised that there were no grounds for criminal charges against the subject official.
- The subsequent Section 81 investigation by the Professional Standards Unit (PSU) determined there were no issues with respect to officer conduct, policies, or services provided by the NRPS.

Financial Considerations

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

Analysis

On October 25, 2024, uniform officers with the NRPS attended a shopping plaza in the City St. Catharines regarding a male who was causing a disturbance. The male was acting erratically and walked to an apartment building a short distance away. Officers arrived on scene and observed the male on a tenth-floor balcony, later determined to be his apartment, screaming. Officers attended the apartment and were invited inside by the male. After a brief conversation, the officers determined that the male should be apprehended under the Mental Health Act. Upon hearing he would be apprehended, the male bolted towards the open balcony door. Officers were able to take him into custody prior to him making it to the balcony where he was likely intending to jump from. The male was transported by ambulance, and diagnosed with a fracture of the C4 vertebra, likely caused during the apprehension.

The SIU was notified and invoked their mandate.

The SIU designated one member as a witness official.

One member was designated as a subject official.

On February 18, 2025, the SIU closed its investigation into this matter. In his decision letter, SIU Director, 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 Section 81, the PSU conducted an investigation and review of this incident, which considered the following 3 areas:

1. The member's conduct in relation to the incident;
2. The policing provided by the member in relation to the incident; and
3. The procedures established by the Chief of Police as they related to the incident.

The Section 81 investigation encompassed a compliance review of applicable provincial legislation, which governs members of the NRPS, as well as General Orders (GOs), policies and procedures, and the conduct of the involved officers.

Where available, investigations include a review of Communications recordings, NRPS occurrence reports, forensic evidence and reports, officer interviews conducted by the SIU, and all duty book notes, as well as, 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. 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 GOs or legislation.

2. Services Provided by the NRPS

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

3. The Policies of the NRPS

PSU investigators determined that the following GOs had primary relevance in this matter, and they have been reviewed accordingly in the context of this incident:

- 1) GO 079.10 – Special Investigations Unit
- 2) GO 167.08 – Mentally Ill Persons
- 3) GO 053.25 – Use of Force
- 4) GO 100.10 – Powers of Arrest
- 5) GO 168.06 – Officer Note Taking

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

The PSU investigation and review of this incident was undertaken in compliance with Section 81 of the CSPA. The relevant policies of the NRPS, the services provided, and the conduct of the involved NRPS members were 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 NRPS members, or the existing GOs governing these situations.

Alternatives Reviewed

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

The CSPA provides that meetings of the Board shall be open to the public subject to exceptions that are set out in Subsection 44. The applicable exception to be considered in this case is the subject matter being considered includes, “*personal matters about an identifiable individual, including members of the police service or any other employees of the Board.*”

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

C8.11 - 2025.04.24 – Request for Legal Indemnification – SIU Case 24-OCI-457
Incident of October 25, 2024.

*This report was prepared by Jason Myers, Inspector, Professional Standards Unit.
Reviewed by Steve Magistrale, Acting 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.