

NOTICE AND AGENDA

BROCKVILLE POLICE SERVICES BOARD

2020 01 28

1:30 p.m.

**BROCKVILLE POLICE
BOARD ROOM**

REGULAR AGENDA

1. Call Meeting to Order
2. Adoption of Minutes – November 26, 2019 Pg. 1 - 2
3. Board Election
4. Communication
 - City of Brockville - Council Appointments Pg. 3
 - Attorney General - Video Remand Pg. 4 - 5
 - Owen Sound Police Service Board Pg. 6 - 7
5. New Business
 - 2020 Budget Pg. 8
6. Unfinished Business / Outstanding Items
 - Speed Signs - Chair Yee update
 - Brockville Active Transportation Plan - Deputy Chief Noonan Pg. 9 - 10
 - Towing Tender
7. Reports
 - Chief's Written Report Pg. 11 - 12
 - Deputy Chief's Written Report Pg. 13
 - Statistical Reports Pg. 14 - 17
8. Adjournment

**MINUTES OF THE OPEN MEETING OF THE BROCKVILLE POLICE
SERVICES BOARD HELD ON NOVEMBER 26, 2019**

PRESENT: Members K. Yee (Chair), L. Journal, T Blanchard and J. Earle
Chief Scott Fraser
T. Caskenette, Board Secretary

REGRETS: S. Jodoin

CALL TO ORDER:

The Chair called the Open Meeting to order at 1:30 p.m.

ADOPTION OF MINUTES:

Moved by: Member Earle

Seconded by: Member Journal

THAT the minutes of the Open meeting of the Brockville Police Services Board held October 22, 2019 be approved.

CARRIED

COMMUNICATION:

The following correspondence was received:

- Ministry of the Solicitor General - Police Services Advisor Zone Assignments
- Thank you - Wendy Cuthbert
- Commendation/Thank you from an individual assisted during a mental health crisis - Cst. Wiwchar, Cst. Kijewski, Sgt. Chicoine and Dispatcher Jeff Hepburn

NEW BUSINESS:

Chief Fraser informed the Board of a new Youth HUB, hosted at the YMCA on Friday nights.

UNFINISHED BUSINESS:

Speed Signs - Chair Yee has been in contact with the Insurance Brokers Association regarding the sponsorship of the speed signs. The Association would like Chair Yee and Chief Fraser to make a presentation at the next meeting, date to be confirmed.

Brockville Active Transportation Plan - Deputy Chief Noonan is continuing to review the active transportation plan regarding any policing issues.

REPORTS:

Moved by: Member Blanchard

Seconded by: Member Earle

THAT the following administration reports be received:

- Chief's Written Report
- Deputy Chief's Written Report
- Statistical Report

CARRIED

ADJOURNMENT:

Moved by: Member Blanchard

Seconded by: Member Earle

THAT the Open Meeting of the Brockville Police Services Board be adjourned.

CARRIED

The Chair terminated the Open Meeting at 2:12 p.m.

K. Yee (Chair)

T. Caskenette (Secretary)



November 27, 2019

Via Email: tcaskenette@brockvillepolice.com

Brockville Police Services Board
P.O. Box 2050
Brockville, Ontario
K6V 6N5

Attention: Tracey Caskenette, Secretary

Dear Cathy:

Subject: Council Appointment to Committee

This is your notification that the Council members appointed to the Brockville Police Service Board for December 2019 to November 2020 are Councillors Jeff Earle and Larry Journal.

Should you have any questions or concerns, please do not hesitate to contact the undersigned at 342-8772, ext. 4431.

Yours truly,

A handwritten signature in blue ink that reads "Lynn Murray".

