



## BELLEVILLE POLICE SERVICE BOARD GENERAL MEETING AGENDA

Thursday May 22, 2025 10:00 AM

Joint Forces Operations Room (JFO) Belleville Police Service

It is noted that there will be a Police Services Board In Camera (closed session) Meeting at 9:15 a.m. At 9:15 a.m., the Board will be requested to consider approval of the following resolution. This will take place in a very brief Open session, immediately prior to entering into In Camera session.

“THAT the Belleville Police Services Board enter into In Camera session to consider items, pursuant to Section 44(2,3) of the Community Safety and Policing Act (CSPA), 2019”

|   | ITEM   | LEAD                           | PAGE        |
|---|--|--------------------------------|-------------|
| 1 | Call to Order and Land Acknowledgement.  | Chair                          |             |
| 2 | Disclosure of Pecuniary Interest and the General Nature Thereof  | Chair                          |             |
| 3 | Confirmation of Agenda:<br><b>RESOLUTION</b><br>“THAT the Agenda for the Belleville Police Service Board meeting of Thursday May 22, 2025 be confirmed.” | Chair                          |             |
| 4 | Recognitions<br>Chief's Commendation: Kelsey Fraser<br>Chief's Commendation: Matthew Sinclair<br>Promotion to Auxiliary Sergeant- Samantha O'Keefe       | Chief<br>Chief<br>Deputy Chief | 1<br>3<br>5 |
| 5 | Deputations, Presentations or Appointments   | Chair                          |             |
| 6 | Minutes<br><b>RESOLUTION</b><br>“THAT the Minutes for the Belleville Police Service Board meeting of Thursday April 17, 2025 be confirmed.”              | Chair                          | 7           |
| 7 | Business Arising from the Minutes  | Chair                          |             |
| 8 | Correspondence   |                                |             |
| 9 | Reports for Decision<br>a) Secondary Duty Policy Approval  | Mayor Ellis                    | 11          |

|    |   |                           |    |
|----|---|---------------------------|----|
| 10 | <b>Board Information Matters</b><br>The Board may adopt information items by one resolution, but prior to consideration of such resolution, Board Members may request that specific items be removed from consideration under such resolution, and the Board shall consider such items individually.<br><br><b>RESOLUTION</b><br>“THAT the following May 22, 2025 Information be received.” |                           |    |
|    | a) Downtown Community Office Report   | Inspector Ashley          | 13 |
|    | b) Verified Alarm Response Program (VARP) Report  | Director Gauthier         | 15 |
|    | c) Financial Statements Q1 2025 Capital   | Director Ringham          | 17 |
|    | d) Court Security & Prisoner Transport Grant Yearly Summary   | Director Ringham          | 19 |
|    | e) Overtime Analysis Q1 2025  | Director Ringham          | 22 |
|    | f) Financial Statements Q1 2025 Operating   | Director Ringham          | 25 |
|    | g) Contribution to Reserve  | Director Ringham          | 29 |
|    | h) 2024 Financial Statements Operating  | Director Ringham          | 41 |
|    | i) IMPACT and HealthIM Annual Summary 2024  | Deputy Chief Meeks        | 45 |
| 11 | j) Victim Services Annual Report 2024   | Deputy Chief Meeks        | 50 |
|    | k) Strategic Plan Update  | Vice Chair Enright Miller | 54 |
| 11 | <b>Next Meeting Date</b><br>Thursday June 26, 2025 at 10:00 a.m. Belleville Police Service Joint Forces Operations Room   | Chair                     |    |
| 12 | <b>Adjournment</b><br><b>RESOLUTION</b><br>“THAT the General Meeting of May 22, 2025 be adjourned.”   | Chair                     |    |



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 22, 2025**

To: Chair and Members  
Belleville Police Service Board

Prepared by: Chief of Police Murray Rodd  
Executive Services

**Subject: Chief's Commendation – Kelsey Fraser**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are no financial implications arising from the recommendation contained in this report.

**Statutory Authority:**

*Community Safety and Policing Act, 2019*

**Strategic Plan Alignment:**

Collaborative Community Safety  
Professional and Supportive Workplace  
Organizational Effectiveness

**Recommendation:**

This report recommends that the Board receive this report for information.



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### **Information Factors:**

Kelsey Fraser is currently assigned to the role of Provincial Offences Court Clerk within the Belleville Police Service's Police Disclosure and Quality Assurance Unit. Through her dedication, initiative, and collaboration with Mobile Innovations and Norigen Consulting, Kelsey has played a pivotal role in modernizing the issuance, management, and delivery of provincial offence tickets.

In partnership with Mobile Innovations, the Belleville Police Service became the only OPTIC agency outside of the Ontario Provincial Police to implement an electronic ticketing solution fully integrated with our Records Management System. This innovation allows officers to create an occurrence, attach all relevant information, and print a roadside electronic ticket—whether it be a warning, a Provincial Offence Notice, or a Part III Summons.

Additionally, Kelsey contributed as a subject matter expert alongside Norigen Consulting in the design and implementation of a business analytics dashboard that consolidates and interprets e-ticketing data. She also collaborated with our Information Technology Unit on the successful rollout of electronic ticket uploads to POA Court—an advancement we believe to be the first of its kind in Ontario.

Kelsey, congratulations on this outstanding achievement. Your leadership in driving this technological transformation exemplifies the professionalism, innovation, and excellence of the Belleville Police Service.

A handwritten signature in black ink, appearing to read 'M. Rodd'.

Murray Rodd  
Chief of Police



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 22, 2025**

To: Chair and Members  
Belleville Police Service Board

Prepared by: Murray Rodd  
Chief of Police

**Subject: Chief's Commendation – Matthew Sinclair**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are no financial implications arising from the recommendation contained in this report.

**Statutory Authority:**

*Community Safety and Policing Act, 2019*

**Strategic Plan Alignment:**

Collaborative Community Safety  
Professional and Supportive Workplace  
Organizational Effectiveness

**Recommendation:**

This report recommends that the Board receive this report for information.



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### **Information Factors:**

Matthew Sinclair is currently assigned to the position of Information Systems Technician within the Belleville Police Service Information Technology Unit. His leadership, technical expertise, and collaboration with both Mobile Innovations and Norigen Consulting have been instrumental in modernizing the issuance, management, and delivery of provincial offence tickets.

Through his work with Mobile Innovations, the Belleville Police Service became the only OPTIC agency outside of the Ontario Provincial Police to implement an electronic ticketing solution fully integrated with our Records Management System. This system enables officers to generate an occurrence, link all relevant information, and print an electronic ticket roadside—whether it be a warning, a Provincial Offence Notice, or a Part III Summons.

In partnership with Norigen Consulting, Matthew led the design and implementation of a business analytics dashboard that captures and interprets e-ticketing data. In addition, he developed and executed the scripting required for the electronic upload of tickets directly to POA Court—an advancement that may represent a first in Ontario.

Congratulations, Matthew, on the outstanding success of this innovative initiative. Your contributions reflect a high standard of professionalism, innovation, and service excellence, and you continue to be an exemplary member of the Belleville Police Service.

A handwritten signature in black ink, appearing to read 'M. Rodd'.

Murray Rodd  
Chief of Police



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 16, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Paige Summers  
Director of HR

**Subject: Promotion to Auxiliary Sergeant – Samantha O’Keefe**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are minimal costs associated with a change in rank.

**Statutory Authority:**

*Community Safety and Policing Act, 2019*

**Strategic Plan Alignment:**

Attract and retain skilled employees who reflect the community

**Recommendation:**

This report recommends that the Board receive this report for information.

**Information Factors:**



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The Belleville Police Service Auxiliary Unit is a valued component of our organization, providing volunteer support to sworn officers and engaging with the community through a variety of operational and ceremonial functions. Leadership within the Auxiliary Unit is essential to maintaining high standards of professionalism, accountability, and readiness.

Auxiliary Constable Samantha O'Keefe has served with distinction since joining the Auxiliary Unit in 2023. She has consistently demonstrated exceptional dedication, leadership ability, and a strong commitment to community service. Samantha has actively participated in a wide range of assignments, including community events and public safety operations.

As Auxiliary Sergeant, Samantha will assume supervisory responsibilities within the Unit, mentoring new members, supporting training initiatives, and acting as a liaison between Auxiliary members and the Belleville Police Service.

It is with great pride that we announce the promotion of Samantha O'Keefe to the position of Auxiliary Sergeant, effective May 22, 2025. Her promotion reflects the high standards of the Belleville Police Service and our ongoing commitment to recognizing excellence within all areas of our organization.

We congratulate Auxiliary Sergeant O'Keefe on this well-deserved achievement.

A handwritten signature in black ink, appearing to read 'M. Rodd'.

Murray Rodd  
Chief of Police





## Belleville Police Service Board

### General Meeting Minutes

April 17, 2025

Joint Forces Room, Belleville Police Service

## ATTENDANCE

| Belleville Police Service Board                     | Belleville Police Service Staff |
|---|---------------------------------|
| Chair Heather Smith                                 | Chief Murray Rodd               |
| Vice Chair Councillor Barb Enright Miller (Regrets) | Deputy Chief Sheri Meeks        |
| Mayor Neil Ellis                                    |                                 |
| Ms Janet Harnden                                    |                                 |
| Mr Jim O'Brien                                      |                                 |
| Ms Jennifer McTavish (Secretary)                    |                                 |

### GENERAL MEETING PART 1

1. **MEETING CALLED TO ORDER: 10:01 a.m.**

2. **MOVE INTO IN-CAMERA SESSION AT:**

It is noted that there was a Belleville Police Service Board In-Camera (closed session) Meeting from 9:15 a.m. to 10:00 a.m. In view of this the Board met very briefly in open session at 9:00 a.m. to consider the following.

**Moved By: Mr O'Brien**

**Seconded By: Mayor Ellis**

**"THAT** the Belleville Police Service Board enter into the In Camera session to consider items, pursuant to Section 44(2,3) of the Community Safety and Policing Act (CSPA), 2019"

- Discussion regarding personal matters about identifiable individuals (Pursuant to Subsection 44(2)(b) of the CSPA 2019)
- Discussion regarding labour relations or employee negotiations (Pursuant to Subsection 44(2)(d) of the CSPA 2019)
- Discussion regarding litigation or potential litigation affecting the Board (Pursuant to Subsection 44(2)(e) of the CSPA 2019)
- Review of Minutes for the In Camera Meeting dated January 23, 2025

**CARRIED**

### GENERAL MEETING PART 2

**Returned to General Session at: 10:01 a.m.**

**1. PROCEDURAL MATTERS**

- Land Acknowledgement and Opening Remarks
- Disclosures of Interest: None
- Confirmation of Agenda:

**Moved By:** Mayor Ellis

**Seconded By:** Ms Harnden

**“THAT** the Agenda be confirmed for the Belleville Police Service Board General Meeting of Thursday February 27, 2025.”

**CARRIED**

**2. RECOGNITIONS**

(a) Chief’s Commendation: Shelby Del Gatto CRC Completions. Shelby Del-Gatto has demonstrated exceptional dedication and work ethic in her role as the Criminal Record Check and Policy & Procedure Clerk within the Police Disclosure & Quality Assurance Unit. Between January 1, 2024, and December 31, 2024, Shelby successfully completed 5,488 criminal record checks while also fulfilling her responsibilities related to policy and procedure requirements. Chief Rodd mentioned in his career in policing this is the first time the Forrest Green Solutions has made contact to recognize the service of an officer. Her volume of work is unheard of in the field. After receiving the certificate from the Chief and Deputy Chief, Chair Smith spoke of the impact her work has on organizations and charities in the community and expressed gratitude and congratulations on behalf of the Board.

