



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

**2024 06 25**  
**1:30 pm**

**BROCKVILLE POLICE**  
**BOARDROOM**

**REGULAR AGENDA**

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1. Call Meeting to Order
2. Adoption of Minutes
  - May 14, 2024 Page 1-2
3. Appointments
  - Appoint Lesley White as Secretary
  - Remove Tracy Caskenette as Secretary
4. Correspondence
5. New Business
  - Special Constable Designation
6. Unfinished outstanding items
7. Reports
  - Chief's Report Page 3
  - Deputy Chief's Report Page 4 - 5
  - MTO Blitz Reports Pages 6 - 7
  - Statistical Reports Pages 8 - 10
8. Adjournment

**Minutes of the Open Meeting of the Brockville Police  
Services Board Held on May 14, 2024**

**PRESENT:** Members K. Yee (Chair), L. Journal, M. Kalivas and S. Jodoin (Vice Chair) via Teams

Chief M. Noonan, Deputy Chief A. Harvie, Inspector D. Boyd and Inspector L. Bennett

T. Caskenette, Board Secretary

**ABSENT:** J. Earle

**CALL TO ORDER:**

The Chair called the Open Meeting to order at 1:29 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 March 26, 2024 be approved.

CARRIED

**CORRESPONDENCE:**

Moved by: Member Kalivas

Seconded by: Member Journal

THAT the correspondence received from Brian Teefy, of Strategy Corp, regarding UBER, the Board will take no action as this time and refer the petition request to City Council.

CARRIED

- Ontario Provincial Police – OPP will continue to support police services with current MOU's for policing functions while the OPP develop a new process to provide policing function agreements under the new Community Safety and Policing Act.

Moved by: Member Kalivas

Seconded by: Member Journal

THAT the Brockville Police Services Board recommends to the OAPSB Zone 2 membership that the General By-law for Zone 2 of the Ontario Association of Police Services Boards be amended by adding a new Section 5. To Article 3 – Membership as follows:

Section 5. The Zone may appoint by a majority vote of the members present at a meeting, a Facilitator who shall support Zone activities and assist the Zone 2 Chair with his or her responsibilities. Prior to assuming their responsibilities, the Facilitator shall swear an oath or affirmation;

AND THAT this motion be forwarded to the OAPSB Zone 2 Secretary-Treasurer so that it may be circulated to the membership at least one month in advance of the OAPSB Zone 2 meeting where this motion will be considered per Article 9 of the General By-law.

CARRIED

Police Boat – Chief Noonan advised the Board the current police boat is out of service and is unrepairable. He also provided information regarding the purchase of a new boat. After discussion, the Board asked the Chief to reach out to the City Manager to determine if there are funds available for this year or if the purchase should be included with the 2025 Capital budget. Currently, Chief Noonan is corresponding with the RCMP for waterway assistance for the summer of 2024.

**UNFINISHED BUSINESS:**

Building Needs Assessment – RPL Architects & VG Architects has been awarded the contact the building needs assessment at a cost of \$78,660.48 (including net HST).

Red Light Violations and General Traffic Enforcement – Inspector Boyd provided a report regarding a traffic initiative.

**REPORTS:**

Moved by: Member Journal

Seconded by: Member Jodoin

THAT the following administration reports be received:

- Chief’s Report
- Deputy Chief’s Report
- 2023 Collection of Identifying Information in Certain Circumstances Report
- 2023 BPS Annual Report
- Statistical Reports

CARRIED

**ADJOURNMENT:**

Moved by: Member Jodoin

Seconded by: Member Kalivas

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

CARRIED

The Chair terminated the Open Meeting at 2:38 p.m.



## INTERNAL CORRESPONDENCE

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

From: Chief Mark Noonan

Date: June 17, 2024

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May 16 <sup>th</sup>	Needs Analysis Consultants Meeting
May 17 <sup>th</sup>	Bruce Wylie Show
May 22 <sup>nd</sup>	City SMT
May 23 <sup>rd</sup>	Governing Body Meeting CISO
May 27 <sup>th</sup>	SMT Meeting HQ
May 29 <sup>th</sup>	City SMT
June 4 <sup>th</sup>	Meeting BGH on Mobile Crisis Grant
June 5 <sup>th</sup>	City SMT
June 9 <sup>th</sup>	OACP Substance Use Advisory Committee Meeting
June 10 <sup>th</sup> -12 <sup>th</sup>	OACP Annual Conference
June 14 <sup>th</sup>	Recruit Graduation Aylmer

Further initiatives:

Facilities Needs Analysis Project Management

Next Gen 911 Project Management

Respectfully submitted,

A handwritten signature in black ink, appearing to be "M. Noonan".