Lynn Murray, AMCT
Deputy City Clerk

Attorney General
McMurtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M7A 2S9
Tel: 416-326-4000
Fax: 416-326-4007

Procureur général
Édifice McMurtry-Scott
720, rue Bay
11^e étage
Toronto ON M7A 2S9
Tél.: 416-326-4000
Télééc.: 416-326-4007



Our Reference #: M-2019-5941

NOV 28 2019

Mr. King Yee Jr.
Chair
Police Services Board
2269 Parkedale Avenue
Brockville, ON K6V 3G9

Dear Mr. Yee:

Thank you for your letter of October 15, 2019 regarding court security at the Ontario Court of Justice in Brockville. Mr. Steve Clark, MPP for Leeds–Grenville–Thousand Islands and Rideau Lakes, has also informed me of your concerns and request for video technology in Brockville.

I appreciate the issues you have raised and equally want to ensure the safety and security of inmates and police personnel.

As you know, the ministries of the Attorney General and Solicitor General have been working collaboratively to develop and implement a video strategy for the criminal justice sector. The strategy establishes the roadmap for the infrastructure, processes, and culture change required to enable a video first-approach that prioritizes video conferencing for most types of adult in-custody pre-trial court appearances.

Creating an efficient and sustainable criminal justice system is a priority of this government. As you are aware, expanding the use of video appearances will advance this priority through reduced movement of in-custody accused and staff. Increased video appearances will also promote public safety and security and will increase access to justice for Ontarians.

The video-first rollout plan includes the Brockville Correctional Facility and Ontario Court of Justice locations. This province-wide rollout to correctional and court facilities has been prioritized based primarily on volume, although information gathered through the design phase related to the facility and local regional considerations will be considered in planning the implementation phase. We are targeting completion of this multi-year implementation by spring 2022.

Feedback from engaged stakeholders, such as the Police Services Board, is essential to ensuring that we consider the needs and concerns of those impacted as we move ahead with this complex initiative.

I encourage you to continue write to my ministry if you have any questions, and we will keep you apprised as we move forward.

Once again, thank you for writing.

Sincerely,



Doug Downey
Attorney General

- c: Ms. Sylvia Jones, Solicitor General
- Mr. Steve Clark, MPP for Leeds–Grenville–Thousand Islands and Rideau Lakes
- Mr. Christopher Johns, Acting Assistant Deputy Attorney General, Modernization Division

OWEN SOUND
POLICE SERVICES BOARD
922 SECOND AVENUE WEST
OWEN SOUND, ONTARIO
N4K 4M7



TELEPHONE 519-376-1234, EXT. 249
FAX 519-376-9836

Thursday, November 14, 2019

Brockville Police Services Board
2269 Parkdale Avenue
P.O. Box 2050
Brockville, Ontario K6V 3G9

What is Next Generation 9-1-1? Is your emergency service ready for NG9-1-1? Will your Communications Centre be ready to communicate with your community in June 2023?

The Owen Sound Police Services Emergency Communications Centre will!

The Owen Sound Police Emergency Communications Centre is ready and has the ability to take on the dispatching services for other emergency service providers saving your municipality the costs associated with implementing Next Generation 9-1-1 infrastructure and the costs of staffing a communications centre. Next Generation 9-1-1 refers to an initiative aimed at updating 9-1-1 service infrastructure to improve public emergency communications services in a growing wireless mobile society. The NG9-1-1 vision relies on 9-1-1 specific application functionality on an Emergency Service IP Network (ESInet) to deliver voice, text, video and data "calls" to the Public Safety Answering Point (PSAP). Many Emergency Communications Centres have deferred deployment of NG9-1-1 due to resource and budgetary limitations as this will require major telephony, infrastructure and recorder upgrades. Consideration must be also be given to long-term ongoing costs as we move toward being able to accept text and videos that are delivered to your centre over several different platforms. Operational standards and best practices will have to be developed and additional ongoing education and training will have a significant cost consideration.

For the implementation of NG9-1-1 you will not only will be required to upgrade your Communications Centre but you will also be required to install the same equipment and software at your back-up locations, significantly adding to your costs.

The Owen Sound Police Service Emergency Communications Centre (OSECC) is well qualified, both technically and operationally to fulfill your community's needs now, and in the future with the upcoming NG9-1-1 technological advancements.