**3. DEPUTATIONS, PRESENTATIONS OR APPOINTMENTS** None

**4. APPROVAL OF MINUTES**

**Moved By:** Mr. O’Brien

**Seconded By:** Ms Harnden

**“THAT** the minutes of the General Meeting of February 27, 2025 be approved and signed.”

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES** None

**6. REPORTS FOR DECISION** None

**7. CORRESPONDENCE** There has been no response to the correspondence to Solicitor General Kerzner regarding the funding for Court Security and Prisoner Transport.

**8. NEW BUSINESS** None

**9. BOARD INFORMATION MATTERS**

The Board may adopt Information items by one resolution, but prior to consideration of such resolution, Board Members may request that specific items be removed from consideration under such resolution, and the Board shall consider such items individually.

**Moved By:** Mayor Ellis

**Seconded By:** Ms. Harnden

**“THAT** the following April 17, 2025 Information items be received”

(a) BPS Board Strategic Plan Update: Ms. Harnden provided an overview of the work underway to complete the Strategic Plan. There were 774 responses to the online public survey at this time. The survey will close on Tuesday April 23, 2025. Work to compile the data will begin with a goal to have the project completed by Fall 2025.

#### Quarterly Reports:

1. 4<sup>th</sup> Quarter Report - Top 10 Calls for Service
2. 4<sup>th</sup> Quarter Report - Court Services
3. 4<sup>th</sup> Quarter Report - Collision Reporting Centre
4. 4<sup>th</sup> Quarter Report - Traffic Safety Unit
5. 4<sup>th</sup> Quarter Report - Community Response Unit
6. 4<sup>th</sup> Quarter Report - School Response Unit
7. 4<sup>th</sup> Quarter Report - Drugs & Intelligence Unit
8. 4<sup>th</sup> Quarter Report - Emergency Response Unit
9. 4<sup>th</sup> Quarter Report - Canine Unit
10. 4<sup>th</sup> Quarter Report - Crime Stats
11. 4<sup>th</sup> Quarter Report - Professional Standards Unit
12. 4<sup>th</sup> Quarter Report - In Trust Account

#### Annual Reports

In person overviews were provided to the Board by civilian Directors and Officers to provide additional context and insight into the Annual Reports.

1. 2024 Annual Report – Operations Division (page 62) Inspector Ashley provided an overview of operations, the 'visible' part of policing including four platoons that cover 24/7. The average number of calls per officer is 571 per year. Units include Emergency Response (ERU); Canine; Traffic Safety; Community Response Unit (CRU); School Response. The workload and combined total of training hours per year (3000 hours) demonstrate the dedication of these officers.
2. 2024 Annual Report – Support Services Division (page 72) Inspector Aubertin described the support operations of the front-line officers. Police disclosure, and quality assurance: most of the paperwork within the service including court records, criminal reference checks, digital redaction, policy and property management. The training unit at the BPS provided 7,343 hours of training to members of the service in 2023, reflecting a commitment of the BPS to enhance its operational effectiveness while maintaining a strong relationship with the community it serves.
3. 2024 Annual Report – Crime Stats
4. 2024 Annual Report – Court Stats
5. 2024 Annual Report – Fail to Stop Stats
6. 2024 Annual Report – Training Unit
7. 2024 Annual Report – Professional Standards Unit
8. 2024 Annual Report – Use of Force
9. 2024 Annual Report – Communications Centre (page 118) Director of Communications Kris Gauthier gave an overview of the many types of communication that are supported by this team. The team tracks all internal and external calls, incoming emergency, non-emergency number calls and other calls such as those made to community partners like towing companies and Hydro. Call takers and dispatchers are cross functional in both roles, with May and September being the busiest months in 2024. A total of 28,826 911 calls were received of which 12,470 were categorized as priority '0, 1, and 2.' Chair Smith commended the team saying they provide a community-based service that would be the envy of larger urban centres.
10. 2024 Annual Report – Information Technology Unit (page 125) Director of Information Technology Joe Myderwyk outlined how their area of responsibility encompasses every aspect of work undertaken by Belleville Police Service. Alongside key technological initiatives, several new projects and exploring emerging technologies, the unit responded to and resolved 2,125 documented IT support requests, ensuring the continuity and reliability of systems across the organization. BPS operates wireless

connectivity to 40 other locations in the city such as Belleville Fire, the Courthouse and CCTV. Chair Smith recognized the proactive philosophy that helps Belleville remain a safe community.

11. Director of Human Resources Paige Summers reported to the Board regarding the status of the 2022-2024 Strategic Plan goals around recruiting especially the 30 by 30 initiative. Leading in the province, the Belleville Police Service is tracking to increase to 30% female police officers by 2030. Chair Smith recognized the importance of having the right people in service and the work of HR to find those people.

**CARRIED**

12. Chair Smith noted the next regularly scheduled Belleville Police Service Board Meeting is May 22, 2025 at 10 am at the Belleville Police Service Station in the Joint Forces Operation Room

13. **ADJOURNMENT**

**Moved By:** Ms Harnden

**Seconded By:** Mr O'Brien

"That the General Meeting of the Belleville Police Service Board be adjourned at 11:22 a.m."

**CARRIED**

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Board Chair Heather Smith

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Executive Assistant Jennifer McTavish



# Belleville Police Service Board Policy

**Index Number:**

**G-01**

**Function: Governance**

**Subject: Disclosure of Secondary Activities**

**Regulation References: Procedural By-Law Section 37(1) Subsection 38 (1)(d)**

**Re-Evaluation Date:**

Within the Board's business plan or as otherwise initiated

**Effective Date:**

May 22, 2025

## A BY-LAW TO ESTABLISH POLICY FOR THE ADMINISTRATION OF THE DISCLOSURE OF SECONDARY ACTIVITIES TO THE CHIEF OF POLICE

### 1. PREAMBLE

1.1 WHEREAS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND WHEREAS subsection 38 (1) (d) of the CSPA provides a Police Service Board shall establish policies respecting disclosure of secondary activities under Section 89 and decisions under that section;

1.3 AND WHEREAS subsection 39 (1) (h) provides that a Police Service Board shall monitor the Chief of Police's decisions regarding the restrictions on secondary activities set out in Section 89 and review the reports from the Chief of Police on those decisions;

1.4 AND WHEREAS the Board deems it expedient to pass a By-law to establish guidelines relating to secondary activities to the Chief of Police.

### 2. DEFINITIONS

2.1 "Act" or "CSPA" means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments thereto;

2.2 "Board" means the Belleville Police Service Board;

2.3 "Chief" means the Chief of Police of the Belleville Police Service;

2.4 "Member" means a Member of the Belleville Police Service as defined in the CSPA;

2.5 "Secondary Activities" means off-duty employment/activities other than the duties performed for the Service;

2.6 "Service" means the Belleville Police Service.

### **3. DIRECTION TO THE CHIEF**

3.1 The Chief shall develop and implement a procedure requiring full disclosure of the details on any secondary activity in which a Member is engaged.

3.2 When a Member has disclosed full particulars of an activity to the Chief, the Chief shall first determine whether the provisions of Section 89 of the CSPA prohibits the activity.

3.3 Where the Chief determines the activity is prohibited by subsection 89 (1) of the CSPA, the Member shall not be permitted to engage in that activity.

3.4 The Chief shall take such steps as are necessary to determine that his or her decision has been complied with.

### **4. REPORT TO THE BOARD**

4.1 The Chief shall submit to the Board annual reports on disclosures and decisions made pursuant to Section 89 of the CSPA and the provisions of this By-law, which shall appear on the public agenda.

4.2 The annual report shall be divided into two sections entitled "Uniform" and "Civilian" and shall contain the following information:

- (a) the total number of applications or disclosures of secondary activities made to the Chief of Police;
- (b) the nature or type of each of the secondary activities applied for or disclosed;
- (c) the total number of secondary activities approved by the Chief of Police;
- (d) the nature or type of each of the secondary activities approved by the Chief of Police; (e) the total number of secondary activities denied by the Chief of Police;
- (f) the nature or type of each of the secondary activities denied by the Chief of Police;
- (g) the reasons for each of the denials referred to in subparagraph (f) above;
- (h) the total number of applications or disclosures of secondary activities presently pending.

### **5. IMPLEMENTATION**

5.1 All other By-laws, sections of Bylaws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed effective May 21, 2025.

5.2 This By-law shall come into force on May 22, 2025.

**Enacted and passed this day 22<sup>nd</sup> day of May, 2025**

**THE BELLEVILLE POLICE SERVICE BOARD**

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**Heather Smith, Chair**



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 14, 2025**

To: Chair and Members  
Belleville Police Service Board

Prepared by: Inspector Jeremy Ashley  
Operations Division

**Subject: Downtown Community Office Report**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are no financial implications arising from the recommendation contained in this report.

**Statutory Authority:**

*Community Safety and Policing Act, 2019*

**Strategic Plan Alignment:**

Address crime through effective call response, investigations, enforcement, and police visibility

**Recommendation:**

This report recommends that the Board receive this report for information.

**Information Factors:**

**Synopsis of office**

The Belleville Police Service downtown Community Policing office, located at 211 Front Street, was opened in July 2024. It provides a space for the public to make connections with the police. The location includes a workstation for patrol officers and is an anchor in the downtown area for the Community Resource Unit. A retired special constable



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volunteers time to ensure the office is staffed on a regular basis, in addition to several members of the auxiliary unit.

Statistics for the office started in mid-January and are maintained by the retired member.

| Month        | Visitors   | Open hours    |
|--------------|------------|---------------|
| January      | 18         | 35.5          |
| February     | 45         | 65.5          |
| March        | 48         | 74.75         |
| April        | 50         | 95            |
| <b>Total</b> | <b>161</b> | <b>270.75</b> |

Murray Rodd  
Chief of Police





☒ PUBLIC REPORT

☐ IN CAMERA

**May 14<sup>th</sup>, 2025**

To: Chair and Members  
Belleville Police Service Board

Prepared by: Kris Gauthier  
Director of Communications

**Subject: Verified Alarm Response Program (V.A.R.P.) Update**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are no financial implications as a result of this report.

**Statutory Authority:**

*Community Safety and Policing Act, 2019*

**Strategic Plan Alignment:**

Organizational Effectiveness  
Manage and Deploy Resources in a Responsible and Sustainable Manner

**Recommendation:**

This report recommends that the Board receive this review for information purposes.

