



INTERNAL CORRESPONDENCE

To: Chair and Members

From: Deb Reid

Dept: Niagara Police Service Board

Dept: Executive Director
Niagara Police Service Board

Date: January 13, 2025

Re: Police Service Board - 2024 Annual Report on Board Activities

Objective:

The purpose of this report is to provide the Board with an annual report on Board activities for the year 2024.

Background Information:

In 2001, the Ministry of the Solicitor General introduced legislation that set out the minimum mandatory standards for Boards and police services to meet. Included among these measures was a requirement for Boards to annually and 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 properly discharge 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 five years as referenced below:

Agenda Items/Reports	2020	2021	2022	2023	2024
Police Service	270	294	278	326	371
Board Staff/Solicitor	115	102	121	142	126
External Items	52	68	55	57	56
Total Agenda Items	437	464	454	525	553

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, business/strategic planning, labour relations and legal matters, executive recruitment, legislative amendments under the Community Safety and Policing Act, etc.).

Activity Indicators – Email:

The Board operates with 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 2024, Board IT records indicate an approximate total of 39,274 emails that were either sent or received by Board staff.

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 and Policy/Governance); 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 Service Board also attend a wide variety of business functions and ceremonial events outside of Board and Committee meetings each year. To name a few, in 2024 these events included meetings with the Ministry of the Solicitor General, Inspectorate of Policing, Canadian Association of Police Governance (CAPG), Ontario Association of Police Service Boards (OAPSB) Zone 4, 'Big 12' Ontario Police Boards, municipal/provincial officials, local councils and NRPS community partners. In addition, members attended a variety of events outside of a meeting setting for award ceremonies, recruit/auxiliary members swearing-in ceremonies, promotional ceremonies, retirement celebrations, police memorials and numerous police related community events.

In addition, each year Board members attend annual summits, seminars and conferences that run from one to five days in length and may require a time commitment of up to 12 hours each day. In 2024, members attended the Police Association of Ontario Employment Conference, Community Safety and Policing Act Summit, Auto Theft Summit, Ontario First Responders Mental Health Conference, Ontario Association of Police Service Boards Spring Conference and Annual General Meeting, Canadian Association of Police Governance Annual Conference, Safety of Our Cities Conference, International Association of Chiefs of Police Conference, Evidence Based Policing Conference and the Ontario Association of Police Service Board Labour Conference. Outlined below is the number of events and hours which individual Board members dedicated to Board business during 2024:

	OFFICIAL		UNOFFICIAL		CEREMONIAL		TOTAL	
	Events	Hours	Events	Hours	Events	Hours	Events	Hours
January	6	12.25	5	6.25	3	5	14	23.5
February	11	44.25	11	15.75	1	3	23	63
March	8	27	7	9.75	0	0	15	36.75
April	3	2	4	4.5	2	4	9	10.5
May	10	21.5	5	11	2	7.5	17	40
June	6	31.75	4	6	2	4.5	12	42.25
July	3	3.5	4	2	1	17	8	22.5
August	3	28	4	6	0	0	7	34
September	6	22.5	3	4.5	1	4	10	31
October	9	44.25	3	5	2	5	14	54.25
November	8	33.75	2	2	4	7.5	14	43.25
December	3	2.5	5	14.5	0	0	8	17
TOTAL	76	273.25	57	87.25	18	57.5	151	418

**Note - 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. In 2024, it is estimated that the Board Chair spent 10 hours per month on emails, phone calls and media relations.

Recommendation:

That the information be received.



Deb Reid
Executive Director