The Owen Sound Emergency Communications Centre, as part of the Owen Sound Police Service has over three (3) decades of providing professional radio communications to emergency services through the Province of Ontario. The OSECC currently dispatches for eight (8) municipal police services.

Since the introduction of E9-1-1 service into these areas, the OSECC continues to be the Central Emergency Response Bureau for Grey and Bruce Counties, including Saugeen First Nations and Cape Croker First Nations. Since then we have also become the PSAP for three (3) other

municipalities in the Province of Ontario, one of them in another time zone (Dryden, Port Hope and Cobourg).

The primary communications centre, securely located in the Owen Sound Police Services building, is staffed 24 hours a day, every day of the year. Fully trained and qualified telecommunicators, some with over 20 years of experience, use the Automatic Call Distribution (ACD) queue function for ensuring that all 9-1-1 calls are answered by the first available telecommunicator, thereby allowing for faster answering of any incoming calls. Control of each 9-1-1 call is maintained until it can be transferred to the appropriate agency and is within the control of that agency.

In 2015 the OSECC upgraded both its primary and back up communications centres with redundant equipment for the continuity of dispatching. These upgrades were in response (in part) to NG9-1-1 and allow telecommunicators to conduct Text with 9-1-1 conversations with deaf, hard of hearing, hearing impaired, speech impairment community. All of these communications are recorded for review and quality assurance.

The OSECC has started additional NG9-1-1 upgrades with infrastructure design and procurement. Currently the OSECC is the first municipality with a population of less than 2 million to join the NG9-1-1 voice trials and is one of only 12 participants in Canada at the time of this writing.

Our Communications Centre has a dedicated test environment for these voice trials with three (3) workstations configured in tandem with our radio system and call recording software for a full test implementation of the NG9-1-1 system. This system will run over the next 12 months until the CRTC deems the first phase of NG9-1-1 to be production ready. At this time it will be deployed to both our primary and back up dispatch facilities.

The OSECC is dedicated to futureproofing its infrastructure with support for Real Time Texting and Video communications. It is currently projected that Real Time Texting communication will be made available to the public in June 2023 and the Owen Sound Police Service will be able to provide this service to your community at that time.

The Owen Sound Emergency Communications Centre has the experience in facilitating the effective and efficient transfer of emergency communications services from another centre, including identifying any requisite technical requirements. We have processed five major communication centre transfers in the last 10 years.

We believe that with our level of service, the quality of our telecommunicators, supervisors, IT staff and our commitment to excellence in providing the highest level of safety to our emergency service clients, we continue to lead the way. The Owen Sound Emergency Communications Centre is ready to discuss with you, the transition to NG9-1-1 and what we would be able to offer your community and your emergency service. Please feel free to contact Chief Craig Ambrose at (519)376-1234, extension 224 to discuss what our service can provide to you.

Sincerely,



Mr. Garth A. H. Pierce
GP/kjk



**Brockville Police Service
2020 Budget**

	2019	2020	% Change
Operating Budget			
Total Revenue	1,811,416	2,009,410	10.93%
Total Expenses	9,182,354	9,778,061	6.49%
Total Operating Budget	7,370,938	7,768,651	5.40%
Capital Maintenance			
Computer Replacement			
Headquarters	21,921	21,921	
Court	3,113	3,113	
Facility Maintenance - Exterior			
Roof Top HVAC Unit	12,000	12,000	
Exterior - Ladder to Roof	5,335		
Mechanical & Electrical Cost	2,000		
Window Tinting		6,000	
Painting Metal Areas - Exterior of Building		11,425	
Signage		2,025	
Facility Maintenance - Interior			
Flooring Replacement			
Boardroom & Hallway - Carpet		3,363	
Front Desk Area - Carpet		2,540	
CIB Office - Carpet		4,548	
Kitchen - Vinyl Tile		3,450	
Total Capital Maintenance	44,369	70,385	58.64%
Capital Budget			
Capital Fleet Items			
Patrol	47,049	45,789	
Supervisor Patrol	47,049	0	
Unmarked Vehicle	40,000	42,000	
Specialized Equipment	46,798	35,370	
Boat and Trailer * Add \$25,000 to 2019 \$50,000	50,000	25,000	
Total Capital Fleet	230,896	148,159	-35.83%
Capital Equipment			
Audio Logger	24,986		
Parking Lot Repaving	67,166		
Patrol Carbine Program - Year 1 of Program	29,337		
Patrol Carbine Program - Year 2 of Program		25,000	
Taser Replacement		31,100	
Total Capital Equipment	121,489	56,100	-53.82%
Total Capital Items	352,385	204,259	-42.04%
Total Operating, Capital Maintenance and Capital Budget	7,767,692	8,043,295	3.55%