**Information Factors:**

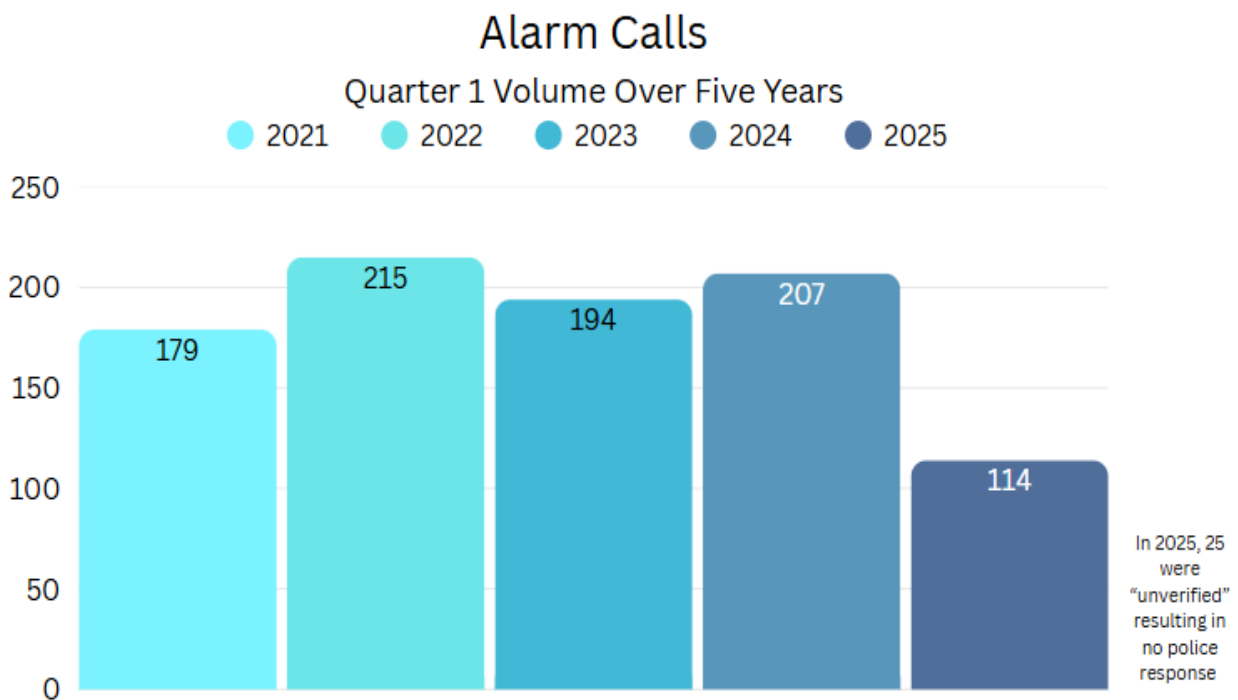
This report is a comparison of 1<sup>st</sup> quarter statistics after the implementation of the new Verified Alarm Response Program (VARP) that was implemented in January 2025.

In 2024, the total alarm calls generated were 911. In the first quarter (January to March) 207 alarm calls were created.

In the first quarter of 2025 (January - March), a total of 114 alarm calls were received, of which 25 were unverified alarms that we DID NOT respond to per the new alarm policy effective January 1<sup>st</sup> 2025.



It should be noted that there may be occasions where the Alarm Company cancelled an alarm prior to our dispatch or arrival and there is no way to confirm exactly how many unverified alarms there were in 2021 – 2024 as we began capturing the data in 2025.



Murray Rodd  
Chief of Police



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 9, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Daniel Ringham  
Director of Finance

**Subject: Q1 2025 Financial Statements – Capital Budget**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

The Capital Budget Financial Statements presented are unaudited at this time. The City of Belleville and the auditors are still completing their review.

**Statutory Authority:**

Section 37 (1) of the *Community Safety and Policing Act, 2019* mandates that a police service board shall ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10.

This oversight includes providing fiscal oversight and the review and approval of the police budget before it is presented to council for final approval.

**Strategic Plan Alignment:**

Manage and deploy resources in a responsible and sustainable manner.

**Recommendation:**

This report recommends that the Board receive this report for information.

**Information Factors:**

The financial information contained remains unaudited at this time.

**BELLEVILLE POLICE SERVICE - CAPITAL BUDGETS - 2025 Q1 REVIEW**

**PREVIOUS YEAR CAPITAL BUDGETS**

| Description                     | Budget Year | Approved Budget | PO Commitments | Remaining Budget | % Completed | Comment  |
|---------------------------------|-------------|-----------------|----------------|------------------|-------------|--|
| Vehicle Software Solutions      | 2018        | \$85,000        | \$3,656        | -\$5,160         | 94%         | Outstanding purchase order for technology to be completed                |
| Canine Unit                     | 2020        | \$25,000        | \$4,390        | -\$8,025         | 68%         | Capital and Donated funds funding project                                |
| Information Technology          | 2021        | \$156,900       | \$0            | \$5,709          | 104%        | Complete - Capital Cost Centre can be closed                             |
| Fleet Purchases                 | 2022        | \$284,200       | \$29,307       | -\$21,907        | 92%         | Complete - Vehicle sales resulting in budget surplus; PO to be cancelled |
| Automated License Plate Readers | 2022        | \$0             | \$2,230        | \$301            |             | Grant funding project  |
| Fleet Purchases                 | 2023        | \$453,800       | \$0            | -\$105,656       | 77%         | Complete - Vehicle sales resulting in budget surplus                     |
| Information Technology          | 2023        | \$303,100       | \$77,231       | -\$6,059         | 98%         | On schedule  |
| NG-911                          | 2023        | \$0             | \$130,741      | -\$125,326       |             | Grant funding project  |
| CCTV Revitalization             | 2023        | \$0             | \$0            | -\$5,520         |             | Grant funding project  |
| Fleet Purchases                 | 2024        | \$425,000       | \$52,243       | -\$144,711       | 66%         | Vehicle sales resulting in budget surplus                                |
| Facility, Furniture & Fixtures  | 2024        | \$64,900        | \$0            | -\$207           | 100%        | Complete - PSB reimbursement required for outstanding purchase           |
| Information Technology          | 2024        | \$387,800       | \$21,300       | -\$138,599       | 64%         | On schedule  |
| Specialized Equipment           | 2024        | \$90,900        | \$0            | \$25,008         | 128%        | CSPA mandated equipment and C8's not budgetted for causing overages      |

**2025 - CAPITAL BUDGETS**

| Description                    | Budget Year | Approved Budget | PO Commitments | Remaining Budget | % Completed | Comment     |
|--------------------------------|-------------|-----------------|----------------|------------------|-------------|-------------|
| Fleet Purchases                | 2025        | \$525,400       | \$324,685      | -\$200,716       | 62%         | On schedule |
| Facility, Furniture & Fixtures | 2025        | \$65,600        | \$0            | -\$57,632        | 12%         | On schedule |
| Information Technology         | 2025        | \$390,100       | \$101,254      | -\$215,424       | 45%         | On schedule |
| Specialized Equipment          | 2025        | \$111,600       | \$67,194       | -\$28,649        | 74%         | On schedule |



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 9, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Daniel Ringham  
Director of Finance

**Subject: 2025 Court Security and Prisoner Transport (CSPT) Grant**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

- The 2025 budget for the CSPT Grant was \$1,595,800.
- BPS was informed on March 21/2025 that the 2025 funding to be allocated will be \$1,378,355.
- The result is a 2025 budget deficit of \$217,445.

**Statutory Authority:**

Section 37 (1) of the *Community Safety and Policing Act, 2019* mandates that a police service board shall ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10.

This oversight includes providing fiscal oversight and the review and approval of the police budget before it is presented to council for final approval.

**Strategic Plan Alignment:**

Manage and deploy resources in a responsible and sustainable manner.

**Recommendation:**

This report recommends that the Board receive this report for information.



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**Information Factors:**

- 2025 funding is allocated based on each municipality's relative share of the total 2023 Court Security Prisoner Transport cost across the province. The Court program provides a maximum total of \$125M to assist municipalities in offsetting their CSPT costs.
- 2023 Provincial CSPT review:
  - Total Provincial expenditures = \$171,500,000
  - Total Provincial funding = \$125,000,000
  - Total Provincial funding deficit = \$46,500,000

**BPS - COURT SECURITY AND PRISONER TRANSPORTION GRANT - YEARLY SUMMARY**

| COURT SECURITY AND PRISONER TRANSPORTION GRANT             | 2025        | 2024        | 2023        | 2022        | 2021        | 2020        |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| ALLOCATED FUNIDNG  | \$1,378,355 | \$1,581,474 | \$1,595,853 | \$1,461,635 | \$1,459,979 | \$1,371,541 |
| Training Costs   |             | \$79,174    | \$25,225    | \$28,626    | \$28,117    | \$26,469    |
| Equipment Costs  |             | \$75,941    | \$63,701    | \$65,021    | \$67,759    | \$59,850    |
| Prisoner Meals   |             | \$8,393     | \$9,480     | \$6,519     | \$5,725     | \$5,400     |
| Salaries, Wages & Benefits - Court Security                |             | \$1,688,251 | \$1,409,137 | \$1,532,567 | \$1,504,885 | \$1,400,150 |
| Overtime Costs   |             | \$95,943    | \$56,361    | \$49,142    | \$56,921    | \$55,090    |
| High Profile Security Costs                                |             | \$5,500     | \$5,500     | \$5,500     | \$5,500     | \$5,537     |
| TOTAL ANNUAL COURT SECURITY COSTS                          | \$0         | \$1,953,203 | \$1,569,404 | \$1,687,375 | \$1,668,907 | \$1,552,496 |
| Total Training   |             | \$7,550     | \$5,864     | \$5,294     | \$5,180     | \$4,715     |
| Total Recruiting   |             | \$34,825    | \$17,115    | \$11,950    | \$14,087    | \$7,308     |
| Total Salaries, Wages & Benefits - Prisoner Transportation |             | \$316,356   | \$300,900   | \$284,929   | \$284,828   | \$276,099   |
| Total Vehicle Costs for Prisoner Transport                 |             | \$175,849   | \$133,981   | \$125,436   | \$104,765   | \$89,387    |
| TOTAL ANNUAL PRISONER TRANSPORT COSTS                      | \$0         | \$534,580   | \$457,861   | \$427,610   | \$408,861   | \$377,509   |
| Ministry of Finance Funding                                |             | -\$27,359   | -\$30,860   | -\$29,301   | -\$25,980   | -\$24,472   |
| TOTAL NET ANNUAL PRISONER TRANSPORT COSTS                  | \$0         | \$507,222   | \$427,001   | \$398,309   | \$382,881   | \$353,037   |
| TOTAL COURT SECURITY & PRISONER TRANSPORTATION COSTS       | \$0         | \$2,460,424 | \$1,996,405 | \$2,085,684 | \$2,051,788 | \$1,905,533 |
| NET GRANT SURPLUS/(DEFICIT)                                | \$1,378,355 | -\$878,950  | -\$400,552  | -\$624,049  | -\$591,809  | -\$533,992  |

| COURT SECURITY AND PRISONER TRANSPORT GRANT - STATISTICS        | 2025 | 2024  | 2023  | 2022 | 2021 | 2020 |
|---|------|-------|-------|------|------|------|
| Number of in person court appearances conducted                 |      | 1,804 | 1,652 | 794  | N/A  | N/A  |
| Number of Supporting Full Time Equivalent Sworn Police Officers |      | 1     | 1     | 1    | N/A  | N/A  |
| Number of Supporting Full Time Equivalent Special Constables    |      | 14    | 14    | 10   | N/A  | N/A  |
| Number of Prisoner Transport Trips Conducted                    |      | 342   | 367   | 319  | N/A  | N/A  |

**Ministry correspondence received 3/21/2025:** *"we are proceeding with the Court Security and Prisoner Transportation (CSPT) Program and providing a maximum total of \$125M to assist municipalities in offsetting their CSPT costs in 2025." "an expenditure-based model is used to determine allocations for 2025. Funding is allocated based on each municipality's relative share of the total 2023 CSPT cost across the province. For example, if a municipality's CSPT cost represents 1% of the total provincial CSPT cost, then it will be allocated 1% of the available funding."*

**NOTE:** *The \$125M funding budget has not changed since 2012*



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 9, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Daniel Ringham  
Director of Finance

**Subject: 1<sup>st</sup> Quarter 2025 - Overtime Analysis**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

- The 2025 Q1 overtime expense incurred compared to previous years summary:
  - 2025 Q1 Overtime Expense = \$199,773
  - 2024 Q1 Overtime Expense = \$265,390
  - Favourable Variance = \$65,617
- 2025 Total Overtime Budget = \$898,000
- 2024 Total Overtime Budget = \$784,500
- % Spent as of March 31/2025 = 22.25%
- % Spent as of March 31/2024 = 33.83%

**Statutory Authority:**

Section 37 (1) of the *Community Safety and Policing Act, 2019* mandates that a police service board shall ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10.