Mark Noonan  
Chief



## INTERNAL CORRESPONDENCE

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

From: Deputy Chief Andrew Harvie

Date: Mar 19, 2024 – Apr 18, 2024

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

April 18 – Recruiting

April 19 – vacation

April 22 – Use of Force training

April 23 – CICC training and policies

April 24 – Admin Appreciation day and SMT meeting

April 25, 26 – days off

April 29, 30 – paperwork

May 1-3 – vacation

May 6-8 – NICHE User Group Conference

May 9-10 – vacation

May 13 – OACP small to mids meeting

May 14 – recruiting and PSB meeting

May 15 – MCRT grant meeting

May 15 – PCPG teams meeting

May 16 – Rotary presentation and facilities meeting

May 16 – MCRT teams planning meeting

May 17 – Safeguard Initiative implemented

May 22 – Teams meeting Police Learning and Development group

May 23 – Recruiting (special constables)

May 24 – Rotary

May 27 – Clerical meeting

May 28 – Recruiting (special constables)

May 30 – clerical meeting

May 31 – Dice and Dreams presentation by RCMP

June 3 – CRC planning meeting

June 4 – Crisis/MCRT team meeting

June 5 – OPVTA meeting

June 6 – Legion D-Day remembrance

June 8 – Pride Parade

June 10-14 – Acting Chief

June 12 – shoplifting/drugs/probation breach arrest while on the beat on King Street

Ongoing initiatives – Recruiting

Respectfully submitted,

Andrew Harvie



## INTERNAL CORRESPONDENCE

To: Chief Mark Noonan

From: Inspector Darryl Boyd

Date: June 10, 2024

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RE: Ministry of Transportation Ontario – Inspection Blitz

On May 31, 2024, the Brockville Police Service hosted an MTO Inspection Blitz, at 125 Stewart Blvd, the former Brockville Shopping Centre. Constable Cam Young, began preparations for this event in early April, with the goal to remove as many unsafe vehicles from our community's roads as possible. While focusing on unsafe vehicles, there was also an element of identifying vehicles with noisy/improper mufflers, which is a complaint that is often received from Brockville residents.

Constable Young liaised with the MTO and prepared inspection notice documents to be served by officers to drivers of concerning vehicles on Brockville's roads. Other officers took part and issued notices, compelling drivers to attend with their identified vehicles for an inspection by the MTO Inspectors. To further assist Constable Young, other officers were deployed that day to patrol our community, identify and escort vehicles for immediate inspection.

Below is a chart produced by the MTO, indicating the results of the inspections that day. To sum it up, there were 19 level 1 inspections and six level 2 inspections completed. These inspection levels have different criteria regarding what is being inspected. You will notice that there was a 94.74% OOS rate (Out of Service) in the level 1 inspections completed. A total of 20 vehicles were removed from the roadway. These were for various issues including safety concerns regarding braking systems, tires, frame integrity, steering and exhaust systems. As a result of this initiative, 11 traffic charges were laid as well.

Constable Cam Young has been recognized for his effort in responding to community concerns with this initiative and making our roads a safer.

Please refer to the MTO chart on the following page for further details regarding inspection results.

Inspector Darryl Boyd

**MINISTRY OF TRANSPORTATION**  
**ENFORCEMENT INITIATIVE**



Name of Blitz:	<b>Brockville Blitz</b>	Date:	May 31 2024
Focus:	<b>CMV</b>	District:	Kingston
MTO Officer(s):	<b>multiple</b>	Location:	Stewart Blvd, Brockville
		Blitz Coordinator:	Ryan Markus
	<b>#</b>	<b>OOS</b>	
CVSA Level 3 Inspections			<b>**Please ensure all Blitz Information is Forwarded to the Respective District Enforcement Coordinator, Who Will Then Forward to the Regional Program Advisor/Administrative Officer**</b> <b>***To be Reviewed by the ADMO***</b>
CVSA Level 2 Inspections	6	2	
CVSA Level 1 Inspections	19	18	
CVSA Level 3 OOS Rate			
CVSA Level 2 OOS Rate	33.33%		
CVSA Level 1 OOS Rate	94.74%		
Overall OOS Rate	80.00%		
* Plate Removals *	14		
Charges Laid by MTO Officers	11		

<b>ENFORCEMENT ACTION</b>	<b>Charge #s</b>	<b>OOS #s</b>	<b>EQUIPMENT OOS</b>	<b>#</b>
Hours of Work			Brakes Adjustment	
Driver Qualification			Brake Components	5
Suspended Driver			Fuel System	
Load Security	1	1	Steering System	1
Dangerous Goods			Suspension System	
Equipment (see table on right)	2	19	Frame	4
Registration	1		Tires	2
PMCVI	1		Wheel Fasteners	
O/O			Cracked/Defective Rims	
Weight	2		Windshield	
CVIP			Lighting System	1
CAIA	1		Coupling Devices	
Trip Inspection	1		Exhaust System	4
Seat Belt	1		Body	2
CVOR				
Other	1		Commercial Vehicle Impound	
<i>Other - CCC or Not Laid by MTO</i>			Vehicle Off-Load Due to Overweight	
<b>TOTAL</b>	11	20	Media Involvement Y/N	N





