



**NOTICE AND AGENDA**  
**BROCKVILLE POLICE SERVICES BOARD**

**2025 01 28**  
**1:30 pm**

**BROCKVILLE POLICE**  
**BOARDROOM**

**REGULAR AGENDA**

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1. Call Meeting to Order
2. Adoption of Minutes

- November 19, 2024

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3. Appointments

- Election of Chair and Vice Chair
- Motion: 'THAT the Brockville Police Services Board appoints the following members effective January 1, 2025, pursuant to s.85 of the *Community Safety and Policing Act, 2019*:

Mark Noonan

Andrew Harvie

Darryl Boyd

Laurie Bennett

Alan Albanese

Nicholas Bigley

Ian Branco

Chad Brayton-Kelly

Cameron Brown

Mark Chicoine

Graham Coe

Justin Cullen

Allie Dedekker

Kevin Despres

Travis Duffy

Clayton Dunnington

Dustin Gamble

Jamie Garvin

Mike Grant

Dan Hall

Breshawn Hamson

Tyler Harrison

Trent Howlett

Tosha Kelly

Luke Kenney

Zaid Khalid

Patrick Killeen

Paul Klassen

Garrett Knapp

Mihajlo Knezevic

Dustin Lafontaine

Chase Mason

Lucas McArthur

Ross McCullough

Dustin McInroy

Jacob Mott

April Muldoon

Patti Murphy

Steve Rogers

Eric Ruigrok

Mike Serson

Micheal Topping

Damian Willis

Jeff Wiwchar

Cameron Young

AND FURTHER THAT the Board Authorize the Chair of the Board to sign and issue Certificates of Appointment to the members listed above on behalf of the Board pursuant to s. 83(4) of the Act.’

4. Correspondence

5. New Business

6. Unfinished outstanding items

7. Reports

- Chief’s Report Page 3
- Deputy Chief’s Report Page 4
- 2024 Annual Report – Missing Persons Act 2018 Page 5
- Statistical Reports Pages 6-8
- 2024 Collection of Identifying Information in  
Certain Circumstances Report (CIICC) Page 9

8. Adjournment

**Minutes of the Committee Meeting of the Brockville Police  
Services Board Held on November 19, 2024**

**PRESENT:** K. Yee (Chair), L. Journal, M. Kalivas, J. Earle (arrived t 1:35) Chief M. Noonan,  
Chief A. Harvie

L. White, Board Secretary, Inspector L. Bennett, J. Winmill

**ABSENT:** Inspector D. Boyd.

**CALL TO ORDER:**

The Chair called the Open Meeting to order at 1:30 pm

Moved by Member Kalivas

Seconded by Member Journal

That the minutes of the Regular meeting of the Brockville Police services October 22, 2024 be approved.

CARRIED

The Chair noted the receipt of the correspondence from the Association regarding negotiations for the new collective agreement and invited the Board to attend meetings in the new year.

**New Business:**

Moved by Member Journal

Seconded by Member Kalivas

That the Board approve the 2025 Police Services budget at an increase of 5.86% and this be forwarded to the City of Brockville.

CARRIED

The Board reviewed the document sent from Inspectorate of Policing regarding data collection with Municipal Police Board. Submissions to be made by January 8. The Board plans to meet to discuss their response. Lesley will coordinate meeting.

The Chief announced that the boat has been acquired and should be arriving to the station soon.

The Chair is participating with the interview process for the replacement of the Executive Assistant to the Chief of Police.

The Chair is attending the OPSB Labour Conference next week.

The Chief reviewed the reports included in the agenda.

Moved by Member Journal  
Seconded by Member Kalivas  
THAT the following administration reports be received:

Crime Statistics – October 2024  
Training and Loss time – October 2024  
Overtime Analysis – October 2024  
Budget Summary – October 2024

CARRIED

Meeting adjourned at 2:13 pm.

