



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

**2025 03 24**  
**1:30 pm**

**BROCKVILLE POLICE**  
**BOARDROOM**

**REGULAR AGENDA**

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1. Call Meeting to Order
2. Adoption of Minutes
  - January 27, 2026 Pg. 1 - 2
3. Correspondence
4. New Business
  - Election of Chair and Vice Chair
5. Unfinished Business / Outstanding Items
6. Reports
  - Chief's Report Provided verbally at meeting
  - Deputy Chief's Report Pg. 3 - 4
  - Statistical Reports Pg. 5 – 8
  - Rubicon update Pg. 9
7. Adjournment

**Minutes of the Committee Meeting of the Brockville Police  
Services Board Held on January 27, 2026**

**PRESENT:** Chief M. Noonan, Deputy Chief A. Harvie, K. Yee (Chair), M. Kalivas, S. Jodoin, April Muldoon, Inspector L. Bennett, Acting Inspector J. Garvin, Jen Winmill, Michelle Merpaw, John Lawless, Recorder and Times Reporter

**ABSENT:** J. Earle, L. Journal, Inspector Darryl Boyd

**CALL TO ORDER:**

The Chair called the Open Meeting to order at 1:36 pm.

The Chair spoke of his recent Ride Along and shared that he was very supportive of the Police Services Staff. Chair Yee suggested that all Members should take part in a Ride Along.

Moved by Member Jodoin  
Seconded by Member Kalivas

That the minutes of December 2, 2025 Police Services Board meeting be approved

CARRIED

**CORRESPONDENCE:**

None

**APPOINTMENTS:**

Moved by Member Kalivas  
Seconded by Member Jodoin

That Matt Smith and Cole Carter be appointed to Special Constable.  
That William Black and Jenna Hayes be appointed to Constable.

The Board questioned if the Vice Chair is able to appoint in the Chair's absence. Lesley to investigate.

Added to the minutes post meeting:

Per Section 4.2.2 of the **A BY-LAW TO REGULATE THE PROCEEDINGS OF THE BROCKVILLE POLICE SERVICES BOARD Number: 2024-01**

The Vice-Chair shall act in the absence of the Chair and shall have the same authority and duties as the Chair would have if present.

**NEW BUSINESS:**

Discussion regarding the training of the new Board when a new Council is appointed later this year. Lesley to investigate the timing of training and how long the current members will remain until that training takes place.

***Added to the minutes post meeting:***

Note from Graham Wright:

The new members have a couple of different training modules to complete. The first module is the 'Roles and Responsibilities' training. I am told the R+R module takes about an hour to complete. From that point the new members will have 6 months to complete the 4 remaining thematic modules to maintain their voting rights on the board. There should not be a scenario where the board does not have a quorum following the election period.

The training requirement is found in ss.35(2) of the CSPA and the 6month period for the thematic modules is found in the Training regulation, see s.44. [O. Reg. 87/24 TRAINING | ontario.ca](http://O.Reg.87/24 TRAINING | ontario.ca)

**UNFINISHED BUSINESS/OUTSTANDING ITEMS:**

That the Brockville Police Services operating budget be amended to a 7.74% increase.

**REPORTS:**

Moved by Member Kalivas  
Seconded by Member Jodoin

That the Chief's Report, Deputy Chief's report and Statistical Reports be received.

CARRIED

Meeting adjourned at 2:10 pm

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K. Yee (Chair)

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L. White (Secretary)



## INTERNAL CORRESPONDENCE

To: Chair King Yee Jr.  
Brockville Police Services Board

From: Deputy Chief Andrew Harvie

Date: January 16, 2026 – March 13, 2026

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

Jan 19 – Planning Meeting for Peer Support Team

Jan 22 – Coffee with a Cop

Jan 26 – Rotary Committee Meeting

Jan 27 – PSB meeting

Jan 28 – staff meeting

Feb 2 – UCR (records Management)

Feb 3 – Dispatch Interviews

Feb 4 – Dispatch Interviews

Feb 5 – MHCR training

Feb 9 – CIICC report and Urgent Demand

Feb 11 – Rotary Meeting then Police Learning and Development Group

Feb 12 – Chamber of Commerce Event and SMT meeting

Feb 19 – OACP meeting re: MHCR training

Feb 24-25 Labour Conference

Feb 26 – OACP teams meeting

Feb 27 – Sec 19 request Gan PS

Mar 4 – City Hall SMT

Mar 5 – Community Meeting with FCS

Mar 7 – Polar Plunge

Mar 9 – Rotary Committee Meeting

Respectfully submitted,

*Andrew Harvie*

Andrew Harvie



### HUMAN RESOURCES - TRAINING AND LOSS TIME

February, 2026


<b>Scheduled Hours</b>			
	<b>Training</b>	<b>Stats and 'Red' Time</b>	<b>Vacation</b>
February	848	919	602
2026 Y-T-D	1552	1770	877.5
2025 Y-T-D	1528	1731.5	1065

