



INTERNAL CORRESPONDENCE

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

Date: April 9, 2025

Re: Police Service Board By-law – Grievance Settlements

Purpose:

The purpose of this report is to seek Board approval of the attached By-law, which establishes policy for governing the settlement of grievances.

Background Information and Discussion:

On March 27, 2025, the Board approved amendments to the existing grievance procedure regarding the handling of grievances moving forward. These amendments authorized the General Counsel of the Service to assume responsibility for grievances through to arbitration, subject to consultation with the Board's Legal Counsel, as necessary.

The proposed By-law formalizes the delegation of authority and outlines the levels of approval required when grievances are submitted by Members of the Police Service.

There are no additional costs anticipated with the implementation of this By-law. The proposed process represents a cost-effective and constructive change that benefits both the Board and the Service. Ongoing grievance-related costs continue to be addressed by the Chief of Police and the Board through the annual budgeting processes.

This By-law has been reviewed by both the Board Solicitor and the Chief of Police and is recommended for approval.

Recommendation:

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 execute the required documentation.

Deb Reid
Executive Director

Encl. (1)

By-law 528-2025: Grievance Settlements



BY-LAW NO. 528-2025

A BY-LAW TO ESTABLISH POLICY FOR GRIEVANCE SETTLEMENTS

1. PREAMBLE

- 1.1 WHEREAS subsection 37 (1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, (“CSPA”) provides that a Board shall provide adequate and effective policing in the in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND WHEREAS Section 38 (1) of the said CSPA, provides, inter alia, that a Police Service Board shall establish policies respecting the administration of the police service;
- 1.3 AND WHEREAS the Board deems it expedient to pass a by-law to establish the delegation and levels of authority to be followed when grievances are submitted by Members of the Police Service.

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

2. DEFINITIONS

- 2.1 “Act” or “CSPA” means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto;
- 2.2 “Board” means the Regional Municipality of Niagara Police Service Board;
- 2.3 “Chief” means the Chief of Police of the Niagara Regional Police Service;
- 2.4 “Member” means a member of the Niagara Regional Police Service as defined in the Act;
- 2.5 “Service” means the Niagara Regional Police Service.

3. BOARD POLICY

- 3.1 The Board is committed to ensuring that employees are treated fairly and receive prompt resolution to their grievances. For the purposes of this policy, a grievance is a difference concerning the interpretation, application, administration or alleged violation of the provisions of the collective agreement.
- 3.2 This policy establishes the delegation and levels of authority to be followed when grievances are submitted by Members of the Service, in accordance with the grievance procedures as outlined in the collective agreements (Uniform, Civilian, and Senior Officers).

4. DIRECTION TO THE CHIEF

- 4.1 The Board hereby directs the Chief of Police to implement and comply with these requirements in his/her administration and operation of the Niagara Regional Police Service in accordance with this By-law.
- 4.2 Further, the Board directs that this By-law and Police Service directive and/or procedures, be amended to provide authority to the General Counsel of the Service to retain carriage of grievances to their conclusion at arbitration, subject to consultation with the Board's Legal Counsel as deemed necessary, and subject to the following:
- (a) Settlement authority delegated to the Chief for up to \$35,000;
 - (b) Settlement authority for amounts exceeding \$35,000 to remain with the Board, and process for obtaining such instructions follow settlement authority process for civil claims;
 - (c) Settlement authority for matters which will have significant future impact on collective agreement administration to remain with the Board and process for obtaining such instructions follow settlement authority process for civil claims;
 - (d) Fully executed settlement documentation to be provided to the Board.

5. PROCEDURES

- 5.1 It is the policy of the Board that:
- 5.1.1 The Board, on its behalf, delegates approval and signing authority with respect all monetary grievance settlements with a value of \$35,000 or less to the Chief of Police in accordance with the Board's Delegation of Authority By-law;
- 5.1.2 All grievance settlements in the amount over \$35,000 require the approval of the Board.

6. ANNUAL REPORTING REQUIREMENTS

- 6.1 The Chief shall make annual written confidential statistical reports to the Board, in the first quarter of each year respecting the preceding year, outlining the status of all grievances. The annual statistical report will contain the following information:
- (a) Number of grievances received in the previous year;
 - (b) Number of grievances settled, withdrawn or dismissed;
 - (c) Types of grievances;
 - (d) Observable trends, if identifiable; and
 - (e) Legal costs expended on grievance activity.

7. IMPLEMENTATION

- 7.1 This By-law shall come into force on April 24, 2025.
- 7.2 The Chief shall implement this By-law, where applicable, through general order.

ENACTED AND PASSED this 24th day of April, 2025.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

Pat Chiocchio, Chair

Deb Reid, Executive Director