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K. Yee (Chair)

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L. White (Secretary)



## INTERNAL CORRESPONDENCE

To: Chair King Yee  
Brockville Police Services Board

From: Chief Mark Noonan

Date: Jan 17<sup>th</sup>, 2025

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Nov 13 <sup>th</sup>	City SMT
Nov 14 <sup>th</sup>	Meeting Solicitor General H.Q.
Nov 16 <sup>th</sup>	Santa Claus Parade
Nov 19 <sup>th</sup>	City Hall MADD Red Ribbon Campaign Police Services Board Meeting
Nov 20 <sup>th</sup>	City SMT
Nov 26 <sup>th</sup> – 27 <sup>th</sup>	OACP CEO Conference
Nov 28 <sup>th</sup> – 29 <sup>th</sup>	Interviews Human Resource Mgr
Dec 4 <sup>th</sup>	City SMT
Dec 5 <sup>th</sup>	Meeting OACP small/mid services
Dec 6 <sup>th</sup>	Salvation Army Kettle
Dec 9 <sup>th</sup>	Meeting Police Board re Inspector General Questionnaire
Dec 10 <sup>th</sup>	City Council Meeting
Dec 11 <sup>th</sup>	HR Mgr Interviews
Dec 12 <sup>th</sup>	OPTIC AGM Toronto
Dec 13 <sup>th</sup> – 20 <sup>th</sup>	Vacation
Dec 20 <sup>th</sup>	World Junior Game
Jan 8 <sup>th</sup>	City SMT
Jan 14 <sup>th</sup>	City Council Meeting
Jan 15 <sup>th</sup>	Budget Presentation Council

Respectfully submitted,

Mark Noonan  
Chief



## INTERNAL CORRESPONDENCE

To: Chair King Yee Jr.  
Brockville Police Services Board

From: Deputy Chief Andrew Harvie

Date: November 11, 2024 - January 17, 2025

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

Nov 11-15 Annual Leave

Nov 18 BCT Applications and other ministry requirements

Nov 19 PSB meeting

Nov 20 Debrief of Incident

Nov 20 Rotary Youth Committee

Nov 25 Promotional Process

Nov 27 SMT – City Hall

Nov 28 Kingston Police visit

Dec 2-6 Annual Leave

Dec 10 Council meeting

Dec 11 SMT – City Hall

Dec 12 staffing meeting (CIB temp position)

Dec 16 Evaluations

Dec 18 Meeting with Minister Kerzner (Border Enforcement)

Dec 16-20 Acting Chief Duties

Jan 7-10 Online reporting presentation (Rubicon + Triton)

Ongoing initiatives: recruiting, policy updates

Respectfully submitted,

*Andrew Harvie*

Andrew Harvie



# Brockville Police Service

## 2024 Annual Report Missing Persons Act 2018

### Annual Report As Per Ontario Missing Persons Act - Ontario Regulation 182/19

The Brockville Police Service is required to report to the Police Services Board on an annual basis concerning any urgent demands made under the Act.

Section 5 of the Act stipulates the following:

**5 (1)** An officer may make an urgent demand in writing to a person requiring the person to produce copies of records, in accordance with subsection (6), if the officer is satisfied that there are reasonable grounds to believe that,

- a) the records are in the custody or control of the person
- b) the records will assist in locating the missing person; and
- c) in the time required to obtain an order in accordance with section 4,

- i) the missing person may be seriously harmed, or
- ii) the records may be destroyed.

The Brockville Police can report that, while investigating a number of missing persons reports in 2021, this section was not utilized by its' officers. There were 0 urgent demands made. Appended is the reporting template submitted to the Ministry.

Respectfully submitted,

*Andrew Harvie*

Deputy Chief Andrew Harvie



**2024 Budget Summary  
December**

<b>Brockville Police Service</b>	<b>Budget</b>	<b>GL Actual as of December 31</b>	<b>% of Budget Used</b>	<b>Projected Variance</b>	<b>% Projected Variance</b>
<b>Police Service - Operations</b>					
Revenue	(2,826,772)	(2,555,207)	90.4%	(233,000)	
Expenses					
Human Resources	10,628,902	9,994,797	94.0%	561,000	
Materials and Supplies	701,990	534,510	76.1%	87,664	
Contracted Services	962,934	952,051	98.9%	(120,100)	
<b>Total Police Service - Operations</b>	<b>9,467,054</b>	<b>8,926,151</b>	<b>94.3%</b>	<b>295,564</b>	<b>3.1%</b>
<b>Court Service - Operations</b>					
Revenue	(540,078)	(418,994)	77.6%	20,381	
Expenses					
Human Resources	903,657	973,193	107.7%	(79,500)	
Materials and Supplies	7,320	3,148	43.0%	4,000	
Contracted Services	3,000	612	20.4%	2,200	
<b>Total Court Services - Operations</b>	<b>373,899</b>	<b>557,959</b>	<b>149.2%</b>	<b>(52,919)</b>	<b>-14.2%</b>
<b>Total - Operations</b>	<b>9,840,953</b>	<b>9,484,110</b>	<b>96.4%</b>	<b>242,645</b>	<b>2.5%</b>
<b>Capital Maintenance</b>	<b>111,630</b>	<b>102,687</b>	<b>92.0%</b>	<b>8,900</b>	<b>-</b>
<b>Capital Equipment</b>	<b>49,370</b>	<b>52,115</b>	<b>105.6%</b>	<b>(2,745)</b>	<b>-</b>
<b>Total</b>	<b>10,001,953</b>	<b>9,638,912</b>	<b>96.4%</b>	<b>248,800</b>	<b>2.49%</b>

