



**NOTICE AND AGENDA
BROCKVILLE POLICE SERVICES BOARD**

**2024 04 29
1:30 pm**

**BROCKVILLE POLICE
BOARDROOM**

REGULAR AGENDA

1. Call Meeting to Order
2. Adoption of Minutes
 - March 26, 2024 Pg. 1 – 2
3. Correspondence
 - Rideshare in Brockville Pg. 3 - 4
 - Ontario Provincial Police Pg. 5 - 6
 - OAPSB By-Law Motion – Chair Yee
4. New Business
 - Building Needs Assessment – City of Brockville Pg. 7 - 8
Procurement Report
 - Police Boat - Status
5. Unfinished Business / Outstanding Items
 - Red Light Violations and General Traffic Enforcement Pg . 9 - 10
6. Reports
 - Chief's Report Pg. 11
 - Deputy Chief's Report Pg. 12
 - 2023 Collection of Identifying Information in
Certain Circumstances Pg. 13 - 14
 - Statistical Reports Pg. 15 - 17
7. Adjournment

**Minutes of The Open Meeting Of The Brockville Police
Services Board Held on March 26, 2024**

PRESENT: Members K. Yee (Chair), L. Journal and M. Kalivas

Chief M. Noonan, Deputy Chief A. Harvie, Inspector Boyd, Inspector Bennett,
Lindsay Armstrong, City of Brockville Human Resource Manager, Graham Wight,
Police Services Advisor Inspectorate of Policing

T. Caskenette, Board Secretary

ABSENT: S. Jodoin (Vice-Chair) and J. Earle

CALL TO ORDER:

The Chair called the Open Meeting to order at 1:27 pm.

ADOPTION OF MINUTES:

Moved by: Member Kalivas

Seconded by: Member Journal

THAT the minutes of the Open meetings of the Brockville Police Services Board held January 23, 2024 be approved.

CARRIED

CORRESPONDENCE:

- OAPSB Zone 2 – Next meeting June 14th Belleville. Member Jodoin has indicated she would like to attend.
- Information and Privacy Commissioner of Ontario – Facial Recognition and Mugshot Databases: Guidance for Police in Ontario – Information purposes only.
- Commendation Report – Cst. Duffy, Khalid, Hamson, Dunnington, Mott, Dispatcher Young, Turner, Vandenanker, Seeley and IT Manager Jeff Hepburn – Team effort locating a suicidal person. The Board would like to extend their thank you as well to these members.

UNFINISHED BUSINESS:

Community Safety Police Act Summit – Chair Yee attended this summit with the Services Senior Managers. This event was well attended by police services and board members. Chair Yee reported the Act was discussed along with new regulations. Not all regulations for the new Act have been released yet. Graham Wight also provided insight into the new legislation.

Red light cameras – As requested at the last meeting, Deputy Chief Harvie supplied a report regarding red light cameras. Red light cameras are the responsibility of the municipality to install and maintain. The Board endorses use of these cameras. A letter will be sent to City officials to consider this traffic measure in next years budget.

REPORTS:

Moved by: Member Journal

Seconded by: Member Kalivas

THAT the following administration reports be received:

- Chief's Report
- Deputy Chief's Report
- Annual Missing Persons Report
- Statistical Reports

CARRIED

ADJOURNMENT:

Moved by: Member Journal

Seconded by: Member Kalivas

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

CARRIED

The Chair terminated the Open Meeting at 2:15 p.m.

K. Yee (Chair)

T. Caskenette (Secretary)

From: Sandra MacDonald
Sent: Monday, February 26, 2024 1:40 PM
To: Sheena Earl; Matthew Wren
Cc: Phil Wood; Matthew Locke
Subject: Re: Rideshare in Brockville

This is something that should be sent to the police services board as they are the ones who license taxis in the city.

Get [Outlook for iOS](#)

From: Sheena Earl
Sent: Monday, February 26, 2024 8:00:00 AM
To: Matthew Wren
Cc: Sandra MacDonald; Phil Wood; Matthew Locke
Subject: Fw: Rideshare in Brockville

Hi Mayor Wren,

I received a call last week from Brian Teeffy, VP of Strategy Corp. Brian shared with me that Uber has hired his firm to assist in petitioning municipalities and/the province to create a standardized licensing protocol for Uber. He explained that Uber expansion into Eastern Ontario and other regions was stalled because of the administrative burden that has resulted from operating under various rules in different municipalities. He indicated there are expansion goals afoot and that Brockville is a community Uber has their eye on should this standardization occur.

