



### **Salaries – Board Members (Account 40001)**

In 2024, there was an adjustment in remuneration paid to Police Service Board members following recommendations with the Niagara Region respecting Board Member remuneration rates. Specifically, the Board members appointed by Council and the citizen appointee will be paid the same remuneration as the Police Service Board members appointed by the Province; and the Board remuneration rates will increase at the annual rate applied to the remuneration received by the Niagara Region Councillors. This annual increase is based on the rates established by Niagara Region and paid to the Non-Union staff employed by the Region.

### **Salaries – Board Staff (Account 40006)**

Board staff salaries are budgeted at the individual employee salary amount and any adjustment to salaries is calculated following a decision by the Board to adjust remuneration.

### **Other Payroll Related Costs – Benefits (Accounts 40146, 40149, 40152, 40158)**

These accounts have been set based on Niagara Regional Police Service and Niagara Region benefit guidelines. It is intended to reflect actual expenditures for employees, including benefit rates for Health, Dental, Life, ADD, LTD, OMERS and Statutory Benefits.

### **Consulting Services (Account 41013)**

This account is used to retain consulting and professional services as required by the Board. As part of the 2021, 2022, 2023 and 2024 budgets, the Board directed that \$10,000 be included in the budget for outside professional consulting resources that may be required. It is proposed that this direction remain status quo for 2025.

### **External Legal Expenses (Account 41040)**

This account reflects funds available for retaining legal services as required by the Board. These include collective bargaining related matters, as well as contested hearings for Human Rights applications and grievance arbitrations, Coroner's Inquests, and the Board's legal indemnification responsibilities. Legal expenses are the largest line item in the Police Service Board's budget, which represents approximately 45% of the Board's total annual operating budget. It is important to highlight that the Board is responsible to pay for all legal expenses of the Niagara Regional Police Service. This includes, Special Investigation Unit matters, which can have multiple police officers designated as subject and witness officers, and each officer requires legal representation. There are also Human Rights applications, Coroner's Inquests, employee grievances, as well as collective bargaining and other related human resources matters involving police service members. Specific details of the legal matters are provided to the Board in closed session by in-camera reports and cannot be released publicly pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

### **PSB Development - Conferences/Seminars/Training (Accounts 41137, 41140)**

This account allows members of the Board and staff the opportunity to attend the national, provincial, and local association conferences as well as seminars and workshops relating to police governance. It reflects the amount required for registration and attendance at conferences, including education and training requirements prescribed by the Ministry of the Solicitor General, related to the implementation of the Community Safety and Policing Act, 2019 (CSPA). The account has been increased by \$15,000 to ensure funding for all Board Members to complete mandatory training as prescribed by the Solicitor General and learning opportunities related to governance or policing that are necessary to perform their duties effectively.

**Office Supplies (Account 41261)**

This account represents expenditures for office supplies necessary for the operation of the Police Service Board's administrative office.

**Printing (Account 41273)**

This account represents the cost to print Board letterhead and envelopes. It also includes costs associated with printing Board member framed photos, name plates and other signage as appropriate.

**Mileage Reimbursement (Account 41521)**

This account represents payment to Board members and staff for use of their own vehicle to travel on Police Service Board business. Travel by personal vehicle is reimbursed at the current kilometre rate as stipulated by the Niagara Region. This account reflects actual usage and no change is required.

**Travel Expenses (Account 41524)**

This account represents business travel associated with attendance at meetings, seminars, workshops, training sessions, or annual conferences relating to police governance. This account reflects actual usage and reimbursement of funds for Police Service Board travel as required by the Board.

**Mobile Communication (Account 41651)**

This account represents expenditures for telephone and mobile electronic communication devices as well as audio and video conferencing.

**Membership Fees & Dues (Account 41921)**

This account reflects actual expenditures anticipated in 2025 for Police Service Board membership in international, national, provincial, and local associations relating to police governance. It includes the International Association of Chiefs of Police (IACP), International Association of Women in Policing (IAWP), Canadian Association of Police Governance (CAPG), Ontario Association of Police Service Boards (OAPSB), Ontario Association of Chiefs of Police (OACP), Ontario Women in Law Enforcement (OWLE), and OAPSB Zone 4.

**Honoraria & Recognition (Account 41924)**

This account represents the current practice of recognizing retired employees for long service, and individuals and groups by presenting plaques or tokens of appreciation. It is based on the estimated number of retirees for the year 2024 and the recipients to be recognized at the police annual awards ceremony.

**Reference Materials (Account 44016)**

This account represents costs for learning resources to support police governance such as manuals, legislative materials as well as subscriptions to local news media outlets, police/board related publications, etc. The budget amount remains the same and no change is required.