<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>	
February	116	27	384	0	0	20	0	
2026 Y-T-D	160	50	700	0	0	30	0	
2025 Y-T-D	279	105	109	0	0	136	0	

<b>Other Hours - Miscellaneous</b>			
	<b>Maternity / Parental</b>	<b>Bereavement</b>	<b>Other</b>
February	0	60	0
2026 Y-T-D	0	68	54
2025 Y-T-D	0	36	32

<b>Total Hours</b>	
February	2,976
2026 Y-T-D	5,262
2025 Y-T-D	5,022

Prepared By: Michelle Merpaw  
 Date: March 12, 2026  
 Source: 2026 OSL Timekeeping & 2025 BPS Loss Time Report

Approved By: 



**OVERTIME ANALYSIS  
2025 vs 2026  
February**

Division	2025			2026			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	16	0	16	3	2	1	-13
Support Services	44.5	3.5	41	46	15.5	30.5	2
Patrol Services	388	325	63	671.5	547.5	124	284
Investigations	103	91	12	65	38	27	-38
Community Service	8	0	8	0	0	0	-8
<b>Court Duties</b>							
Patrol Services	32	26	6	37	29	8	5
Court Services	18	6	12	16	15	1	-2
<b>Total</b>	<b>610</b>	<b>452</b>	<b>158</b>	<b>838.50</b>	<b>647.0</b>	<b>191.50</b>	<b>229</b>

**Overtime Budget**

Budget Analysis	2025			2026			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$244,000	\$31,224	12.8%	\$224,000	\$48,489	21.6%	\$17,264
Court Duties	30,000	2,008	6.7%	30,000	2,508	8.4%	500
Court Services	10,000	588	5.9%	10,000	1,432	14.3%	843
Recovery of Expense	-15,000	-6,625	44.2%	-25,000	0	0.0%	6,625
<b>Total</b>	<b>\$269,000</b>	<b>\$27,196</b>	<b>10.1%</b>	<b>\$239,000</b>	<b>\$52,428</b>	<b>21.9%</b>	<b>\$25,232</b>

Prepared by: Michelle Merpaw  
Date: March 13, 2026  
Source: OSL Timekeeping System

Approved by:



**CRIME STATISTICAL REPORT \***  
**2024 vs 2025**

Comparisons	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Year-to-Date		+ / - Variance
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	
<b>Calls for Service -- Total</b>	3,811	4,098	4,747	4,979	5,228	5,601	4,725	4,526	18,511	19,204	693
<b>Crimes of Violence*</b>											
Assaults	78	80	76	66	89	56	49	58	292	260	-32
Criminal Harassment	18	30	23	28	37	24	31	20	109	102	-7
Homicide/Attempt/Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sexual Offences	19	10	22	6	8	8	13	8	62	32	-30
Robbery	3	1	1	2	8	2	2	0	14	5	-9
Utter Threats	28	31	34	33	34	26	39	38	135	128	-7
<b>Crimes of Property*</b>											
Break and Enter	9	18	23	12	16	17	21	36	69	83	14
Frauds	47	44	48	38	61	35	47	54	203	171	-32
Mischief	45	40	49	35	46	45	44	36	184	156	-28
Thefts	101	86	120	129	166	175	123	136	510	526	16
<b>Other Crimes*</b>											
Bail Violations	55	59	66	66	57	45	51	54	229	224	-5
Breach of Probation	26	38	46	47	37	34	22	30	131	149	18
Counterfeit Money	1	2	1	2	0	1	0	6	2	11	9
Drug Offences	8	11	18	5	6	8	7	8	39	32	-7
Disturb the Peace	17	28	45	33	49	46	27	36	138	143	5
Impaired Driving	11	5	9	15	5	14	9	12	34	46	12
Liquor Licence Act	14	11	27	37	22	25	22	24	85	97	12
<b>Non-Criminal Incidents*</b>											
Alarms	94	85	107	97	85	107	98	104	384	393	9
Intimate Partner Violence	51	56	64	65	60	46	65	53	240	220	-20
Mental Health Act	131	116	142	152	129	162	111	123	513	553	40
Motor Vehicle Collisions	125	100	120	126	110	101	104	137	459	464	5
Noise Complaints	70	43	62	71	63	94	56	104	251	312	61
Prisoner Escorts - In Town	68	81	93	67	92	75	72	68	325	291	-34
Prisoner Escorts - Out of Town	5	7	5	4	8	9	7	3	25	23	-2

# Rubicon Stats

On February 27, 2026, we launched Rubicon, our online reporting portal. We chose to begin with a soft launch, limiting promotion to our website, direct phone inquiries, and posters at the front desk. This approach was intended to allow our members time to become familiar with the system and work through the initial learning curve.

Since the launch, I am pleased to report that the portal has been operating smoothly. Reports are being submitted regularly, and the process is becoming increasingly efficient as members gain experience with the platform.