This oversight includes providing fiscal oversight and the review and approval of the police budget before it is presented to council for final approval.

**Strategic Plan Alignment:**

Manage and deploy resources in a responsible and sustainable manner.

**Recommendation:**

This report recommends that the Board receive this report for information.





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**Information Factors:**

- 2025 Q1 major overtime incidents include but are not limited to:
  - Missing Person – Mental Health/Suicide
  - Controlled Drugs Substances Act (CDSA) - Search Warrant – Multiple incidents
- Domestic – Standoff with suspect
- Domestic – Emergency Response and K9 Unit
- Investigation - Impaired causing death
- Assistance to OPP – Intelligence and Emergency Response Unit
- CDSA Investigation - Ongoing

| Overtime Report - Q1 Analysis |                  |                  |                  |                  |                          |                         |
|-------------------------------|------------------|------------------|------------------|------------------|--------------------------|-------------------------|
| Overtime Register             | 2025             | 2024             | 2023             | 2022             | 2025 vs 2024<br>Variance | 2025 - % of<br>Overtime |
| Specific Incident             | \$39,065         | \$89,049         | \$41,433         | \$32,686         | -\$49,985                | 19.55%                  |
| Control Room Coverage         | \$21,578         | \$17,922         | \$9,737          | \$5,316          | \$3,656                  | 10.80%                  |
| Special Constable OT          | \$16,415         | \$21,950         | \$12,463         | \$10,809         | -\$5,535                 | 8.22%                   |
| Platoon Coverage              | \$16,119         | \$10,852         | \$16,598         | \$16,406         | \$5,268                  | 8.07%                   |
| Surveillance                  | \$14,753         | \$12,216         | \$6,121          | \$20,910         | \$2,536                  | 7.38%                   |
| CDSA Warrant                  | \$11,547         | \$43,116         | \$26,022         | \$26,739         | -\$31,569                | 5.78%                   |
| Any Transcription             | \$11,268         | \$6,694          | \$9,735          | \$4,696          | \$4,575                  | 5.64%                   |
| Forensic Ident Section        | \$8,525          | \$13,291         | \$12,673         | \$11,561         | -\$4,766                 | 4.27%                   |
| Acting Pay                    | \$8,323          | \$6,573          | \$9,297          | \$11,930         | \$1,749                  | 4.17%                   |
| Special events                | \$7,292          | \$1,977          | \$24,294         | \$5,453          | \$5,315                  | 3.65%                   |
| Court Administration          | \$5,475          | \$1,273          | \$5,098          | \$1,537          | \$4,202                  | 2.74%                   |
| On Call - Duty Officer        | \$4,716          | \$4,192          | \$2,973          | \$3,036          | \$524                    | 2.36%                   |
| Special Constable - Courts    | \$4,020          | 0                | 0                | 0                | \$4,020                  | 2.01%                   |
| CIB On Call                   | \$3,796          | \$5,655          | \$5,755          | \$5,960          | -\$1,859                 | 1.90%                   |
| On Call - CID                 | \$3,339          | 0                | 0                | 0                | \$3,339                  | 1.67%                   |
| Training                      | \$3,251          | \$6,977          | \$7,968          | \$1,518          | -\$3,726                 | 1.63%                   |
| Miscellaneous - not listed    | \$3,095          | \$8,088          | \$4,744          | \$5,446          | -\$4,993                 | 1.55%                   |
| General Paperwork             | \$2,599          | \$1,483          | \$675            | \$261            | \$1,116                  | 1.30%                   |
| MVC Reconstruction            | \$2,469          | \$1,733          | 0                | \$791            | \$736                    | 1.24%                   |
| Emergency Response Unit       | \$1,634          | 0                | 0                | 0                | \$1,634                  | 0.82%                   |
| On Call - FIS                 | \$1,448          | 0                | 0                | 0                | \$1,448                  | 0.72%                   |
| RIDE Program                  | \$1,430          | \$1,934          | \$3,562          | \$6,240          | -\$504                   | 0.72%                   |
| Wash Court                    | \$1,404          | \$554            | \$3,051          | \$3,822          | \$851                    | 0.70%                   |
| Recruiting                    | \$1,161          | \$8,558          | \$5,740          | \$4,316          | -\$7,397                 | 0.58%                   |
| QDC - Prisoner Transport      | \$1,113          | 0                | 0                | 0                | \$1,113                  | 0.56%                   |
| Information Technology        | \$920            | 0                | 0                | \$596            | \$920                    | 0.46%                   |
| Commisioner of Oaths          | \$595            | 0                | \$164            | 0                | \$595                    | 0.30%                   |
| Negotiators                   | \$520            | 0                | 0                | 0                | \$520                    | 0.26%                   |
| All staff meetings            | \$514            | 0                | 0                | \$709            | \$514                    | 0.26%                   |
| OTHER Prisoner Transport      | \$447            | 0                | 0                | 0                | \$447                    | 0.22%                   |
| Breath Tech/Intoxilyzer       | \$390            | 0                | 0                | 0                | \$390                    | 0.20%                   |
| Fleet Maintenance             | \$248            | \$422            | 0                | 0                | -\$174                   | 0.12%                   |
| Facility Maintenance          | \$208            | \$616            | \$518            | \$462            | -\$408                   | 0.10%                   |
| Finance                       | \$96             | \$267            | \$89             | \$203            | -\$171                   | 0.05%                   |
| <b>TOTAL</b>                  | <b>\$199,773</b> | <b>\$265,390</b> | <b>\$208,710</b> | <b>\$181,402</b> | <b>-\$65,617</b>         |                         |
| <b>Overtime Budget</b>        | <b>\$898,000</b> | <b>\$784,500</b> | <b>\$784,500</b> | <b>\$784,500</b> |                          |                         |
| <b>% of Overtime Budget</b>   | <b>22.25%</b>    | <b>33.83%</b>    | <b>26.60%</b>    | <b>23.12%</b>    |                          |                         |



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☒ PUBLIC REPORT

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**May 9, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Daniel Ringham  
Director of Finance

**Subject: 2025 Q1 Financial Statements – Operating Budget**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

- The 2025 Q1 Operating Budget Financial Statements show the current financial position as follows:
  - Total Revenue = \$170,292 = 7.44% of 2025 operating budget
  - Total Expenditures = \$6,759,634 = 21.61% of 2025 operating budget
  - Total Operations = \$6,589,341 = 22.73% of 2025 operating budget

**Statutory Authority:**

Section 37 (1) of the *Community Safety and Policing Act, 2019* mandates that a police service board shall ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10.

This oversight includes providing fiscal oversight and the review and approval of the police budget before it is presented to council for final approval.

**Strategic Plan Alignment:**

Manage and deploy resources in a responsible and sustainable manner.

**Recommendation:**

This report recommends that the Board receive this report for information.

**Information Factors:**

The financial information contained remains unaudited at this time.

2025 Q1 - BELLEVILLE POLICE SERVICE - OPERATIONAL BUDGET

|  | 2025 BUDGET   | CURRENT YTD | VARIANCE      | % SPENT | 2024 YTD    | 2024 TOTAL    | Comment  |
|--|---------------|-------------|---------------|---------|-------------|---------------|--|
| PROVINCIAL FUNDING - POLICE                        |               |             |               |         |             |               |  |
| 1-7-7000103-0156 Police Transportation             | -\$ 29,000    | -\$ 2,306   | -\$ 26,694    | 7.95%   | -\$ 8,229   | -\$ 28,875    |  |
| 1-7-7000103-0301 RIDE Grant                        | -\$ 14,800    | \$ -        | -\$ 14,800    | 0.00%   | \$ -        | -\$ 14,800    |  |
| 1-7-7000103-0312 Court Security Prisoner Transport | -\$ 1,595,800 | \$ -        | -\$ 1,595,800 | 0.00%   | \$ -        | -\$ 1,581,474 | 2025 Funding = \$1,378,355 = \$217,445 unfavourable variance; Information recieved March 21/2025 |
| 1-7-7000103-0344 Community Safety & Policing Grant | -\$ 18,800    | -\$ 28,201  | \$ 9,401      | 150.01% | -\$ 147,138 | -\$ 208,937   | Welcoming Streets Campaign - offsetting expense in Contract Services - \$0 net impact to BPS     |
| 1-7-7000103-0348 Membership Support Grant          | -\$ 8,000     | -\$ 8,000   | \$ -          | 100.00% | -\$ 8,000   | -\$ 8,000     |  |
| 1-7-7000103-0349 Strategy to Protect Children      | -\$ 12,700    | \$ -        | -\$ 12,700    | 0.00%   | \$ -        | -\$ 12,740    |  |
| 1-7-7000103-0351 Strategy to End Human Trafficking | -\$ 17,400    | \$ -        | -\$ 17,400    | 0.00%   | \$ -        | -\$ 17,400    |  |
| 1-7-7000103-0352 Victim Services Grant             | -\$ 124,000   | \$ -        | -\$ 124,000   | 0.00%   | -\$ 100,000 | -\$ 100,000   | 2025 Funding = \$0; Information received April 11/2025   |
| 1-7-7000103-0353 Youth in Policing Initiative      | -\$ 11,200    | \$ -        | -\$ 11,200    | 0.00%   | \$ -        | \$ -          |  |
| 1-7-7000103-0354 Police Disclosure Protocol        | \$ -          | -\$ 31,500  | \$ 31,500     | N/A     | \$ -        | \$ -          | 2025 Funding = \$35,000 favourable variance; BPS funding application was approved in 2024        |
| PROVINCIAL FUNDING - POLICE                        | -\$ 1,831,700 | -\$ 70,007  | -\$ 1,761,693 | 3.82%   | -\$ 263,367 | -\$ 1,972,226 |  |
|  |               |             |               |         |             |               |  |
| FEES & SERVICES - POLICE                           |               |             |               |         |             |               |  |
| 1-7-7000104-0173 Record Checks & Requests          | -\$ 148,000   | -\$ 32,893  | -\$ 115,107   | 22.22%  | -\$ 26,429  | -\$ 142,811   |  |
| 1-7-7000104-0269 Paid Duties                       | -\$ 118,000   | -\$ 34,313  | -\$ 83,687    | 29.08%  | -\$ 46,931  | -\$ 153,986   |  |
| 1-7-7000104-0306 Adult Entertainment Licencing     | -\$ 5,000     | -\$ 400     | -\$ 4,600     | 8.00%   | -\$ 900     | -\$ 4,950     |  |
| 1-7-7000104-0313 Deep River Services               | -\$ 103,000   | -\$ 25,742  | -\$ 77,258    | 24.99%  | -\$ 24,224  | -\$ 96,895    | Instalment 1/4 received  |
| 1-7-7000104-0330 Alarm Program                     | -\$ 7,500     | -\$ 1,350   | -\$ 6,150     | 18.00%  | -\$ 2,250   | -\$ 10,300    |  |
| FEES & SERVICES - POLICE                           | -\$ 381,500   | -\$ 94,699  | -\$ 286,801   | 24.82%  | -\$ 100,734 | -\$ 408,942   |  |
|  |               |             |               |         |             |               |  |
| FINES - POLICE                                     |               |             |               |         |             |               |  |
| 1-7-7000105-0350 Prov. Offences Revenue Share      | -\$ 75,000    | -\$ 610     | -\$ 74,390    | 0.81%   | \$ -        | -\$ 172,086   |  |
| FINES - POLICE                                     | -\$ 75,000    | -\$ 610     | -\$ 74,390    | 0.81%   | \$ -        | -\$ 172,086   |  |
|  |               |             |               |         |             |               |  |
| OTHER - POLICE                                     |               |             |               |         |             |               |  |
| 1-7-7000106-0164 Miscellaneous                     | \$ -          | -\$ 2,798   | \$ 2,798      | N/A     | -\$ 6,061   | -\$ 170,608   |  |
| 1-7-7000106-0331 Collision Reporting Centre        | -\$ 2,200     | -\$ 2,178   | -\$ 22        | 99.02%  | -\$ 2,127   | -\$ 2,127     |  |
| 1-7-7000106-4996 Utilization of RDA                | \$ -          | \$ -        | \$ -          | N/A     | -\$ 200,000 | \$ -          |  |
| 1-7-7000106-4997 Contribution from Trust           | \$ -          | \$ -        | \$ -          | N/A     | \$ -        | -\$ 16,514    |  |
| OTHER - POLICE                                     | -\$ 2,200     | -\$ 4,976   | \$ 2,776      | 226.20% | -\$ 208,188 | -\$ 189,249   |  |
|  |               |             |               |         |             |               |  |
| TOTAL REVENUE                                      | -\$ 2,290,400 | -\$ 170,292 | -\$ 2,120,108 | 7.44%   | -\$ 572,289 | -\$ 2,742,503 |  |
|  |               |             |               |         |             |               |  |
| POLICE - GENERAL                                   |               |             |               |         |             |               |  |
| 1-8-7000360-0040 Heat                              | \$ 85,000     | \$ 24,775   | \$ 60,225     | 29.15%  | \$ 5,280    | \$ 82,162     | 2/12 Invoices Posted   |
| 1-8-7000360-0041 Hydro                             | \$ 185,000    | \$ 35,899   | \$ 149,101    | 19.40%  | \$ 12,234   | \$ 174,691    | 2/12 Invoices Posted   |
| 1-8-7000360-0042 Water                             | \$ 6,900      | \$ 972      | \$ 5,928      | 14.08%  | \$ 870      | \$ 5,330      | 2/12 Invoices Posted   |
| 1-8-7000360-0043 Sewer                             | \$ 7,400      | \$ 817      | \$ 6,583      | 11.04%  | \$ 657      | \$ 4,119      | 2/12 Invoices Posted   |
| 1-8-7000360-0050 Telephone/Fax & Internet          | \$ 136,200    | \$ 28,335   | \$ 107,865    | 20.80%  | \$ 27,410   | \$ 127,165    |  |
| 1-8-7000360-0055 Photocopy Service                 | \$ 31,800     | \$ 556      | \$ 31,244     | 1.75%   | \$ 3,403    | \$ 27,120     |  |

