



BY-LAW NO. 445-2024

**A BY-LAW RESPECTING
THE FRAMEWORK FOR ANNUAL REPORTING**

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 area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND WHEREAS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND WHEREAS subsection 79 (3) of the CSPA provides that a Chief of Police of a Police Service maintained by a Police Service Board shall administer the Police Service and oversee its operation in accordance with the Board's policies and Strategic Plan, and
- (c) comply with the lawful directions of the Board;
- 1.4 AND WHEREAS Section 12 of O. Reg. 399/23: General Matters Under the Authority of the Lieutenant Governor in Council prescribes annual reporting requirements of Chiefs of Police relating to the activities of the police service during the previous fiscal year, including information on,
- (a) implementation of the Strategic Plan prepared and adopted by the Police Service Board under subsection 39 (1) of the CSPA;
- (b) public complaints;
- (c) the actual cost of policing; and
- (d) any other information that is required to be in the annual report by other regulations made under the CSPA.
- 1.5 AND WHEREAS subsection 12 (2) of the said O. Reg. 399/23 provides that the Board shall publish the annual report on the internet;
- 1.6 AND WHEREAS Section 39 of the CSPA provides that the Police Service Board shall, in accordance with the regulations, if any, prepare and adopt a Strategic Plan for the provision of policing, which shall address at least the matters detailed in Section 39;
- 1.7 AND WHEREAS Section 41 of the CSPA requires that the Board shall file an annual report with the municipality regarding the matters detailed in Section 41;

- 1.8 AND WHEREAS the Board deems it appropriate to require the Chief of Police to prepare, for the Police Services Board, an annual report on the activities of the police service during the previous fiscal year, which include, at a minimum the matters detailed in Sections 39 and 41 of the CSPA, and:
- (a) performance objectives, indicators and results;
 - (b) public complaints; and
 - (c) the actual cost of police services.
- 1.9 AND WHEREAS subsection 41 (3) of the CSPA provides that the Board shall make its best efforts to negotiate and enter into a protocol with its municipality that addresses the sharing of information with the municipality, including the type of information to be shared and the frequency for sharing such information;
- 1.10 AND WHEREAS Part AI-011 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to the Framework for Annual Reporting;
- 1.11 AND WHEREAS Part XIII of the CSPA sets out obligations of Police Service Boards and police services relative to public complaints.

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 the Niagara Regional Police Service;
- 2.4 “Complaints Director” means the person appointed to the position by the Lieutenant Governor pursuant to subsection 131 (1) of the CSPA;
- 2.5 “LECA” means the Law Enforcement Complaints Agency created pursuant to subsection 130 (1) of the CSPA;
- 2.6 “Member” means a member of the Niagara Regional Police Service;
- 2.7 “Ministry” means the Ministry of the Solicitor General;
- 2.8 “Municipal Council” means the Municipal Council of the Regional Municipality of Niagara;
- 2.9 “Service” means the Niagara Regional Police Service.

3 POLICY

- 3.1 The Chief shall develop for the Board’s approval an annual report in accordance with O. Reg. 399/23 and this By-law.

4 FRAMEWORK FOR ANNUAL REPORTING

4.1 ANNUAL REPORTING ON STRATEGIC PLAN

- 4.1.1 The Chief of Police will prepare an Annual Report for the Board on matters detailed in Section 39 of the CSPA, and consistent with the requirements of Board bylaw 413/2024: Framework for Strategic Planning, subsection 12 (1) (a) of O. Reg 399/23.
- 4.1.2 The Board, in consultation with the Chief, will establish a process, with Municipal Council, for the communication of the annual report to:
 - (a) Members; and
 - (b) Members of the public.

4.2 ANNUAL REPORTING ON PUBLIC COMPLAINTS

- 4.2.1 The Chief of Police will prepare an Annual Report for the Board on matters detailed in Part X of the CSPA, and consistent with the reporting requirements of Board By-law 434-2024: Public Complaints, and subsection 12 (1) (b) of O. Reg. 399/23.

4.3 COST OF POLICING

- 4.3.1 In accordance with subsection 12 (1) (c) of O. Reg. 399/23, the Chief shall ensure that the Annual Reports to Municipal Council and the Board include:
 - (a) the actual cost of policing for the previous fiscal year; and
 - (b) a comparison between the actual cost of policing and estimated cost projections for implementing the Strategic Plan or approved budget.

4.4 PROBLEM-ORIENTED POLICING AND CRIME ANALYSIS

- 4.4.1 The Chief shall ensure the police service's Annual Report to the Board addresses:
 - (a) the initiatives undertaken by the police service to promote, implement and evaluate problem-oriented policing, as set out in the Ministry's guideline on Problem Oriented Policing;
 - (b) crime, calls for service, public disorder patterns, trends and forecasts, based on crime, calls for service and public disorder analysis, as set out in the Ministry's guideline on Crime, Call and Public Disorder Analysis;
 - (c) the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved performance objectives, as set out in the Ministry's guideline on Joint Forces Operations; and
 - (d) the number of completed internal task forces established within the police service, the cost to the police service and whether they achieved their performance objectives, as set out in the Ministry's guideline on Internal Task Forces.

4.5 ORGANIZATIONAL STRUCTURE

- 4.5.1 The Chief shall develop for the Board's approval:
 - (a) a statement of purpose of the Service; and

- (b) an organizational structure which is effective and meets the needs of the community and the Service, as amended from time to time in accordance with the needs of the Board, the Service and the communities served.

4.5.2 The Chief shall report to the Board, for Board approval, any proposed changes to the organizational structure, together with the reasons therefor.

5 IMPLEMENTATION

5.1 By-law No. 262-2003, as amended, and all other By-laws, sections of By-laws and strategic planning policies of the Board inconsistent with the provisions of this By-law are hereby repealed on March 31, 2024.

5.2 This By-law shall come into force on April 1, 2024.

ENACTED AND PASSED this 28th day of March, 2024.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD



Jen Lawson, Chair



Deb Reid, Executive Director