



## INTERNAL CORRESPONDENCE

**To:** Chair and Members

**From:** Deb Reid

**Dept:** Niagara Police Services Board

**Dept:** Executive Director  
Niagara Police Services Board

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**Date:** January 6, 2023

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**Re: Police Services Board - 2022 Annual Report on Board Activities**

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Objective:

The purpose of this report is to provide the Board with an annual report on Board activities for the year 2022.

Background Information:

The Ministry of the Solicitor General developed the Adequacy Standards Regulation, which came into effect January 2001 and sets out the minimum mandatory standards for Boards and police services to meet. Included among these measures was a requirement for Boards to publicly release details about their activities. In accordance with this requirement, Board staff collects comprehensive data about Board activities. This includes statistical information on activity levels at the Board office and recording of Board attendance at events and the time required by individual members to discharge properly the duties of the Board.

Activity Indicators – Board and Committee Meetings:

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

Agenda Items/Reports	2020	2021	2022
Police Service	270	294	<b>278</b>
Board Staff/Solicitor	115	102	<b>121</b>
External Items	52	68	<b>55</b>
Total Agenda Items	437	464	<b>454</b>

With respect to Board agenda items, the number of public and confidential agenda items continue to vary slightly from prior years in all three areas. These variations can be contributed to fluctuations in workload from year-to-year based on the timing of various matters of Board business (i.e., contract negotiations, executive recruitment, police facilities, business/strategic planning, etc.).

Activity Indicators – Email and Regular/Interoffice Mail:

The Board continues to maintain the use of electronic communication tools as its primary practice to facilitate the exchange of information within the Niagara Regional Police Service and with external agencies, municipal and provincial governments, and other organizations. In 2022, Board IT records indicate an approximate total of 34,677 emails that were either sent or received by Board staff and only 10 pieces of paper correspondence sent or received by Board staff via Canada Post or through interoffice mail.

### Other Functions/Events:

The volume of work associated with Board and Committee meetings are demonstrated by the number of meetings and the hours spent at those meetings. This includes all Board meetings (public and in-camera); meetings of the Board's Committees (Human Resources, Finance, Administration, General Business) and Sub-Committees (Bargaining, Grievance, Strategic Planning, Accommodation, Information Technology, Policy/Governance, and Public Complaints); as well as other Committees on which Board members serve (i.e., Joint Police/Regional Facilities Steering Committee and the Community Safety and Well-Being Planning Advisory Committee).

Members of the Police Services Board also attend a wide variety of business functions and ceremonial events outside of Board and Committee meetings each year. In 2022, these events included meetings for the Canadian Association of Police Governance (CAPG) Board of Directors, Ontario Association of Police Services Boards (OAPSB) Board of Directors; OAPSB Zone 4; 'Big 12' Ontario Police Boards; meetings with local councils or provincial officials; collective bargaining and other meetings related to labour relations; Niagara Region Police Association functions; Senior Officers' Association functions; police award ceremonies; recruit/auxiliary members swearing-in ceremonies; canine graduation ceremonies; community events; and meetings with other community partners.

In addition, each year Board members attend annual seminars and conferences that run from 2 to 4 days in length and may require a time commitment of up to 10 hours each day. In 2022, members attended the Ontario Association of Police Services Boards - Spring Conference and Annual General Meeting, the Canadian Association of Police Governance - Annual Conference and General Meeting and the Ontario Association of Police Services Boards - Labour Conference.

Outlined below is the number of events and hours which individual Board members dedicated to Board business during 2022:

	OFFICIAL		UNOFFICIAL		CEREMONIAL		TOTAL	
	Events	Hours	Events	Hours	Events	Hours	Events	Hours
January	5	4.75	3	5.5	0	0	8	10.25
February	8	6.25	0	0	0	0	8	6.25
March	14	34.75	0	0	0	0	14	34.75
April	6	13.5	1	1.5	0	0	7	15
May	8	22.75	1	2	3	6.5	12	31.25
June	4	3.75	0	0	5	8	9	11.75
July	6	6	0	0	2	9.5	8	15.5
August	3	4	0	0	0	0	3	4
September	8	25.5	2	.5	4	14.5	14	40.5
October	5	7	1	.25	1	4.5	7	11.75
November	9	21.75	2	4.5	2	3.5	13	29.75
December	5	4.75	1	2.5	2	1	8	8.25
<b>TOTAL</b>	<b>81</b>	<b>154.75</b>	<b>11</b>	<b>16.75</b>	<b>19</b>	<b>47.5</b>	<b>111</b>	<b>219</b>

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

### Additional Workload for Board Chair:

Most meetings attended by the Board Chair are captured in the functions and events statistics listed within the report. The indicators tracked and reported on do not reflect the additional time the Chair of the Board spends dealing with emails, phone calls and meetings on matters related to the work of the Board outside of formal meetings. The Board Chair estimated that in 2022 an average of 10 hours per month was spent on emails, phone calls and media relations.

**Recommendation:**

**That the information be received.**

A handwritten signature in black ink, appearing to read "Deb Reid". The signature is fluid and cursive, with the first letter "D" being particularly large and stylized.

Deb Reid  
Executive Director