|                                  |                                    |               |              |               |        |              |               |   |
|----------------------------------|------------------------------------|---------------|--------------|---------------|--------|--------------|---------------|---|
| 1-8-7000360-0060                 | Office Supplies                    | \$ 20,000     | \$ 1,674     | \$ 18,326     | 8.37%  | \$ 8,383     | \$ 23,666     |   |
| 1-8-7000360-0061                 | Postage & Courier                  | \$ 5,500      | \$ 946       | \$ 4,554      | 17.20% | \$ 549       | \$ 3,640      |   |
| 1-8-7000360-0090                 | Building Insurance                 | \$ 82,900     | \$ -         | \$ 82,900     | 0.00%  | \$ 25,274    | \$ 84,936     |   |
| 1-8-7000360-0091                 | Insurance Claims                   | \$ 10,000     | \$ 1,017     | \$ 8,983      | 10.17% | \$ 10,004    | \$ 23,777     |   |
| 1-8-7000360-0100                 | Clothing                           | \$ 170,000    | \$ 31,503    | \$ 138,497    | 18.53% | \$ 27,509    | \$ 147,882    |   |
| 1-8-7000360-0115                 | Training                           | \$ 346,400    | \$ 24,592    | \$ 321,808    | 7.10%  | \$ 27,892    | \$ 184,009    |   |
| 1-8-7000360-0180                 | Equipment                          | \$ 150,000    | \$ 2,402     | \$ 147,598    | 1.60%  | \$ 6,711     | \$ 116,019    |   |
| 1-8-7000360-0370                 | Contract Services                  | \$ 177,100    | \$ 33,288    | \$ 143,812    | 18.80% | \$ 213,018   | \$ 351,786    | Welcoming Streets Campaign = \$28,000 - Offsetting revenue recieved - \$0 net impact to BPS |
| 1-8-7000360-9999                 | Transferred to Fixed Assets        | \$ -          | \$ -         | \$ -          | N/A    | \$ -         | -\$ 26,356    |   |
| POLICE - GENERAL                 |                                    | \$ 1,414,200  | \$ 186,777   | \$ 1,227,423  | 13.21% | \$ 369,194   | \$ 1,329,947  |   |
|                                  |                                    |               |              |               |        |              |               |   |
| POLICE - ADMINISTRATION DIVISION |                                    |               |              |               |        |              |               |   |
| 1-8-7000361-0010                 | Salaries                           | \$ 3,781,700  | \$ 810,880   | \$ 2,970,820  | 21.44% | \$ 643,853   | \$ 3,668,926  |   |
| 1-8-7000361-0012                 | Sick Leave / PRB Annual Adjustment | \$ -          | \$ -         | \$ -          | N/A    | \$ -         | -\$ 324,170   |   |
| 1-8-7000361-0020                 | Benefits                           | \$ 835,500    | \$ 216,879   | \$ 618,621    | 25.96% | \$ 162,730   | \$ 662,752    |   |
| 1-8-7000361-0030                 | Pensions                           | \$ 540,100    | \$ 123,863   | \$ 416,237    | 22.93% | \$ 90,022    | \$ 513,915    |   |
| 1-8-7000361-0071                 | Vehicle Maintenance                | \$ 250,000    | \$ 44,191    | \$ 205,809    | 17.68% | \$ 50,598    | \$ 350,071    |   |
| 1-8-7000361-0076                 | Vehicle Fuel                       | \$ 260,000    | \$ 61,029    | \$ 198,971    | 23.47% | \$ 59,943    | \$ 266,080    | 3/12 Invoices Posted  |
| 1-8-7000361-0079                 | Vehicle Insurance                  | \$ 114,200    | \$ -         | \$ 114,200    | 0.00%  | \$ 22,829    | \$ 112,516    |   |
| 1-8-7000361-0080                 | Building R&M                       | \$ 175,000    | \$ 55,076    | \$ 119,924    | 31.47% | \$ 39,858    | \$ 194,496    | Snow removal ~\$37,000  |
| 1-8-7000361-0090                 | Drone Insurance                    | \$ 6,500      | \$ -         | \$ 6,500      | 0.00%  | \$ -         | \$ 6,480      |   |
| 1-8-7000361-0110                 | Travel & Membership                | \$ 2,500      | \$ 174       | \$ 2,326      | 6.97%  | \$ 647       | \$ 1,623      |   |
| 1-8-7000361-0230                 | Radio                              | \$ 119,900    | \$ 20,795    | \$ 99,105     | 17.34% | \$ 17,783    | \$ 121,639    |   |
| 1-8-7000361-0498                 | Contribution to Surplus            | \$ -          | \$ -         | \$ -          | N/A    | \$ -         | \$ 63,073     |   |
| 1-8-7000361-0511                 | Records Mgmt IT Operating          | \$ 855,800    | \$ 72,941    | \$ 782,859    | 8.52%  | \$ 66,397    | \$ 725,977    |   |
| POLICE - ADMINISTRATION DIVISION |                                    | \$ 6,941,200  | \$ 1,405,829 | \$ 5,535,371  | 20.25% | \$ 1,154,659 | \$ 6,363,377  |   |
|                                  |                                    |               |              |               |        |              |               |   |
| POLICE - SUPPORT DIVISION        |                                    |               |              |               |        |              |               |   |
| 1-8-7000362-0010                 | Salaries                           | \$ 3,406,800  | \$ 755,761   | \$ 2,651,039  | 22.18% | \$ 585,175   | \$ 3,456,439  |   |
| 1-8-7000362-0020                 | Benefits                           | \$ 643,200    | \$ 180,201   | \$ 462,999    | 28.02% | \$ 140,933   | \$ 521,914    |   |
| 1-8-7000362-0030                 | Pensions                           | \$ 482,600    | \$ 129,963   | \$ 352,637    | 26.93% | \$ 98,873    | \$ 498,186    |   |
| 1-8-7000362-0100                 | Equipment & Supplies               | \$ 75,800     | \$ 3,534     | \$ 72,266     | 4.66%  | \$ 2,873     | \$ 34,037     |   |
| 1-8-7000362-0110                 | Travel & Membership                | \$ 5,500      | \$ 933       | \$ 4,567      | 16.96% | \$ 2,301     | \$ 6,310      |   |
| 1-8-7000362-0130                 | Investigative Expense              | \$ 180,000    | \$ 73,876    | \$ 106,124    | 41.04% | \$ 109,618   | \$ 159,293    | Annual licencing and subscriptions purchased in Q1 - Grakykey and Atlas Pro                 |
| POLICE - SUPPORT DIVISION        |                                    | \$ 4,793,900  | \$ 1,144,267 | \$ 3,649,633  | 23.87% | \$ 939,772   | \$ 4,676,178  |   |
|                                  |                                    |               |              |               |        |              |               |   |
| POLICE - OPERATIONS DIVISION     |                                    |               |              |               |        |              |               |   |
| 1-8-7000363-0010                 | Salaries                           | \$ 10,627,300 | \$ 2,219,963 | \$ 8,407,337  | 20.89% | \$ 1,826,285 | \$ 10,197,999 |   |
| 1-8-7000363-0020                 | Benefits                           | \$ 2,028,100  | \$ 522,867   | \$ 1,505,233  | 25.78% | \$ 407,783   | \$ 1,450,421  |   |
| 1-8-7000363-0030                 | Pensions                           | \$ 1,510,400  | \$ 366,265   | \$ 1,144,135  | 24.25% | \$ 260,326   | \$ 1,356,557  |   |
| 1-8-7000363-0110                 | Travel & Membership                | \$ 11,400     | \$ 1,664     | \$ 9,736      | 14.60% | \$ 2,819     | \$ 11,536     |   |
| 1-8-7000363-0130                 | Prisoner Meals                     | \$ 6,500      | \$ 1,706     | \$ 4,794      | 26.24% | \$ 592       | \$ 8,393      |   |
| 1-8-7000363-0150                 | Contingency - Operations Division  | \$ -          | \$ -         | \$ -          | N/A    | \$ 1,051     | \$ -          |   |
| POLICE - OPERATIONS DIVISION     |                                    | \$ 14,183,700 | \$ 3,112,464 | \$ 11,071,236 | 21.94% | \$ 2,498,856 | \$ 13,024,907 |   |
|                                  |                                    |               |              |               |        |              |               |   |
| POLICE - EXECUTIVE SERVICES      |                                    |               |              |               |        |              |               |   |