I promised to share this information with you and senior staff. If you'd like to distribute to the rest of Council, please feel free to forward. Otherwise, we can distribute the motion from Brighton linked below as part of our usual distribution.

If you have any questions or would like to chat with Strategy Corp. further, Brian's contact info is below.

Thanks,
Sheena



Date: February 20, 2024

Notice of Motion

Moved By: Councillor Byron Faretis

Seconded By: Councillor Jeff Wheeldon

Whereas, the Municipality of Brighton faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community;

And Whereas Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

And Whereas, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

And Whereas, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

Therefore, Be It Resolved that the Municipality of Brighton Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

Be It Further Resolved that the Municipality of Brighton Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Northumberland; and all six neighbouring Northumberland lower-tier municipalities, and all Ontario municipalities.

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

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File Reference:600

April 5, 2024

Brockville Police Service Chief / Police Services Board Chair
P.O. BOX 5000
BROCKVILLE, ON
K6V 7A5

Dear partners:

As a follow-up to our previous correspondence dated October 27, 2023, and as the *Community Safety and Policing Act, 2019* (CSPA) and some of its regulations came into force on April 1, 2024, please be advised the OPP and Ministry of the Solicitor General continue to develop the CSPA Section 14 agreement template (Alternative provision – Provision by other police service board or the Commissioner). The OPP is developing a process to address all requests for Section 14 agreements. Once the Section 14 agreement template is developed and the process finalized, the OPP will contact you with further instructions.

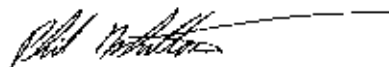
Until the Section 14 agreement template and process are developed, the OPP will continue to provide your police service board with policing functions specified in *O.Reg. 398/23 Alternative provision of policing functions* under CSPA.

Please continue to follow the regular process of either contacting the OPP Commissioner for non-urgent assistance requests or, the OPP Provincial Operations Centre for immediate/urgent assistance. All requests, including requests for Public Order Unit assistance made by any municipality or Police Service, will be assessed for operational capacity and supported when deemed exigent or the complexity meets the threshold of expertise.

Please contact OPP Municipal Policing Bureau S/Sgt. Ken Kee at Kenneth.Kee@opp.ca or the general email OPP.MunicipalPolicing@opp.ca with questions related to this ongoing process development.

The OPP appreciates the cooperative relationship shared with our municipal policing partners in ensuring the safety and well-being of Ontarians.

Kind Regards,



Phil Whitton
Superintendent
Commander,
Municipal Policing Bureau

- c: OPP A/Deputy Commissioner, Corporate Services
- OPP Deputy Commissioner, Field Operations
- OPP Deputy Commissioner, Traffic Safety and Operational Support



Procurement Report

Report To: Lynda Ferguson, CPA, CGA – Director of Finance and IT Services
King Yee, Jr., Chair, Brockville Polices Services Board

Date: April 17, 2024

Prepared By: Mark Noonan - Police Chief, Brockville Police Service
Emily Wood, Procurement, Contracting & Risk Mgmt Coord.

Subject: 240015 – BPS Facility Needs Assessment RFP

The Police Services Division, requests approval to pursue purchasing option for professional architecture and engineering services related to the Brockville Police Services (BPS) Facility Needs Assessment RFP.

Scope

The scope of this project is seek a qualified consultants to conduct a facility needs analysis and develop a capital plan based off the facility needs to address short-, medium-, and long-term requirements for the BPS. The study will identify if the current status of the facilities is sufficient to ensure that BPS can provide adequate and effective policing for the residents of the City of Brockville and ensure the safety of BPS members.

Cost Summary

This project was approved by the Brockville Police Services Board during the 2023 and 2024 capital budget process with an approved total budget of \$100,000.

This project scope was prepared by staff and was tendered publicly as a request for proposal (RFP) method in accordance with City procurement policy POL.F.20.139. As a result, City staff received four acceptable tender packages from qualified consultants. The tender packages were evaluated by a diverse staff evaluation team in accordance with the process outlined in the RFP.

The following is a summary of the consultants, the tendered costs, and the resulting scores assessed by the evaluation team, based on the evaluation process outlined in the RFP:

Consultant:	Cost	Evaluation Score:
Arcadis	\$99,105	48
DDDG Engineering Services	\$42,774	50
RPL Architects & VG Architects	\$77,300	89
AECOM Canada Ltd.	\$226,076.14	68

Based on the tender submissions and the evaluation process in accordance with the RFP documentation and procurement policy, the joint tender submission from RPL Architects Inc & VG Architects Ltd. is the successful tender submission with a total proposed cost of \$77,300.00 including disbursements, plus net HST (1.76%) for a total of \$78,660.48.