Brockville Police Service

City of Brockville Active Transportation Plan Police Service Implications

Report to the Brockville Police Services Board

The City of Brockville identified, in previous planning studies, that active transportation should be encouraged and that a network of facilities, that provide the opportunity for people to use active transportation, be expanded. These plans are the City's Official Plan (2012) and the City's Sustainability Plan (2012). The City of Brockville undertook to formulate an active transportation plan and a draft plan was received by the City's Planning and Operations Committee on Oct 1st, 2019.

An Active Transportation Plan includes any form of human powered transportation, such as walking, cycling, in-line skating, and skateboarding.

The plan recommends initiatives, improvements, and new infrastructure facilities within the City of Brockville to support and encourage walking and cycling as a means of getting around the city. The plan consists of long, mid, and short term recommendations.

The Active Transportation Plan was developed using best practices from Ontario and North American transportation guides, consideration of existing and planned facilities, existing road networks, and public feedback. The analysis of these key components and resulting data are, along with the current Brockville situation, broken down throughout the draft plan. The analysis is further broken down into the identification of an Active Transportation Network within the City of Brockville. This network is comprised of a Cycling Network, Brock Trail, and a Pedestrian Network. These are essentially the three areas of focus throughout the plan.

Plan Recommendations and Policing Implications

- Speeding traffic identified as a barrier to active transportation. Lowering default speed limits from 50 km/hr to 30 km/hr.
- Attention to Pedestrian Crossovers
- By-law considerations involving various revisions such as definition motor assisted bicycle, sidewalk definition involving multi use paths, skateboards allowed to enter roadways, and bicycle parking.

- Brockville Police Service is identified as a potential stakeholder agency in promoting active transportation through continuing educational events and community engagement. e.g. youth bike clinics and education on rules of the road.

Conclusion

The City of Brockville Active Transportation Plan is an exhaustive analysis of the city's current active transportation infrastructure and future capabilities. It identifies various recommendations from physical projects, to funding opportunities, to policy changes. There is a limited impact on the Brockville Police Service going forward. Many of its recommendations and potential impacts for the future would be easily managed within the existing service provided by the Brockville Police. Most of the recommendations appear to engage various other stakeholders within the city or City of Brockville staff.

Respectfully submitted



Deputy Chief Mark Noonan



INTERNAL CORRESPONDENCE

To: Chair -King Yee Jr.

From: Chief Scott Fraser

Date: January 22, 2020

RE: Chiefs Report to Board

The following represents the events attended by Chief Fraser:

Nov. 22	Special Olympics Meeting
Nov. 25	Crown Meeting re: Bail/Case Management Meeting with AXON – Digital Evidence
Nov.26	SMT – Police Police Board Meeting
Nov. 28	Rotary/Making Play Possible – BBQ
Nov. 29	OAPSB – Gananoque
Nov. 30	Santa Claus Parade
Dec. 3	Westminster School – Pancake Breakfast
Dec. 4	Rotary SMT - City Hall
Dec. 5	FBINA Annual Meeting
Dec. 10	SMT-Police Rotary – Christmas Ham Packing
Dec. 11	Budget Meeting Rotary Christmas
Dec. 12	City Christmas Luncheon Variance Meeting Chamber – business after 5
Dec. 13	OACP – Zone meeting
Dec. 17	SMT – Police
Dec. 18	Meeting with Smiths Falls/Gananoque Police BPS Retired Members Dinner
Dec. 19	Connections Program
Dec. 24	CFJR – Radio Show
Jan. 2/2020	FBI Meeting
Jan. 7	SMT-Police
Jan. 8	Rotary SMT – City Hall
Jan. 9	CFJR Rotary Park Opening – P and G
Jan. 13	Meeting with YMCA – Youth Community Foundation Meeting
Jan. 14	SMT-Police

