



## 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:** March 1, 2023

**Re: Police Services Board – 2023 Committee Representation**

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**Objective:**

The purpose of this report is to confirm the mandate and membership of Board Committees.

**Background and Discussion:**

The Board operates with a system of Standing Committees centered on four main aspects of the Board's area of interest - Human Resources, Finance, Administration and General Business. Operating within the four main Committees, there are eight sub-committees. These sub-committees are issue oriented, and while some have operated over a number of years, or recur on a regular basis (i.e. Bargaining, Information Technology, Strategic/Business Plan, Accommodations/Facilities, etc.); others conclude their mandate when the issue is resolved or brought to an end (i.e. Grievance and Public Complaints).

On an annual basis, the Board appoints the Committee Chairs and forms the Committees with a minimum of two members. The Board Chair, where not specifically named, is an ex-officio member for the remainder of the Committees. Since 2015, the Board has been operating on a Standing Committee-of-the-Whole structure where all Members of the Board are Committee Members. Meetings are set on regularly scheduled days, normally the second Thursday of the month or at the call of the Committee Chair. An agenda is prepared and circulated to the Committee members. Following each meeting, minutes are prepared containing the Committee recommendations and distributed to the full Board as an item on the Board agenda for consideration and adoption. Any issues requiring formal Board approval are placed on the next Board agenda with a notation that the item was recommended from the appropriate Committee.

With respect to the Committee structure, a breakdown of the individual Committees along with the mandate of each is outlined below.

**1. Human Resources Committee**

The Human Resources Committee shall have the authority to inquire into and make recommendations to the Board with respect to any matters affecting the human resources of the Niagara Regional Police Service or the Board that fall within the purview of the Board.

The Human Resources Committee consists of the following sub-committees:

- **Bargaining/Negotiations** - Shall have the authority delegated to bargain under the *Police Services Act*. The Chief or designate, the Board Solicitor or agent, or such other person as the Board deems necessary, may be invited to attend negotiation meetings in the capacity of advisors, pursuant to the provisions of the *Police Services Act*. The Committee will make recommendations to the Board.

- **Grievance** – Shall have the authority to decide on all grievances with respect to any differences arising between the Service and Association from the interpretation, application or administration of the collective agreements, in accordance with the grievance procedure outlined in the collective agreements. The Committee will notify the Board of its decision in these matters.

## **2. Finance Committee**

The Finance Committee shall have the authority to inquire into and make recommendations to the Board with respect to any matters affecting the budget of the Niagara Regional Police Service or the Board. With the assistance from police financial staff, the Committee assists the Board in fulfilling its responsibilities in the areas of financial planning, budget, preparation and monitoring, auditing, quality assurance and risk management. There are two sub-committees as follows:

- **Strategic Planning Committee** – Responsible for preparing a strategy for the development of a the NRPS strategic plan, in conjunction with the Chief of Police, as required by the Provincial Adequacy Standards Regulation, including monitoring and compliance as well as reporting and making recommendations to the Board.
- **RMON Community Safety Well-Being (CSWB) Plan Advisory Committee** – As of January 1, 2019, the *Police Services Act* requires municipalities to develop and adopt community safety and well-being plans working in partnership with a multi-sectoral Advisory Committee. Within the legislation, municipalities are required to work under the guidance of an Advisory Committee comprised of representation from, at a minimum, the local police services board, police service, education sector, health sector, community services, and community and custodial services for children/youth services to develop and implement a local CSWB Plan. The Board appoints at least one Board Member to serve on the Advisory Committee to champion and direct Niagara's model for collaboration, planning and action to meet this legislative requirement. Niagara's CSWB Plan is available at the following link: [Niagara's Community Safety and Well-Being Plan, 2021-2025](#)

## **3. Administration Committee**

The Administration Committee consists of the following individual sub-committees:

- **Accommodation Steering Committee (NRPS Facilities)** – Shall have the authority to inquire into and make recommendations to the Board in the preparation of a strategy for the development of a long-term facilities plan, in conjunction with the Chief of Police, considering all options and strategies for police service delivery that may affect future facility decisions. The Accommodation Steering Committee has authority for specific project oversight and approvals, including but not limited to the approval of final design/concept, pre-qualification selection of contractors and/or the selection of a general contractor as well as any special project related concerns that may adversely affect the timing and/or budget.
- **Information Technology Committee** – Shall have the authority to inquire and make recommendations to the Board in the preparation of a strategy for the development of an Information Technology Plan, in conjunction with the Chief of Police, that supports and aligns with the Strategic Plan of the Niagara Regional Police Service. The Information Technology Plan will be based on evaluation of the Service's information technology needs, including its capacity to electronically share information with other agencies, organizations and community groups; will require the periodic review of key business processes, practices and related technology to identify possible changes that may reduce the administrative workload of front-line officers; and will address information technology acquisition, updating, replacement and training.

- **Policy and Governance** – At the direction of the Board, the Committee shall review policy and governance matters to facilitate effective Board decision-making in these areas, conduct periodic reviews of Board policies as required, and provide input to enhance the quality of the Board's discussion on policy and governance matters, including the adequacy and effectiveness of key governing documents and framework policies and government relations.
- **Public Complaints** – Shall have authority to review the police service's disposition of complaints made about the policies of or services provided by the Niagara Regional Police Service at the request of the complainant, and makes recommendations to the Board within 30 days for approval as required by Part V of the *Police Services Act*.

#### **4. General Business Committee**

The General Business Committee is responsible for reporting and making recommendations to the Board on matters affecting the Board, namely:

- the authority to negotiate compensation and/or performance management of Executive Non-Association staff; and
- the authority to consider urgent matters that do not fall under the purview of any specific committees and authority for the Board Chair and Vice-Chair to determine whether or not the General Business Committee can make a decision, or whether the matter must be brought before the full Board.

#### **Summary:**

The Board has established Committees to assist it in fulfilling its responsibilities. Committee membership is reviewed annually and whenever there is significant turnover in Board members. This report has been prepared so the Board may confirm the mandate and membership in each of the Human Resources, Finance, Administration and General Business Committees for the year 2023. All Board members were recently canvassed regarding committee membership and their preferences have been taken into account in the attached list of proposed Committee representation.

#### **Recommendation:**

**That the Board approves the Committee mandate as outlined in this report and confirm its Committee membership for 2023.**



Deb Reid  
Executive Director

Encl.



## Regional Municipality of Niagara Police Services Board 2023 Committee Representation (Proposed)

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- **HUMAN RESOURCES COMMITTEE**

**Bill Steele, Committee Chair**  
**Jen Lawson, Board Chair**  
**David Eke, Vice-Chair**  
**Pat Chiochio, Member**  
**Laura Ip, Member**  
**Nyarayi Kapisavanhu, Member**  
**Tara McKendrick, Member**

Sub Committees:

**Bargaining**  
Bill Steele, Committee Chair  
Jen Lawson, Board Chair  
David Eke, Vice-Chair  
**Grievance**

- **FINANCE COMMITTEE**

**Laura Ip, Committee Chair**  
**Jen Lawson, Board Chair**  
**David Eke, Vice-Chair**  
**Pat Chiochio, Member**  
**Nyarayi Kapisavanhu, Member**  
**Tara McKendrick, Member**  
**Bill Steele, Member**

Sub Committees:

**NRPS Strategic Plan**  
**Community Safety Well-Being (CSWB)**  
**Plan Advisory Committee**  
Laura Ip, Member  
Tara McKendrick, Member

- **ADMINISTRATION COMMITTEE**

**Pat Chiochio, Committee Chair**  
**Jen Lawson, Board Chair**  
**David Eke, Vice-Chair**  
**Laura Ip, Member**  
**Nyarayi Kapisavanhu, Member**  
**Tara McKendrick, Member**  
**Bill Steele, Member**

Sub Committees:

**Accommodations Steering Committee**  
David Eke, Committee Chair  
**Information Technology**  
**Policy/Governance**  
**Public Complaints**

- **GENERAL BUSINESS COMMITTEE**

**Jen Lawson, Board Chair**  
**David Eke, Vice-Chair**