Conclusion

It is proposed that the purchase be approved for a total cost, including net HST (1.76%) of **\$78,660.48** for the Brockville Police Services (BPS) Facility Needs Assessment.

In accordance with the City's Purchasing Policy, Appendix A, for RFP procurement up to \$150,000, this report has been generated for the Director of Finance and IT Services, requesting approval for the purchase.

Observing to the Brockville Polices Services Budgetary Management, this report also requests the approval of the Chair of the Police Services Board.


As stated above, the original budget for this project was \$100,000. There are sufficient funds in this account to complete the project.

Accordingly, please indicate your approval by signing the appropriate location below and returning it electronically or via interoffice mail at your earliest convenience.

Approved by:

Status:

Mark Noonan
Police Chief, Brockville Police Service



Lynda Ferguson, CPA, CGA
Director of Finance and IT Services

King Yee, Jr.
Chair, Brockville Police Services Board





INTERNAL CORRESPONDENCE

To: Chief Mark Noonan

From: Inspector Darryl Boyd

Date: April 11, 2024

RE: Red Light Violations and General Traffic Enforcement

As a response to recognizing the increasing concerns with red light violations in our community at our recent Police Service Board Meetings, I thought it would be appropriate to direct some efforts toward the issue. I have provided further details for yourself and the Police Service Board, with what was accomplished in this short initiative.

Constable Paul Klassen was scheduled to perform traffic enforcement on April 10, 2024, between the hours of 07:00hrs until 19:00hrs. He was directed to focus on red light infractions at high traffic intersections in the city. He dedicated a minimum of 30 minutes at each intersection listed below. ** Will indicate where fail to stop - red light tickets were issued.

- Stewart Blvd / Laurier Blvd **
- Stewart Blvd / Centennial Rd
- Stewart Blvd / Jefferson Dr **
- Stewart Blvd / 401 EB exit **
- Stewart Blvd / 401 WB exit
- William St / Pearl St.
- Parkedale Ave / California Ave
- Parkedale Ave / Windsor Dr
- King St W / Courthouse Ave

It was noted by Constable Klassen that throughout the day, traffic was very busy and he felt at times it would be difficult for drivers to disregard the red lights. However, significant enforcement was performed with regards to many other areas as well. The following charts indicate those details:

Highway Traffic Act Offences	Warnings
Speeding	1 written
Permit Validation	2 written
Exhaust / Muffler	2 verbal
Improper Turn	1 verbal
Unnecessary Noise	1 verbal
Total	7

Highway Traffic Act Offences	Charges
Red Light Infractions	3
Drive No Currently Valid Permit	6
Drive with Handheld Device (cellphone)	1
Drive with No Licence	1
Fail to Surrender Insurance Card	1
Speeding	3
Total	15
Total Traffic Stops	22

It is clear that dedicating officers to traffic duties can produce some impressive results. With high call volume, it makes it difficult for patrol officers to focus on traffic enforcement for an impactful period of time. Constable Klassen had the benefit of being provided the time and freedom to accomplish this task. Having said that, he was directed to assist patrol officers at times throughout his shift. I would like to take a moment and recognize the efforts of Constable Klassen. His motivation and dedication to traffic enforcement and policing in general, is impressive.

If you have any questions regarding this, I would be happy to try and answer them.

Respectfully,

Inspector Darryl Boyd
Badge # 71



INTERNAL CORRESPONDENCE

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

From: Chief Mark Noonan

Date: Apr 19th, 2024

Mar 14 th /15 th	OPC March Past
Mar 19 th	OACP Substance Use Advisory Committee York Region
Mar 20 th /21 st	Cobourg OACP Small/Mids Meeting
Mar 26 th	Bruce Wylie Talk Show / Board Meeting / City Council
Mar 27 th	OACP CEO Day Ottawa
Mar 28 th	Tender scoring for Needs Assessment Consultant
Apr 3 rd	City Senior Mgt Meeting / Municipal Drug Strategy Committee Meeting
Apr 8 th	Solar Eclipse Mgt/Patrol
Apr 9 th	City Council
Apr 10 th	City SMT
Apr 17 th	City SMT
Apr 19 th	Use of Force annual training