Jan. 15	Rotary CFJR – Radio Show Meeting with OPP/Gananoque Police
Jan. 17	Legion Dinner
Jan. 20	Carleton U. – Advancements in Policing
Jan. 21	Gananoque Police Promotional Process
Jan. 22	Employment Interviews



INTERNAL CORRESPONDENCE

To: Chair King Yee Jr. Chair
Brockville Police Services Board

From: Deputy Chief Mark Noonan

Date: Jan 22, 2020

RE: Deputy Chief's Report to Brockville Police Services Board

Oct 28th	Municipal Open House Memorial Ctr
Oct 30th	Contract Negotiations
Oct 31st - Nov 1st	OACP meetings Cobourg
Nov 8th	St Lawrence College Community Luncheon
Nov 11th	Remembrance Day Ceremonies Contract Negotiations
Nov 13th	Contract Negotiations
Nov 19th	Homicide- Liaison with victim family
Nov 20th	Assist Smiths Falls P.S. Promotional Interviews
Nov 21st	TR Leger Open House
Nov 25th - 26th	OPTIC meeting Toronto
Nov 30th	Christmas Parade
Dec 3rd	Westminster Pancake Breakfast
Dec 6th	Polytechnique Memorial Library
Dec 9th-20th	Vacation

Respectfully submitted

Mark Noonan
Deputy Chief



CRIME STATISTICAL REPORT *
2018 vs 2019

Comparisons	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Year-to-Date		+ / - Variance
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	
Calls for Service -- Total	3,372	3,415	3,801	4,106	4,503	4,367	3,689	3,741	15,365	15,629	264
Crimes of Violence*											
Homicide/Attempt/Manslaughter	0	0	1	1	1	0	0	1	2	2	0
Robbery	3	0	0	0	3	1	2	1	8	2	-6
Sexual Offences	14	20	13	17	11	11	10	5	48	53	5
Assaults	67	64	61	50	66	68	63	37	257	219	-38
Criminal Harassment	29	16	22	19	24	14	11	20	86	69	-17
Utter Threats	21	12	27	15	27	19	12	14	87	60	-27
Crimes of Property*											
Break and Enter	26	18	31	27	34	17	34	34	125	96	-29
Mischief	47	30	49	62	83	72	54	38	233	202	-31
Frauds	48	34	34	34	44	40	31	35	157	143	-14
Thefts	102	75	147	136	200	134	152	164	601	509	-92
Other Crimes*											
Bail Violations	48	75	34	66	65	78	70	72	217	291	74
Breach of Probation	14	18	39	13	39	19	21	19	113	69	-44
Counterfeit Money	15	5	3	10	7	10	3	5	28	30	2
Drug Offences	34	26	36	22	32	24	26	17	128	89	-39
Disturb the Peace	27	31	46	49	73	62	31	39	177	181	4
Impaired Driving	6	6	3	4	5	5	6	3	20	18	-2
Liquor Licence Act	21	18	29	20	38	29	30	19	118	86	-32
Non-Criminal Incidents*											
Alarms	81	71	80	94	104	91	74	95	339	351	12
Domestic Disputes	45	48	49	55	59	51	57	55	210	209	-1
Motor Vehicle Collisions	186	194	157	155	174	195	192	193	709	737	28
Noise Complaints	40	53	46	48	62	68	53	50	201	219	18
Prisoner Escorts - In Town	286	301	310	279	425	271	280	223	1,301	1,074	-227
Prisoner Escorts - Out of Town	6	7	14	5	22	2	13	5	55	19	-36
Mental Health Act	80	103	76	83	86	97	98	86	340	369	29

