



**BY-LAW NO. 169 - 97**

**A BY-LAW  
RESPECTING  
SERVICE REPORTS TO THE BOARD**

**1 PREAMBLE**

- 1.1 Whereas the Board may by by-law make rules for the effective management of the Service pursuant to section 31(6) of the Act.
- 1.2 And whereas the Board, to do so, requires regular reports from the Service on various issues.
- 1.3 And whereas the Board deems it expedient to ensure that all Service reports to the Board are prepared using the same format, and are delivered to the Board on a timely basis.

**2 DEFINITIONS**

- 2.1 "Act" means the *Police Services Act*, R.S.O. 1990, c.P15.
- 2.2 "Board" means the Niagara Regional Police Services Board.
- 2.3 "Board Manager" means the manager of the Niagara Regional Police Services Board.
- 2.4 "Chief" means the Chief of the Niagara Regional Police Service.
- 2.5 "Member" means member of the Niagara Regional Police Service.
- 2.6 "Service" means the Niagara Regional Police Service.

**3 BOARD REPORTS**

- 3.1 The Chief shall ensure that all reports to the Board are in the form and content as follows:

- 3.1.1                    Reference  
Briefly state subject matter of report.
- 3.1.2                    Recommendation  
State clearly the recommendation being made in terms suitable for inclusion in a Board motion.
- 3.1.3                    Background  
Set out concisely the factual background to the issue.
- 3.1.4                    Relevant Policy Considerations  
Refer to relevant Board or Service policy which can affect the issue, and attach a copy of the relevant portion of the policy, or if there is none, state that there is no relevant Board or Service policy affecting the issue.
- 3.1.5                    Cost of Recommendation  
Include a statement as to whether the cost of the recommendation is budgeted.
- 3.1.6                    Alternative Options  
Where applicable, briefly outline alternatives considered and reasons for not recommending same.
- 3.1.7                    Reasons for Recommendation  
Outline briefly the reasons supporting the recommendation with reference to any downside factors.
- 3.1.8                    Signatures  
Signature of member as author, and signature of Chief recommending report.

**4                    *OUTSTANDING ITEMS***

- 4.1                    The Chief shall make a semi-annual written report to the Board in June and December of each year listing all outstanding Service matters as disclosed in the "Outstanding Items" portion of each Board agenda, together with an explanation of the status of each outstanding item and the anticipated completion date of the outstanding work.
- 4.2                    The Board Manager shall:
- 4.2.1                    make a written report to the Board on or before January 31st of each year setting out a schedule of Service reports to the Board, as required by Board policies, for the ensuing year, and
- 4.2.2                    ensure that the schedule is attached as an appendix to the "outstanding items" portion of each confidential agenda throughout the year.

**5 IMPLEMENTATION**

5.1 This by-law shall come into force upon the date of its passage.

5.2 The Chief shall implement this by-law, where applicable, through general order and shall ensure that all present and future members of the Service are instructed as to the requirements of this by-law and of the general order.

ENACTED AND PASSED this 23rd day of October, 1997.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

Chairperson \_\_\_\_\_ *original signed by T.Roy Adams*

Board Manager \_\_\_\_\_ *Original signed by Wendy Southall*