|   |                         |                      |                     |                      |               |                     |                      |   |
|---|-------------------------|----------------------|---------------------|----------------------|---------------|---------------------|----------------------|---|
| 1-8-7000364-0010                        | Salaries                | \$ 1,275,400         | \$ 271,938          | \$ 1,003,462         | 21.32%        | \$ 272,029          | \$ 1,437,010         |   |
| 1-8-7000364-0020                        | Benefits                | \$ 251,100           | \$ 61,116           | \$ 189,984           | 24.34%        | \$ 44,040           | \$ 183,657           |   |
| 1-8-7000364-0030                        | Pensions                | \$ 155,700           | \$ 41,031           | \$ 114,669           | 26.35%        | \$ 32,300           | \$ 174,843           |   |
| 1-8-7000364-0110                        | Travel & Membership     | \$ 18,500            | \$ 2,132            | \$ 16,368            | 11.52%        | \$ 2,698            | \$ 16,603            |   |
| 1-8-7000364-0130                        | Special Presentations   | \$ 30,000            | \$ 4,397            | \$ 25,603            | 14.66%        | \$ 434              | \$ 26,847            |   |
| 1-8-7000364-0150                        | Contingency             | \$ 208,500           | \$ 209,251          | -\$ 751              | 100.36%       | \$ 195,703          | \$ 241,679           | Complete for 2025 - Retirement Incentive Payments             |
| 1-8-7000364-0520                        | Psychological Support   | \$ 45,000            | \$ 3,095            | \$ 41,905            | 6.88%         | \$ 7,748            | \$ 46,318            |   |
| <b>POLICE - EXECUTIVE SERVICES</b>      |                         | <b>\$ 1,984,200</b>  | <b>\$ 592,960</b>   | <b>\$ 1,391,240</b>  | <b>29.88%</b> | <b>\$ 554,954</b>   | <b>\$ 2,126,958</b>  |   |
|   |                         |                      |                     |                      |               |                     |                      |   |
| <b>BELLEVILLE POLICE SERVICES BOARD</b> |                         |                      |                     |                      |               |                     |                      |   |
| 1-8-7000365-0010                        | Honorarium              | \$ 35,000            | \$ 8,921            | \$ 26,079            | 25.49%        | \$ 7,264            | \$ 34,578            |   |
| 1-8-7000365-0110                        | Travel & Memberships    | \$ 13,900            | \$ 6,704            | \$ 7,196             | 48.23%        | \$ 6,001            | \$ 8,327             | Ontario Association of Police Services Board expense recorded |
| 1-8-7000365-0141                        | Interest on LTD         | \$ 816,100           | \$ 205,716          | \$ 610,384           | 25.21%        | \$ 210,067          | \$ 869,265           |   |
| 1-8-7000365-0142                        | Principal on LTD        | \$ 363,700           | \$ 89,211           | \$ 274,489           | 24.53%        | \$ 84,860           | \$ 345,899           |   |
| 1-8-7000365-0530                        | Legal Fees              | \$ 20,000            | \$ 6,784            | \$ 13,216            | 33.92%        | \$ 38,964           | \$ 117,621           |   |
| 1-8-7000365-0980                        | Contribution to Reserve | \$ 718,000           | \$ -                | \$ 718,000           | 0.00%         | \$ -                | \$ 620,500           |   |
| <b>BELLEVILLE POLICE SERVICES BOARD</b> |                         | <b>\$ 1,966,700</b>  | <b>\$ 317,337</b>   | <b>\$ 1,649,363</b>  | <b>16.14%</b> | <b>\$ 347,157</b>   | <b>\$ 1,996,190</b>  |   |
|   |                         |                      |                     |                      |               |                     |                      |   |
| <b>TOTAL EXPENDITURES</b>               |                         | <b>\$ 31,283,900</b> | <b>\$ 6,759,634</b> | <b>\$ 24,524,266</b> | <b>21.61%</b> | <b>\$ 5,864,592</b> | <b>\$ 29,517,557</b> |   |
|   |                         |                      |                     |                      |               |                     |                      |   |
| <b>TOTAL OPERATIONS</b>                 |                         | <b>\$ 28,993,500</b> | <b>\$ 6,589,341</b> | <b>\$ 22,404,159</b> | <b>22.73%</b> | <b>\$ 5,292,303</b> | <b>\$ 26,775,054</b> |   |



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 9, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Daniel Ringham  
Director of Finance

**Subject: Contribution to Reserve – Projected 2025 Balance and Target Balance**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

- The 2024 Financial Statements Operating Budget figures are unaudited at this time. The City of Belleville and the auditors are still completing their review.
- The projected 2024 closing balance of the reserve fund is a deficit of (\$254,248).
- The net contribution to reserve in 2024 was (\$39,968) compared to a budgeted contribution of \$620,500. The variance is a net of (\$660,468).
- The projected 2025 closing balance for the Reserve fund is a deficit of (\$628,957) which is contingent on a balanced Operating and Capital budget, and does not consider as unused capital funds recaptured or any interest earned.
- The total deficit position projected change from 2024 to 2025 is a result of the approved Capital expenditures exceeding the approved contribution to reserve.
- The target reserve balance on the high end is \$9,579,000 and on the low end is \$3,844,000.

**Statutory Authority:**

City of Belleville – Reserve and Reserve Fund Policy  
Asset Management Planning – Ontario Regulation 588/17

**Strategic Plan Alignment:**

Manage and deploy resources in a responsible and sustainable manner.

**Recommendation:**

This report recommends that the Board receive this report for information.



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**Information Factors:**

- BPS requested amount for the Contribution to Reserve in 2025 was \$1,500,000.
- PSB approved amount for the Contribution to Reserve in 2025 was \$718,000.



**BELLEVILLE POLICE SERVICE - CONTRIBUTION TO RESERVE - PROJECTED BALANCE**

**PROJECTED CAPITAL BUDGET PLAN**

| <b>YEAR</b>  | <b>Amount</b>       | <b>Comment</b>                                  |
|--------------|---------------------|---|
| <b>2025</b>  | \$ 1,092,709        | <i>PSB and Belleville City Council Approved</i> |
| <b>2026</b>  | \$ 1,566,376        | <i>BPS Projected</i>                            |
| <b>2027</b>  | \$ 1,159,394        | <i>BPS Projected</i>                            |
| <b>2028</b>  | \$ 2,425,894        | <i>BPS Projected</i>                            |
| <b>2029</b>  | \$ 1,094,040        | <i>BPS Projected</i>                            |
| <b>2030</b>  | \$ 1,919,134        | <i>BPS Projected</i>                            |
| <b>TOTAL</b> | <b>\$ 8,164,838</b> |   |

**PROJECTED CONTRIBUTION TO RESERVE BALANCE**

|  |                    |   |
|--|--------------------|---|
| <b>Opening Balance - January 1, 2024</b>   | <b>\$ 747,795</b>  | <b>Comment</b>  |
| 2024 Contribution to Reserve               | \$ 620,500         | <i>PSB Approved Contribution to Reserve was \$620,500</i>   |
| 2024 Capital Budget utilization            | -\$ 993,600        | <i>PSB Approved 2024 Capital Budget</i>                     |
| 2024 Surplus / (Deficit)                   | -\$ 660,468        | <i>Projected 2024 Operating Deficit</i>                     |
| 2024 Unused Capital Funds                  | \$ 10,562          | <i>Capital Cost Centre closed in 2024 with unused funds</i> |
| 2024 Interest Earned                       | \$ 20,963          | <i>Interest earned in 2024 on Reserves</i>                  |
| <b>Closing Balance - December 31, 2024</b> | <b>-\$ 254,248</b> |   |
| 2025 Contribution to Reserve               | \$ 718,000         | <i>*PSB Approved Contribution to Reserve</i>                |
| 2025 Capital Budget utilization            | -\$ 1,092,709      | <i>PSB Approved 2025 Capital Budget</i>                     |
| 2025 Surplus / (Deficit)                   | \$ -               | <i>Assume 2025 Operating Budget = \$0 Net Income/Loss</i>   |
| <b>Closing Balance - December 31, 2025</b> | <b>-\$ 628,957</b> |   |

*\*NOTE - BPS requested a 2025 Contribution to Reserve budget in the amount of \$1,500,000*

**BELLEVILLE POLICE SERVICE - CONTRIBUTION TO RESERVE - TARGET BALANCE**

| Item                                    | Amount              | Comment   |
|---|---------------------|---|
| 2025 Asset Management Replacement Value | \$ 48,592,000       |   |
| % of Replacement Value                  | 5%                  |   |
| <b>Capital Reserve Target</b>           | <b>\$ 2,430,000</b> | <b>5% of Asset Management Replacement Value</b> |

| Item                                | Amount              | Comment                          |
|-------------------------------------|---------------------|----------------------------------|
| 2026 Capital Budget                 | \$ 1,566,376        | Projection                       |
| 2027 Capital Budget                 | \$ 1,159,394        | Projection                       |
| 2028 Capital Budget                 | \$ 2,425,894        | Projection                       |
| 2029 Capital Budget                 | \$ 1,094,040        | Projection                       |
| 2030 Capital Budget                 | \$ 1,919,134        | Projection                       |
| <b>Capital Target - 5 Year Plan</b> | <b>\$ 8,165,000</b> | <b>5 Year Total Capital Plan</b> |

| Item   | Amount              | Comment                             |
|--|---------------------|-------------------------------------|
| Total 2025 Operating Budget                    | \$ 28,275,500       | Less Contribution to Reserve amount |
| Operating Stabilization/Contingency Percentage | 5%                  |                                     |
| <b>Operating Reserve Target</b>                | <b>\$ 1,414,000</b> | <b>5% of Total Operating Budget</b> |

|  |                     |
|--|---------------------|
| <b>*HIGH - Reserve Fund Target Balance</b>   | <b>\$ 9,579,000</b> |
| <b>*LOW - Reserve Fund Target Balance</b>  | <b>\$ 3,844,000</b> |
| <i>*Calculations are based on Ontario Regulation 588/17 and City of Belleville Reserve &amp; Reserve Fund Policy</i> |                     |



## **City of Belleville Reserve & Reserve Fund Policy**

**Dated: February 2024**

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### **1. POLICY STATEMENT**

A policy governing the management and administration of the City of Belleville's Reserves and Reserve Funds.

### **2. PURPOSE**

The *Municipal Act, 2001* (the Act) requires that a municipality's budget shall set out amounts to be paid in and out of reserves. Reserves and Reserve funds may be established for any purpose for which it has the authority to spend money. This policy identifies and rationalizes the various Reserves and Reserve Funds held by the City of Belleville (the City). Reserves and Reserve Funds are established and managed to:

- Adhere to statutory requirements.
- Facilitate and support long-term financial planning.
- Plan for the impact and financing of major capital projects over time and reducing the need for tax and user rate funded debentures.
- Stabilize tax and user rates.
- Absorb the cost of one-time or anticipated expenditures not initially approved in operating or capital budgets.
- Manage cash fluctuations.

### **3. SCOPE**

The Reserves & Reserve Funds Policy applies to all Reserves & Reserve Funds established by the City.

### **4. DEFINITIONS**

"Agencies, Boards and Commissions" (ABC) serve various functions to support governance, policy implementation and service provision. The City's ABCs stated in this policy include The Belleville Police Services Board and the Belleville Library Board.

“Asset Management Plan” or AMP is a strategic document that states how a group of assets are to be managed over a period. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions.

“Discretionary Reserve Fund” is a reserve fund established at the discretion of Council through a by-law and is earmarked for a specific purpose. If Council should decide to spend the funds for purposes other than the original intent, a new by-law must be passed under Section 417 of the Act.

“Deferred Revenue” is revenue that is considered a liability on the City’s financial statements until, over time, it becomes relevant to current operations, such as prepayment received for something that has not yet been provided.