Further initiatives:

Education/Implementation reference new CSPA Act

Project Management Next Gen 911

Respectfully submitted,

Mark Noonan



INTERNAL CORRESPONDENCE

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

From: Deputy Chief Andrew Harvie

Date: Mar 19, 2024 – Apr 18, 2024

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

Mar 19 – Project Lifesaver – prep

Mar 20 – City SMT

Mar 20 – recruit testing and interview

Mar 22 – disclosure protocol meeting

Mar 25 – courses

Mar 26 – PSB meeting and basketball with Special Olympians

Mar 27 – OACP police CEO day (Ottawa)

Mar 28 – city hall, bids for needs assessment

Mar 28 – Interviews dispatch

Apr 2 – Interviews dispatch

Apr 3 – OHS recert

Apr 5 – recruiting process

Apr 8 – Eclipse Day

Apr 9 – SMT meeting

Apr 10 – Rotary and applicant screening

Apr 15 – Use of Force

Apr 16 – courses

Apr 17 – EDI Symposium Aurora

Ongoing initiatives – Recruiting, Project LifeSaver (officers being trained Apr 30), Women in Policing Symposium and CAMSAFE

Respectfully submitted,

Andrew Harvie



Brockville Police Service

2023 Collection of Identifying Information in Certain Circumstances Report (CIICC)

Total Number of CIICC submitted:	0
Total Number of validated collections:	0
Total Number of incidents:	0

100% compliance rate

Annual Report As Per Ontario Police Services Act - Ontario Regulation 58/16-Sections 14 & 15

14. (1) This section applies to,

- (a) an annual report provided by a municipal chief of police to a board under section 31 of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act; and
- (b) the annual report provided by the Commissioner under subsection 17 (4) of the Act.

(2) A chief of police shall ensure that his or her annual report includes the following information in relation to attempted collections of identifying information:

1. The number of attempted collections and the number of attempted collections in which identifying information was collected.
2. The number of individuals from whom identifying information was collected.
3. The number of times each of the following provisions was relied upon to not do something that would otherwise be required under subsection 6 (1):
 - i. subsection 6 (2),
 - ii. clause 6 (3) (a),
 - iii. clause 6 (3)(b), and
 - iv. clause 6 (3) (c).
4. The number of times an individual was not given a document under clause 7 (1) (b) because the individual did not indicate that they wanted it.
5. The number of times each of the following clauses was relied upon to not do something that would otherwise be required under subsection 7 (1):
 - i. clause 7 (2) (a), and
 - ii. clause 7 (2) (b).

6. The number of attempted collections from individuals who are perceived, by a police officer, to be within the following groups based on the sex of the individual:

- i. male individuals, and
- ii. female individuals

- 7. For each age group established by the chief of police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group.
- 8. For each racialized group established by the chief of police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group.
- 9. A statement, based on an analysis of the information provided under this subsection, as to whether the collections were attempted disproportionately from individuals within a group based on the sex of the individual, a particular age or racialized group, or a combination of groups and if so, any additional information that the chief of police considers relevant to explain the disproportionate attempted collections.
- 10. The neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area.
- 11. The number of determinations, referred to in subsection 9 (5), that section 5 or clause 9 (4) (a) was not complied with.
- 12. The number of determinations, referred to in subsections 9 (6) and (7), that section 5, 6 or 7 was not complied with.
- 13. The number of times members of the police force were permitted under subsection 9 (10) to access identifying information to which access must be restricted.

{3} A chief of police shall establish age groups for the purpose of paragraph 7 of subsection {2}.

{4} A chief of police shall establish racialized groups for the purpose of paragraph 8 of subsection {2} and shall do so in a way that allows the information required by subsection {2} relating to the racialized groups to be comparable to the data referred to in the following paragraphs, as released by the Government of Canada on the basis of its most recent National preceding the period covered by the chief of police's annual report:

- 1. For each derived visible minority group set out in the National Household Survey, the number of individuals who identified themselves as being within that group.
- 2. The number of individuals who claimed Aboriginal identity.

{5} This section does not require the inclusion of information about anything that occurred before January 1, 2017.

Chiefs of police must review practices and report

15. (1) If an annual report referred to in section 14 reveals that identifying information was attempted to be collected disproportionately from individuals perceived to be within a group or combination of groups, the chief of police shall review the practices of his or her police force and shall prepare a report setting out the results of the review and his or her proposals, if any, to address the disproportionate attempted collection of information.

