



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Annual Report – The Right to Disconnect from Work
January 1, 2024 to December 31, 2024

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2025-06-23

Recommendation(s)

That the Niagara Police Service Board (Board) receive this report for information.

Key Facts

- The purpose of this report is to advise the Board that the Service is compliant with By-Law 422-2024 as it relates to the Right to Disconnect from Work.
- The Chief of Police is required to provide a written report on an annual basis to the Board with respect to disconnecting from work.
- The Service confirms compliance with the provisions of the Employment Standards Act as amended for the period January 1, 2024, to December 31, 2024.

Financial Considerations

There are no financial implications relating to the recommendations contained in this report.

Analysis

By-Law 422-2024 requires the Chief of Police to make an annual written report to the Board which includes:

- a) a summary of the written procedures concerning the right to disconnect from work; and
- b) confirmation of Service compliance with said procedures.

The Service values the health and well-being of its members and recognizes that disconnecting from work is appropriate and vital to achieve and maintain work-life balance.

In compliance with the provisions of the *Employment Standards Act, 2000* (ESA) and specifically Bill 27, the Service has developed a written policy on disconnecting from work for all members covered by the ESA.

General Order 256.01 – Disconnecting from Work, sets out the parameters for disconnecting from work for Civilian Service members in accordance with the ESA, relevant Collective Agreement provisions, and Terms of Employment.

The General Order provides guidance to both members and supervisors to assist them in disconnecting from work while also identifying situations where it may be operationally necessary for communication to occur outside of the regular work schedule, including but not limited to, the following circumstances:

- a) Where emergency or exigent circumstances arise, with or without notice;
- b) To assist or fill in at a short notice for a member (e.g., overtime);
- c) Where the nature of a member's duties requires work and/or work-related communications outside of their regular work hours;
- d) Unforeseeable business or operational reasons (e.g., major incident);
- e) A member's request or agreement to work certain hours or have flexible working hours on rare occasions to accommodate the needs of the member or Service; and
- f) Other unusual circumstances which are inherent to a member's position.

In addition, the General Order provides guidance for members and supervisors that have been issued devices, such as mobile phones, laptops, tablets etc., making it clear that being issued these devices does not imply that a member is expected to make themselves available for work or work-related communications outside of their scheduled work hours.

This General Order is reviewed bi-annually or sooner if legislative amendments occur that require a policy update. Policy compliance has been maintained through the initial reporting period per the Board By-Law.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

This report is being provided for information purposes.

Relevant Policy Considerations

General Order 256.01, together with the relevant collective agreements, and the *Employment Standards Act, 2000*, as amended, guide the Service's protocols with respect to disconnecting from work.

Other Pertinent Reports

8.12 – 2024.07.25 – Annual Report – The Right to Disconnect from Work – January 1 to December 31, 2023

This report was prepared by Linda Blood, Director, Human Resources and recommended by Paul Koscinski, Acting Deputy Chief, Support Services.



Submitted by:

Bill Fordy, O.O.M. #9615
Chief of Police

Appendices

Not applicable.