\*\* Year end adjustments has not be processed yet.

Prepared By: Tracy Caskenette  
Date: January 9, 2025  
Source: City Financial System

Approved By:





**OVERTIME ANALYSIS**  
**2023 vs 2024**  
**December**

Division	2023			2024			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
<b>Service Duties</b>							
Administration	20	2	18	4	4	0	-16
Support Services	522	398	124	396	177.5	218.5	-126
Patrol Services	4002.5	2876	1126.5	4333.25	3634.5	698.75	331
Investigations	938	796	142	1076	919	157	138
Community Service	0	0	0	0	0	0	0
<b>Court Duties</b>							
Patrol Services	150	128	22	91	87	4	-59
Court Services	30	2	28	97	21	76	67
<b>Total</b>	<b>5,663</b>	<b>4,202</b>	<b>1,461</b>	<b>5,997.25</b>	<b>4,843.0</b>	<b>1,154.25</b>	<b>335</b>

**Overtime Budget**

Budget Analysis	2023			2024			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$244,000	\$287,896	118.0%	\$224,000	\$356,237	159.0%	\$68,341
Court Duties	30,000	10,775	35.9%	30,000	6,734	22.4%	-4,041
Court Services	10,000	165	1.7%	10,000	1,603	16.0%	1,438
Recovery of Expense	-15,000	-43,980	293.2%	-25,000	-84,726	338.9%	-40,746
<b>Total</b>	<b>\$269,000</b>	<b>\$254,856</b>	<b>94.7%</b>	<b>\$239,000</b>	<b>\$279,848</b>	<b>117.1%</b>	<b>\$24,992</b>

Prepared by: Tracy Caskenette  
 Date: January 2, 2025  
 Source: OSL Timekeeping System

Approved by:



**HUMAN RESOURCES - TRAINING AND LOSS TIME**  
December, 2024

<b>Scheduled Hours</b>			
	<b>Training</b>	<b>Stats and 'Red' Time</b>	<b>Vacation</b>
December	444	1372.75	1155
2024 Y-T-D	7710	9710.25	9534.75
2023 Y-T-D	5996	8218.75	10015.75

<b>Unscheduled Hours - Illness / Injury</b>								
	<b>Uniform Sick</b>	<b>Civilian Sick</b>	<b>Uniform STD</b>	<b>Civilian STD</b>	<b>Long Term Disability</b>	<b>Modified Duties</b>	<b>WSIB</b>	
December	92	4	40	0	0	0	0	0
2024 Y-T-D	644	309.5	352	0	0	753	0	0
2023 Y-T-D	687	409	2420	470	0	862	32	32

<b>Other Hours - Miscellaneous</b>			
	<b>Maternity / Parental</b>	<b>Compassionate</b>	<b>Other</b>
December	0	0	0
2024 Y-T-D	3480	192	1779
2023 Y-T-D	792	76	2904

<b>Total Hours</b>	
December	3,108
2024 Y-T-D	34,465
2023 Y-T-D	32,883

Prepared By: Tracy Caskenette  
Date: January 2, 2025  
Source: 2024 OSL Timekeeping & 2023 BPS Loss Time Report

Approved By: 



## Brockville Police Service

### 2024 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

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For the period of January 1, 2024 to March 30, 2024 the collection of identifying information was governed by the Police Services Act O. Reg. 58/16. The Brockville Police Service has confirmed that there were no attempted collections of identifying information that triggered the obligations set out in the regulation during the above-mentioned period.

For the period of April 1, 2024 to December 31, 2024 the collection of identifying information was governed by the Community Safety and Policing Act O. Reg. 400/23. The Brockville Police Service has confirmed that there were no attempted collections of identifying information that triggered the obligations set out in the regulation during the above-mentioned period.