“Development Charge” is a charge legislated under the Development Charges Act, 1997 that allows a municipality to impose a charge to fund capital projects or certain operating costs that are deemed necessary to service new growth under the notion that growth pays for growth. Charges must accompany a by-law and development charges study that forecasts growth and relevant growth-related projects.

“Financial Information Return” or FIR is the main data collection tool used by the Ministry of Municipal Affairs and Housing to collect financial and statistical information for all municipalities. The Municipal Act, 2001 requires that each municipality will annually report on its financial affairs, accounts, and transactions in the form of the FIR. This data is available for public review online.

“Obligatory Reserve Fund” is a reserve fund that is legislated by senior levels of government, a municipal by-law, and/or agreement under external stipulations, giving rise to a potential liability. These funds are shown as Deferred Revenue on the audited financial statements until stipulations are met.

“Public Sector Accounting Board” or PSAB is an independent board with the authority to set accounting standards for the public sector.

“Reserve” is an allocation of funds that is not restricted by by-law or legislation but can be related to projects that are of a nature prescribed and managed by approval of Council. Reserves are held in the general bank account and typically do not receive an annual interest allocation.

“Reserve Fund” is a fund set aside for a specific purpose as required by legislation, by-law, or agreement and consists of obligatory (externally restricted) and discretionary (internally restricted) reserve funds. Reserve funds receive an interest allocation.

## **5. POLICY**

The City’s Reserve and Reserve Funds are listed in Appendix A of this Policy, which outlines the various purposes, funding sources, targets, and reporting requirements.

### **5.1. ESTABLISHMENT**

Prior to establishing a new Reserve or Reserve Fund, a financial plan will be prepared and approved by Council which identifies need, target funding level (if applicable), contribution sources, and projected disbursements (where practicable).

## **5.2. FUND TARGETS**

Targets have been established for certain Reserves and Reserve Funds. These targets will be reviewed annually by staff to ensure their adequacy and reasonability. Methodologies for setting targets are specific to each Reserve or Reserve Fund, whereby consideration was given to the following:

- Purpose of fund (operating and/or capital)
- Certainty of end needs (contingency or long-term replacement/obligation)
- Economic factors (agreements, legislation, PSAB)
- Multi-year forecast of contribution and projected usages.

Where appropriate, the Treasurer may recommend transfers between Reserve Funds to Council from time to time to ensure the adequacy and projected use of funds, and to alleviate significant shifts in individual targets.

## **5.3. INVESTMENT**

Reserve Funds may be invested for a term that will not exceed its expected date of need and in accordance with the City's Investment Policy. The related investment income will be allocated in accordance with the City's procedures.

## **5.4. CONTRIBUTIONS/WITHDRAWALS**

All contributions to/withdrawals from Reserves and Reserve Funds shall be approved by Council, normally as part of the annual budget approval or specifically by resolution with the following exceptions:

- External contributions to Obligatory Reserve Funds.
- Allocation or utilization of Reserve Funds in accordance with the City's Surplus & Deficit Management Policy.
- Year-end surplus/deficits as reported under Belleville Police Services.
- Year-end surplus/deficits as reported under Winter Control.
- Year-end surplus/deficits of supplemental revenue and write-offs under Other Taxation.
- Interest allocations in accordance with the City's procedures.

## **5.5. TEMPORARY BORROWING**

Temporary borrowing to cover a Reserve and Reserve Fund short-term deficit, interim servicing requirements, or internal financing is permitted, when justified, adequately supported, and authorized by Council where the following conditions are met:

- Borrowing must not adversely affect the intended purpose of the fund.
- A documented plan to repay the funds within a reasonable time frame is required.
- Interest, equivalent to the City's interest earned on reserve funds, will be applied to the outstanding amount borrowed.
- Legislative requirements, where applicable, will prevail.

## **5.6. TERMINATION/CLOSURE**

If the purpose for which the Reserve or Reserve Fund was created has been accomplished and/or deemed no longer necessary, the Treasurer, in consultation with the applicable department Director shall report to Council with the recommendation on:

- The closure of the fund.
- The disposition of remaining funds.
- The necessary amendment or repeal to the by-law where applicable.

## **5.7. ROLES & RESPONSIBILITIES**

Council:

- In accordance with Section 224 of the Act, develop and evaluate policies, ensure the administrative policies, practices, and procedures are in place and maintain financial integrity of the City.
- Subject to Section 5.4, approve transactions to and from Reserves and Reserve Funds through the budget process or by specific resolution or by-law.

Chief Administrative Officer

- Support the Treasurer or Designate in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all City departments.

Treasurer or Designate:

- Develop and update this Policy as necessary and present changes to Finance Committee and Council.
- Ensure that the principles and requirements contained in this Policy are applied consistently across all departments.
- Subject to Section 5.4 and in accordance with the City's procedures, ensure contributions and withdrawals are adjusted for.
- Recommend strategies for the adequacy of Reserve/Reserve Fund levels.
- Report to Council the fund balances and forecasts as part of the annual budget approval and year-end audit processes.

Executive Management Team

- Provide the Treasurer or Designate with the most current information to be used in the assessment and adequacy of Reserves/Reserve Funds.
- Consult with the Treasurer or Designate when Reserves/Reserve Funds may be recommended for unbudgeted transactions.

## **5.8. REPORTING**

Specific external reporting requirements are outlined in Appendix A of this policy. Additionally, general reporting is required for all Reserves and Reserve Funds as follows:

- Annual audited financial statements shall include a statement of opening and ending cash balances and activities of the preceding year as required by PSAB.
- Forecasts including commitments and target positions shall be presented to Finance Committee and Council annually as part of annual budget deliberations.
- Annual Financial Information Return Schedules 60 – Continuity of Reserves and Reserve Funds and 61 – Development Charges Reserve Funds, as required by the Ministry of Municipal Affairs and Housing.
- Other external reporting that may arise and may be brought to Council.

## **5.9. REVIEW**

This policy shall be presented to Finance Committee and Council for review and update, if applicable, every four years, in the first year of each elected Council, or as deemed necessary by Council or the Treasurer.

City of Belleville  
Reserve & Reserve Fund Policy  
Appendix A

| Name   | Reserve/Reserve Fund | Funding Source   | Category                 | Purpose  | Target  | Reporting Requirements   |
|--|----------------------|--|--------------------------|--|---|--|
| Building Code Act                            | Reserve Fund         | Year-end operating surplus and/or budgeted contributions within Building Services.   | A - Obligatory           | To fund capital projects, one-time costs, and annual deficits due to the cyclical nature of building permit activity associated with enforcing the Building Code.  | Operating: Two years of budgeted operating expenditures in preceding year.<br>Capital: Five-year costs projected in capital plan.               | Annual report in accordance with Section 7(4) of Building Code Act                       |
| Canada Community Building Fund (CCBF)        | Reserve Fund         | Annual allocation from the Association of Municipalities of Ontario (AMO).   | A - Obligatory           | To fund environmentally sustainable municipal infrastructure projects that contribute to cleaner air, water and reducing greenhouse gas emissions as described in accordance with the five-year agreement. Eligible expenditures are those associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset; the strengthening of the ability of municipalities to improve local and regional planning and asset management as well as joint federal communication activities and federal signage. Schedules in the agreement set out specific eligible and ineligible expenditures. | N/A - Financing strategy and planned expenditures in accordance with City's AMP.  | Annual report to AMO as per agreement  |
| Development Charges                          | Reserve Fund         | Development Charges collected as outlined in the bylaw and background study. Funds are deposited categorically in accordance with bylaw and study. | A - Obligatory           | To fund growth-related projects forecasted in the Development Charges Study.   | N/A - Financing strategy and planned expenditures in accordance with City's AMP and Infrastructure Phasing Strategy.                            | Annual year-end report to Council as per Section 43 of the Development Charges Act, 1997 |
| Ontario Community Infrastructure Fund (OCIF) | Reserve Fund         | Annual allocation formulated by the Ministry of Infrastructure (MOI).  | A - Obligatory           | To fund infrastructure projects in accordance with the OCIF Agreement, addressing road, bridges, water, and wastewater core infrastructure replacement needs.  | N/A - Restrictions on funds held are in accordance with MOI Agreement.  | Annual report to MOI as per agreement  |
| Parkland Development                         | Reserve Fund         | Cash in lieu of parkland as prescribed in the Planning Act.  | A - Obligatory           | Providing for the acquisitions of lands to be used for park or other public recreational purposes, including the erection or repair of buildings or other structures thereon or for the maintenance of lands, buildings, or structures used for park or other public recreational purposes, including the acquisition of machinery and equipment required for such maintenance.  | N/A - Financing strategy and planned expenditures in accordance with City's AMP and Infrastructure Phasing Strategy.                            | Policy   |
| Provincial Gas Tax                           | Reserve Fund         | Annual allocation from the Ministry of Transportation (MTO)  | A - Obligatory           | To provide stable and predictable transit funding for Ontario municipalities in accordance with agreement.   | N/A - Financing strategy and planned expenditures in accordance with MTO Agreement.   | Annual report to Ministry of Transportation in accordance with agreement                 |
| Accessibility                                | Reserve Fund         | Allocation via operating budget  | B - Discretionary - Core | To offset future accessibility related capital improvements and operating expenditures relating to accessible programs and services.   | N/A - Financing strategy and planned expenditures in accordance with City's Multi-Year Accessibility Plan.                                      | Policy   |
| Archives Facility                            | Reserve Fund         | Allocation via operating budget  | B - Discretionary - Core | To fund capital improvements planned at the Archives Facility.   | N/A - Financing strategy and planned expenditures in accordance with City's AMP.  | Policy   |
| Asset Management                             | Reserve Fund         | Allocation via operating budget and year-end Taxation operating surplus in accordance with Surplus & Deficit Management Policy                     | B - Discretionary - Core | To provide for tax-funded capital infrastructure projects (excluding City Boards).   | Excluding Boards, the greater of:<br>- Five-year tax-funded capital plan; and<br>- 5% of tax-funded capital replacement values per inflated AMP | Policy   |
| Casino - Development Infrastructure          | Reserve Fund         | Contributions from Ontario Lottery & Gaming Corporation (OLG) as per contribution agreement  | B - Discretionary - Core | To fund the City's share of new infrastructure required from growth.   | N/A - Financing strategy and planned expenditures in accordance with City's AMP.  | Policy   |
| Casino - Disaster Mitigation/Contingency     | Reserve Fund         | Contributions from OLG as per contribution agreement   | B - Discretionary - Core | To fund costs in the event of a natural or other disaster.   | \$500,000   | Policy   |
| Casino - Economic Development                | Reserve Fund         | Contributions from OLG as per contribution agreement   | B - Discretionary - Core | To fund projects associated with economic development, including commercial/industrial land and various related strategic initiatives.   | N/A   | Policy   |
| Casino - Infrastructure Maintenance          | Reserve Fund         | Contributions from OLG as per contribution agreement   | B - Discretionary - Core | To provide for tax-funded capital infrastructure projects.   | N/A - Financing strategy and planned expenditures in accordance with City's AMP.  | Policy   |
| Casino - Social Infrastructure               | Reserve Fund         | Contributions from OLG as per contribution agreement   | B - Discretionary - Core | To fund assistance to non-profit agencies via the City's Social Infrastructure grant program.  | N/A - Financing strategy and planned expenditures in accordance with City's Grant Policy.   | Policy   |
| Casino - Vehicle/Equipment Replacement       | Reserve Fund         | Contributions from OLG as per contribution agreement   | B - Discretionary - Core | To provide for tax-funded vehicle & equipment replacements.  | N/A - Financing strategy and planned expenditures in accordance with City's AMP.  | Policy   |
| Community Improvement Plan (CIP)             | Reserve Fund         | Allocation via operating budget  | B - Discretionary - Core | To fund forecasted outflows from other Community Improvement incentive programs as outlined in the City's CIP.   | Three years of estimated applications under CIP programs  | Policy   |
| Election Expenses                            | Reserve Fund         | Allocation via operating budget  | B - Discretionary - Core | To offset election expenses  | Estimated future election costs.  | Policy   |
| Elexicon Revenue                             | Reserve Fund         | Equity share from Elexicon Corporation per agreement   | B - Discretionary - Core | To offset expenditures outside of the municipal mandate of the City.   | 75% of average annual future spending commitments from the fund.  | Policy   |