**Materials & Supplies (Account 44160)**

This account represents expenditures that are used or consumed in the Board's business operations. It includes items such as food and beverages for Board meetings, petty cash disbursements, memorial contributions, etc.

**Office Furniture & Equipment (Account 52004)**

This account represents expenditures to cover the cost of technology and equipment required for Board members and staff usage of the electronic meeting management software solution (i.e. eSCRIBE) and any modular enhancements or subscription fee increases. The amount remains the same and includes any additional furniture or equipment that may be required for the Police Service Board office and its record storage area, including any costs for unexpected items that may require replacement.

**Lease Photocopier, Minor Equipment Repairs & Maintenance (Account 52025)**

This account represents the cost for leasing the Board's office photocopier/multi-functional device as well as any costs associated for the repair and maintenance of Board office equipment.

**Conclusion:**

In summary, the budget preparation process is conducted in consideration of the responsibilities and accountabilities of the Police Service Board under the provisions of the Community Safety and Policing Act. As legislated, the Police Service Board is responsible for providing adequate and effective police services in the Niagara Region, and is required to submit operating expenses that will show the amount that will be required to fund the operation of the Police Service Board.

The proposed 2025 operating budget reflects the cost of the operation of the Police Service Board to provide civilian governance and oversight of policing services in the Niagara Region and the 2025 budget is \$26,728 or 2.68% increase to the 2024 approved budget. The proposed 2025 budget will ensure the Police Service Board, and its Administrative Office, are able to continue to discharge its statutory police governance and oversight responsibilities of policing services in Niagara Region, and prepare to comply with new provincial policing legislation and regulations as well as the associated impacts on police governance and the Board's operations in the coming year.

**Recommendation:**

**That the Board approve the proposed 2025 budget request for the operation of the Police Service Board in the amount of \$1,022,238 which is a \$26,728 or 2.68% increase over the 2024 approved budget;**

**And further, that the Board approve in principle a transfer of any remaining funds from the 2024 approved budgeted funds to the PSB Contingency Reserve Fund;**

**And further, that the report be amended for public disclosure and reported back on the Public Agenda.**



Deb Reid  
Executive Director

Encl.

**2024 Forecast and 2025 Proposed Budget  
Niagara Police Service Board (Cost Centre 49000)**

Account Number	Account Description	2024 Total Budget	July 2024 Year-To-Date Actuals	2024 Annual Forecast	2024 Budget vs. Forecast Variance	2025 Base Budget
40001	Salaries – Board Members	50,500	33,393	52,000	(1,500)	55,000
40006	Salaries – Board Staff	263,933	155,622	263,933	0	268,642
40146	Life, ADD & LTD	7,692	5,178	8,967	(1,275)	9,943
40149	Health & Dental	23,602	14,589	17,954	5,648	23,040
40152	OMERS	39,884	17,936	30,775	9,109	31,247
40158	Statutory Benefits	20,999	12,469	18,385	2,614	19,566
<b>Total Compensation</b>		<b>406,610</b>	<b>239,187</b>	<b>392,014</b>	<b>14,596</b>	<b>407,438</b>
<b>Other Expenses:</b>						
41013	Consulting Services	10,000	0	0	10,000	10,000
41040	External Legal Expenses	460,000	179,985	420,000	40,000	460,000
41137 41140	Board Member/Staff Development PSB Conferences, Training	25,000	29,609	35,000	(10,000)	40,000
41261	Office Supplies	3,000	1,032	3,000	0	3,000
41273	Printing Services	2,000	182	2,000	0	2,000
41521	Mileage – Reimbursement	10,000	2,990	10,000	0	10,000
41524	Travel Expenses	4,500	2,834	5,500	(1,000)	6,000
41651	Mobile Communication	2,000	312	1,200	800	2,000
41921	Membership Fees & Dues	17,000	14,838	15,800	1,200	25,000
41924	Honoraria and Recognition	20,000	7,626	18,000	2,000	20,000
44016	Reference Materials	600	128	600	0	600
44160	Materials & Supplies	8,600	5,294	8,600	0	10,000
52004	Office Furniture & Equipment	20,000	7,761	16,000	4,000	20,000
52025	Leases – Photocopiers	6,200	2,587	6,200	0	6,200
<b>Total Other Expenses</b>		<b>588,900</b>	<b>255,178</b>	<b>541,900</b>	<b>47,000</b>	<b>614,800</b>
<b>Net Expenditures</b>		<b>995,510</b>	<b>494,365</b>	<b>933,914</b>	<b>61,596</b>	<b>1,022,238</b>

Net Increase:	26,728
% Increase:	2.68%