**2024 Budget Summary  
May**

<b>Brockville Police Service</b>	<b>Budget</b>	<b>GL Actual as of May 31</b>	<b>% of Budget Used</b>	<b>Projected Variance</b>	<b>% Projected Variance</b>
<b>Police Service - Operations</b>					
Revenue	(2,826,772)	(1,065,812)	37.7%	-	
Expenses					
Human Resources	10,628,902	4,519,736	42.5%	-	
Materials and Supplies	701,990	188,190	26.8%	-	
Contracted Services	962,934	492,473	51.1%	-	
<b>Total Police Service - Operations</b>	<b>9,467,054</b>	<b>4,134,587</b>	<b>43.7%</b>	<b>0</b>	<b>0.0%</b>
<b>Court Service - Operations</b>					
Revenue	(540,078)	-	0.0%	20,381	
Expenses					
Human Resources	903,657	402,025	44.5%	-	
Materials and Supplies	7,320	2,065	28.2%	-	
Contracted Services	3,000	456	15.2%	-	
<b>Total Court Services - Operations</b>	<b>373,899</b>	<b>404,546</b>	<b>108.2%</b>	<b>20,381</b>	<b>5.5%</b>
<b>Total - Operations</b>	<b>9,840,953</b>	<b>4,539,133</b>	<b>46.1%</b>	<b>20,381</b>	<b>0.2%</b>
<b>Capital Maintenance</b>	<b>111,630</b>	<b>7,897</b>	<b>7.1%</b>	<b>-</b>	<b>-</b>
<b>Capital Equipment</b>	<b>49,370</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>10,001,953</b>	<b>4,547,030</b>	<b>45.5%</b>	<b>20,381</b>	<b>0.20%</b>

Prepared By: Tracy Caskenette

Date: June 11, 2024

Source: City Financial System

Approved By:



**OVERTIME ANALYSIS  
2023 vs 2024  
May**

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	19	2	17	0	0	0	-19
Support Services	152.5	115.5	37	195	111.5	83.5	43
Patrol Services	1517	1022	495	1723.5	1478	245.5	207
Investigations	307	259	48	392	354	38	85
Community Service	0	0	0	0	0	0	0
<b>Court Duties</b>							
Patrol Services	51	29	22	33	33	0	-18
Court Services	4	0	4	51	11	40	47
<b>Total</b>	2050.5	1427.5	623	2394.5	1987.5	407	344

**Overtime Budget**

Budget Analysis	2023			2024			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$244,000	\$93,284	38.2%	\$224,000	\$141,791	63.3%	\$48,507
Court Duties	30,000	2,634	8.8%	30,000	2,340	7.8%	-294
Court Services	10,000	0	0.0%	10,000	728	7.3%	728
Recovery of Expense	-15,000	-11,530	76.9%	-25,000	300	-1.2%	11,830
<b>Total</b>	<b>\$269,000</b>	<b>\$84,388</b>	<b>31.4%</b>	<b>\$239,000</b>	<b>\$145,159</b>	<b>60.7%</b>	<b>\$60,771</b>

Prepared by: Tracy Caskenette  
Date: June 11, 2024  
Source: OSL Timekeeping System

Approved by:



## HUMAN RESOURCES - TRAINING AND LOSS TIME

May, 2024

<b>Scheduled Hours</b>			
	<b>Training</b>	<b>Stats and 'Red' Time</b>	<b>Vacation</b>
May	992	594	501.5
2024 Y-T-D	4528	3329.5	2753.75
2023 Y-T-D	2587	3227.5	3797.25

<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>	
May	68	22	0	0	0	0	1656	
2024 Y-T-D	356	178.5	48	0	0	212	7912	
2023 Y-T-D	413	131	420	109	0	804	6936	

<b>Other Hours - Miscellaneous</b>			
	<b>Maternity / Parental</b>	<b>Compassionate</b>	<b>Other</b>
May	376	24	184
2024 Y-T-D	1912	141	988
2023 Y-T-D	336	0	1424

<b>Total Hours</b>	
May	4,418
2024 Y-T-D	22,359
2023 Y-T-D	20,185

Prepared By: Tracy Caskenette  
 Date: June 13, 2024  
 Source: 2024 OSL Timekeeping & 2023 BPS Loss Time Report

Approved By: 