(2) A municipal chief of police shall provide his or her report to the relevant board, and the Commissioner shall provide his or her report to the Minister of Community Safety and Correctional Services.

(3) When a board receives a report from a municipal chief of police under subsection (2), and when the Minister of Community Safety and Correctional Services receives a report from the Commissioner under subsection (2), the board or the Minister, as the case may be,

- (a) shall publish the report on the internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the board or the Minister, as the case may be, considers appropriate; and
- (b) shall consider the report and the proposals, if any, set out in the report and consider, in the case of a board, whether to give directions under clause 31 (1) (e) of the Act or, in the case of the Minister, whether to give directions to which the Commissioner would be subject under subsection 17 (2) of the Act.



**2024 Budget Summary
March**

Brockville Police Service	Budget	GL Actual as of March 31	% of Budget Used	Projected Variance	% Projected Variance
Police Service - Operations					
Revenue	(2,826,772)	(464,445)	16.4%	-	
Expenses					
Human Resources	10,628,902	2,412,642	22.7%	-	
Materials and Supplies	701,990	58,324	8.3%	-	
Contracted Services	962,934	122,006	12.7%	-	
Total Police Service - Operations	9,467,054	2,128,527	22.5%	0	0.0%
Court Service - Operations					
Revenue	(540,078)	-	0.0%	20,381	
Expenses					
Human Resources	903,657	214,165	23.7%	-	
Materials and Supplies	7,320	855	11.7%	-	
Contracted Services	3,000	456	15.2%	-	
Total Court Services - Operations	373,899	215,476	57.6%	20,381	5.5%
Total - Operations	9,840,953	2,344,003	23.8%	20,381	0.2%
Capital Maintenance	111,630	7,897	7.1%	-	-
Capital Equipment	49,370	0	0.0%	-	-
Total	10,001,953	2,351,900	23.5%	20,381	0.20%

Prepared By: Tracy Caskenette
 Date: April 19, 2024
 Source: City Financial System

Approved By: _____



OVERTIME ANALYSIS
2023 vs 2024
March

16

Division	2023			2024			Variance Total Hours Worked
	Total Overtime Hours Worked	Overtime Hours Paid Out	Banked Overtime Hours	Total Overtime Hours Worked	Overtime Hours Paid Out	Banked Overtime Hours	
Service Duties							
Administration	11	0	11	0	0	0	-11
Support Services	46	34	12	145.5	92.5	53	100
Patrol Services	567	416	151	749.5	636.5	113	183
Investigations	155	134	21	289	254	35	134
Community Service	0	0	0	0	0	0	0
Court Duties							
Patrol Services	34	29	15	33	33	0	-1
Court Services	2	0	2	20	0	20	18
Total	815	603	212	1237	1016	221	422

Overtime Budget

Budget Analysis	2023			2024			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$244,000	\$41,289	16.9%	\$224,000	\$69,864	31.2%	\$28,575
Court Duties	30,000	1,879	6.3%	30,000	2,271	7.6%	392
Court Services	10,000	0	0.0%	10,000	0	0.0%	0
Recovery of Expense	-15,000	0	0.0%	-25,000	300	-1.2%	300
Total	\$269,000	\$43,168	16.0%	\$239,000	\$72,435	30.3%	\$29,267

Prepared by: Tracy Caskenette
 Date: April 19, 2024
 Source: OSI Timekeeping System

Approved by: _____



HUMAN RESOURCES - TRAINING AND LOSS TIME

March, 2024

Scheduled Hours			
	Training	Stats and 'Red' Time	Vacation
March	792	812	683
2023 Y-T-D	2164	2185.5	1265.75
2023 Y-T-D	704	1773	2768.75

Unscheduled Hours - Illness / Injury							
	Uniform Sick	Civilian Sick	Uniform STD	Civilian STD	Long Term Disability	Modified Duties	WSIB
March	56	44	0	0	0	140	1512
2023 Y-T-D	208	133.5	48	0	0	212	1680
2023 Y-T-D	321	105	84	109	0	552	4176

Other Hours - Miscellaneous			
	Maternity / Parental	Compassionate	Other
March	420	0	168
2023 Y-T-D	1168	109	604
2023 Y-T-D	336	0	916

Total Hours	
March	4,627
2023 Y-T-D	12,778
2023 Y-T-D	11,845

Prepared By: Tracy Caskenette
 Date: April 19, 2024
 Source: 2024 DSL Timekeeping & 2023 RPS Loss Time Report

Approved By: _____