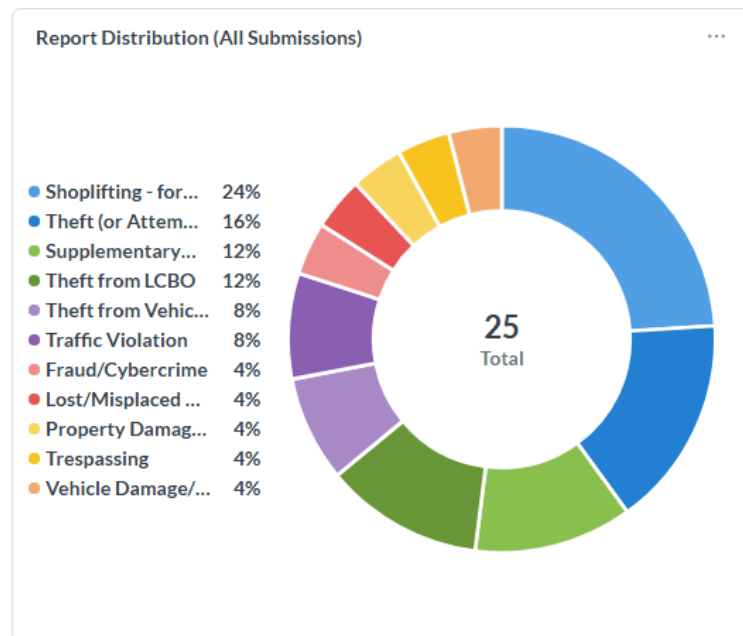
Moving forward, we plan to train additional officers, particularly supervisors, on the portal to improve response times and ensure reports are assigned and investigated more efficiently. We also intend to promote the service through our social media platforms to increase awareness within the community and ensure residents are aware of the resources available to them.

Here is a snippet of the reports that we have received thus far: \* As of March 16<sup>th</sup>, 2026 \*

Subject to any questions,

April Muldoon

Submissions For Selected Range ...	Today ...	Last 7 Days ...	Last 30 Days ...	Last 365 Days ...
<b>25</b>	<b>0</b>	<b>4</b>	<b>25</b>	<b>25</b>
	Avg. per Day ...	Avg. per Week ...	Avg. per Month ...	Avg. per Year ...
	<b>1.92</b>	<b>8.33</b>	<b>12.5</b>	<b>25</b>



Survey Name	Count	Percentage
Shoplifting - for businesses	6	24.00 %
Theft (or Attempted Theft)	4	16.00 %
Supplementary Report	3	12.00 %
Theft from LCBO	3	12.00 %
Theft from Vehicle (or Attempted)	2	8.00 %
Traffic Violation	2	8.00 %
Fraud/Cybercrime	1	4.00 %
Lost/Misplaced Property	1	4.00 %
Property Damage/Mischief	1	4.00 %
Trespassing	1	4.00 %
Vehicle Damage/Vandalism (or Attempted)	1	4.00 %
<b>Total</b>	<b>25</b>	<b>100 %</b>



**2026 Budget Summary  
February**

<b>Brockville Police Service</b>	<b>Budget</b>	<b>GL Actual as of February 28</b>	<b>% of Budget Used</b>	<b>Projected Variance</b>	<b>% Projected Variance</b>
<b>Police Service - Operations</b>					
Revenue	(2,462,281)	(588,867)	23.9%		
Expenses					
Human Resources	11,643,266	1,860,281	16.0%		
Materials and Supplies	761,771	58,112	7.6%		
Contracted Services	893,257	60,690	6.8%		
<b>Total Police Service - Operations</b>	<b>10,836,013</b>	<b>1,390,216</b>	<b>12.8%</b>	<b>0</b>	<b>0.0%</b>
<b>Court Service - Operations</b>					
Revenue	(567,673)	-	0.0%		
Expenses					
Human Resources	981,036	130,800	13.3%		
Materials and Supplies	14,980	953	6.4%		
Contracted Services	3,000	132	4.4%		
<b>Total Court Services - Operations</b>	<b>431,343</b>	<b>131,885</b>	<b>30.6%</b>	<b>-</b>	<b>0.0%</b>
<b>Total - Operations</b>	<b>11,267,356</b>	<b>1,522,101</b>	<b>13.5%</b>	<b>-</b>	<b>0.0%</b>
<b>Capital Maintenance</b>	<b>201,550</b>	<b>28,079</b>	<b>13.9%</b>		<b>-</b>
<b>Capital Equipment</b>	<b>367,280</b>	<b>0</b>	<b>0.0%</b>		<b>-</b>
<b>Total</b>	<b>11,836,186</b>	<b>1,550,180</b>	<b>13.1%</b>	<b>-</b>	<b>0.00%</b>

Prepared By: Jennifer Winmill  
Date: 5-Mar-26  
Source: City Financial System

Approved By: 