Prepared By: Tracy Caskenette
Date: January 22, 2020
Source: 2018 and 2019 UCR Report
* Selected statistical comparison

** Not yet finalized for 2019

Approved By: _____


FI



BUDGET SUMMARY
2018 vs 2019
For the Period January 1 - December 31

Brockville Police Service	2018			2019		
	BUDGET	ACTUAL	% of Budget	BUDGET	ACTUAL	% of Budget
Revenue						
Total Revenue	(1,726,234)	(2,098,586)	121.57%	(1,811,416)	(2,000,877)	110.46%
Expenses						
Human Resources	8,041,794	8,438,275		8,373,544	8,551,406	
Materials and Supplies	790,991	752,094		704,043	711,381	
Contracted Services	145,862	199,240		157,055	177,759	
Total Expenses	8,978,647	9,389,609	104.58%	9,234,642	9,440,546	102.23%
Total (Net)	7,252,413	7,291,023	100.53%	7,423,226	7,439,669	100.22%

Prepared By: Tracy Caskenette
Date: January 21, 2020
Source: City Financial System

Approved By: 

** Final adjustments not yet processed in the general ledger.



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OVERTIME ANALYSIS
2018 vs 2019
January - December

Division	2018			2019			Variance
	Total Overtime Hours Worked	Overtime Hours Paid Out	Banked Overtime Hours	Total Overtime Hours Worked	Overtime Hours Paid Out	Banked Overtime Hours	Total Hours Worked
Service Duties							
Administration	52	18	34	81	38	43	29
Support Services	453.5	360	93.5	440.5	321	119.5	-13
Patrol Services	3204	2299.75	904.25	3500.75	2624.25	876.5	297
Investigations	539	333.5	205.5	660	423	237	121
Community Service	0	0	0	0	0	0	0
Court Duties							
Patrol Services	526	390	136	358	248	110	-168
Court Services	121	61	60	198	137	61	77
Total	4895.5	3462.25	1433.25	5238.25	3791.25	1447	343

Overtime Budget

Budget Analysis	2018			2019			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$244,000	\$258,328	105.9%	\$244,000	\$266,274	109.1%	\$7,946
Court Duties	30,000	29,559	98.5%	30,000	15,848	52.8%	-13,711
Court Services	10,000	3,959	39.6%	10,000	14,804	148.0%	10,845
Recovery of Expense	-15,000	-5,450	36.3%	-15,000	-74,875	499.2%	-69,425
Total	\$269,000	\$286,396	106.5%	\$269,000	\$222,051	82.5%	-\$64,345

Prepared by: Tracy Caskenette
 Date: January 3, 2020
 Source: OSL Timekeeping System

Approved by: _____



HUMAN RESOURCES - TRAINING AND LOSS TIME
December, 2019

Scheduled Hours			
	Training	Stats and 'Red' Time	Vacation
December	92	757.5	2117
2019 Y-T-D	4401	8167.25	10515.75
2018 Y-T-D	4878	8207.5	10829

Unscheduled Hours - Illness / Injury							
	Uniform Sick	Civilian Sick	Uniform STD	Civilian STD	Long Term Disability	Modified Duties	WSIB
December	104	57	398	0	0	323	528
2019 Y-T-D	777.5	405	3356	371	0	3803	3878
2018 Y-T-D	893	392.5	2732.5	1955	0	1714.5	1402

Other Hours - Miscellaneous			
	Maternity / Parental	Compassionate	Other
December	154	0	206
2019 Y-T-D	3019	230	2804
2018 Y-T-D	3280	278	3783.5

Total Hours	
December	4,737
2019 Y-T-D	41,728
2018 Y-T-D	40,346

Prepared By: Tracy Caskenette
Date: January 3, 2020
Source: 2019 OSL Timekeeping & 2018 BPS Loss Time Report

Approved By: 