City of Belleville  
Reserve & Reserve Fund Policy  
Appendix A

| Name                             | Reserve/Reserve Fund           | Funding Source   | Category                        | Purpose  | Target   | Reporting Requirements   |
|----------------------------------|--------------------------------|--|---------------------------------|--|--|--------------------------|
| Environmental                    | Reserve Fund                   | Allocation via operating budget  | B - Discretionary - Core        | To fund the following:<br>- Activities related to environmental issues or concerns including activities such as investigation, study, design, consulting, risk mitigation, construction, remediation or other similar activities that are the responsibility of the City.<br>- Expenditures in the protection of environmentally sensitive and significant lands in teh City from development through purchase or other means.<br>- Requirements and objectives of the Municipal Declaration of a Climate emergency.<br>- Legislative requirements for nutrient recovery and management. | 20% tax-funded operating expenditures budgeted in the preceding year in Environmental Services plus five-year forecast of capital projects eligible under the fund.  | Policy                   |
| Future Employee Benefits         | Reserve Fund                   | Allocation via operating budget  | B - Discretionary - Core        | To offset employee future benefit liabiliy payments.   | The greater of:<br>- 25% of employee future benefits liability as reported in most recent audited PSAB financial statements; and<br>- Five years of benefit payments as per most recent audited PSAB financial statements. | Policy                   |
| Industrial Land                  | Reserve Fund                   | Allocation via operating budget and net proceeds of industrial land sales  | B - Discretionary - Core        | To provide for the purchasing and servicing of industrial lands owned and controlled by the City.  | N/A - Financing strategy and plan for industry-related expenditures.   | Policy                   |
| Municipal Accomodation Tax (MAT) | Reserve Fund                   | MAT revenues collected   | B - Discretionary - Core        | To fund tourism-related expenditures.  | N/A - Financing strategy and plan for tourism-related expenditures.  | Policy                   |
| Museum Collections               | Reserve Fund                   | Allocation via operating budget and net proceeds of designated heritage property sales   | B - Discretionary - Core        | to fund museum collection acquisitions and restoriation for the Glanmore Museum.   | N/A  | Policy                   |
| Retirement & Leave               | Reserve Fund                   | Allocation via operating budget  | B - Discretionary - Core        | To fund accumulated leave and retirement incentives owing to eligible employees upon retirement, termination, or death.  | 5% of the City's total salaries & benefits as reported in most recently submitted FIR + estimated future payout of retirement incentives.  | Policy                   |
| Tax Rate Stabilization           | Reserve Fund                   | Allocation via operating budget and year-end Taxation operating surplus in accordance with Surplus & Deficit Management Policy   | B - Discretionary - Core        | To stabilize tax rates by funding in-year shortfalls and one-time/unanticipated expnditures including but not limited to legislated and discretionary plans/studies, legal costs, and insurance claims/premium increases.  | 10% of preceding year tax levy   | Policy                   |
| Thurlow Landfill                 | Reserve Fund                   | Allocation via operating budget  | B - Discretionary - Core        | To fund eventual closure of Thurlow landfill   | Present value of liability associated with landfill as report in most recent audited PSAB financial statements.  | Policy                   |
| Winter Control                   | Reserve Fund                   | Year-end Winter Control operating surplus and/or budgeted contributions  | B - Discretionary - Core        | To stabilize tax rates by funding expenditures in the event of a shortfall in the winter control operating budget from extreme weather conditions.   | 30% of Winter & Flood Control operating expenditures budgeted in the preceding year.   | Policy                   |
| Parking Development              | Reserve Fund                   | Allocation via operating budget and parking year-end operating surplus in accordance with Surplus & Deficit Management Policy    | C - Discretionary - Rate-funded | To stabilize parking rates by funding in-year revenue shortfalls, one-time/unanticipated expenditures, and capital infrastructure projects relating to parking.  | Capital: Greater of<br>- 5% of replacement value of parking infrastructure per inflated AMP; and<br>- Five-year capital plan<br>+ Operating: 20% of preceding year budgeted parking expenditures.                          | Policy                   |
| Sanitary Sewer                   | Reserve Fund                   | Allocation via operating budget and wastewater year-end operating surplus in accordance with Surplus & Deficit Management Policy | C - Discretionary - Rate-funded | To stabilize wastewater rates by funding in-year revenue shortfalls, one-time/unanticipated expenditures, and capital infrastructure projects related to wastewater.   | Capital: Greater of<br>- 5% of replacement value of sanitary infrastructure per inflated AMP; and<br>- Five-year capital plan<br>+ Operating: 5% of preceding year budgeted sanitary expenditures.                         | Policy                   |
| Water Service                    | Reserve Fund                   | Allocation via operating budget and water year-end operating surplus in accordance with Surplus & Deficit Management Policy      | C - Discretionary - Rate-funded | To stabilize water rates by funding in-year revenue shortfalls, one-time/unanticipated expenditures, and capital infrastructure projects related to water.   | Capital: Greater of<br>- 5% of replacement value of water infrastructure per inflated AMP; and<br>- Five-year capital plan<br>+ Operating: 5% of preceding year budgeted water expenditures.                               | Policy                   |
| Belleville Library (various)     | Reserve/Reserve Fund (various) | Various  | D - ABC                         | As outlined via resolutions from Belleville Library Board.   | N/A  | Belleville Library Board |
| Police                           | Reserve Fund                   | Year-end Police operating surplus and/or budgeted contributions  | D - ABC                         | To stabilize tax rates by funding in-year revenue shortfalls, one-time/unanticipated expenditures, and capital infrastructure projects relating to policing.   | Capital: Greater of<br>- 5% of replacement value of police infrastructure per inflated AMP; and<br>- Five-year capital plan<br>+ Operating: 5% of preceding year budgeted police expenditures.                             | Policy                   |



## MEMORANDUM

**DATE:** July 8, 2024  
**TO:** Acting Chief Barry  
**FROM:** Daniel Ringham  
**SUBJECT:** Asset Management Planning

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### **Belleville Police Service - Asset Management Planning:**

By July 2024, Ontario Regulation 588/17 requires municipalities to adopt an Asset Management Plan (AMP) reporting current Levels of Service (LOS) for all assets, as well as lifecycle needs to maintain those LOS. As a result of the mandated Provincial regulation the AMP initiative began this year in the City of Belleville. At their June 2024 City Council meeting Belleville City Council voted to approve the Asset Management Plan that was presented by SLBC Inc.

Asset management planning is a comprehensive process that ensures the delivery of infrastructure services in a financially sustainable manner. The AMP will link to a long-term financial plan which typically considers a 10-year planning period. The AMP and Ontario Regulation 588/17 considers:

- 1) State of Infrastructure (Asset Register) – Inventory of Assets, Replacement Costs, Average Age, Asset Condition
- 2) Levels of Service (Performance) – Current and Proposed LOS
- 3) Lifecycle Management Strategy (with Risk) – Activities needed to meet demand, maintain and provide LOS required
- 4) Financing Strategy – Associated Costs of lifecycle activities and Residual Risk
- 5) Asset Management Monitoring and Improvement Plan – Review and improve Asset Management Planning/Practice

The AMP assessment of the Belleville Police Service was conducted using the data and the information that the City of Belleville had available to them at the time of their review. The Belleville Police Service will review and consider the AMP approved by Belleville City Council. The Belleville Police Service will assess its state of infrastructure in relation to current and proposed levels of service required. The AMP will be taken into consideration for the Capital Budget proposals in 2025 and in the establishment of a 10-year plan.



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 9, 2025**

To: Chair and Members  
Belleville Police Services Board

Prepared by: Daniel Ringham  
Director of Finance

**Subject: 2024 Financial Statements – Operating**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

- The 2024 Operating Budget Financial Statements presented are unaudited at this time. The City of Belleville and the auditors are still completing their review.
- The unaudited results are a 2024 Operating budget of \$0 in 2024.
- The \$0 Operating budget balance is achieved due a negative contribution of (\$39,968) to the Contribution to Reserve account compared to a budgeted contribution of \$620,500. The variance represents the total 2024 Operating budget deficit of \$660,468 or 2.53% over budget.

**Statutory Authority:**

Section 37 (1) of the *Community Safety and Policing Act, 2019* mandates that a police service board shall ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10.

This oversight includes providing fiscal oversight and the review and approval of the police budget before it is presented to council for final approval.

**Strategic Plan Alignment:**

Manage and deploy resources in a responsible and sustainable manner.

**Recommendation:**

This report recommends that the Board receive this report for information.

**Information Factors:**

- The financial information contained remains unaudited at this time.

2024 - BELLEVILLE POLICE SERVICE - OPERATIONAL BUDGET

|   | 2024 BUDGET  | 2024 ACTUAL  | VARIANCE   | % SPENT  | 2023 YTD     | 2023 TOTAL   | Comment  |
|---|--------------|--------------|------------|----------|--------------|--------------|--|
| PROVINCIAL FUNDING - POLICE                       |              |              |            |          |              |              |  |
| 1-7-7000103-0156Police Transportation             | -\$29,000    | -\$28,875    | -\$125     | 99.57%   | -\$23,708    | -\$23,708    |  |
| 1-7-7000103-0301RIDE Grant                        | -\$14,900    | -\$14,800    | -\$100     | 99.33%   | -\$14,816    | -\$14,816    |  |
| 1-7-7000103-0312Court Security Prisoner Transport | -\$1,595,800 | -\$1,581,474 | -\$14,326  | 99.10%   | -\$1,595,854 | -\$1,595,854 |  |
| 1-7-7000103-0344Community Safety & Policing Grant | \$-          | -\$208,937   | \$208,937  | N/A      | \$-          | \$-          | Welcoming Streets Campaign - Offsetting expense to Contract Services - \$0 net impact to BPS |
| 1-7-7000103-0348Membership Support Grant          | -\$8,000     | -\$8,000     | \$-        | 100.00%  | -\$8,000     | -\$8,000     |  |
| 1-7-7000103-0349Strategy to Protect Children      | -\$12,800    | -\$12,740    | -\$60      | 99.53%   | -\$12,403    | -\$12,403    |  |
| 1-7-7000103-0351Strategy to End Human Trafficking | -\$17,400    | -\$17,400    | \$-        | 100.00%  | -\$17,400    | -\$17,400    |  |
| 1-7-7000103-0352Victim Services Grant             | -\$100,000   | -\$100,000   | \$-        | 100.00%  | -\$100,000   | -\$100,000   | Offsetting expense in Contract Services - \$0 net impact to BPS                              |
| PROVINCIAL FUNDING - POLICE                       | -\$1,777,900 | -\$1,972,226 | \$194,326  | 110.93%  | -\$1,772,180 | -\$1,772,180 |  |
|   |              |              |            |          |              |              |  |
| FEES & SERVICES - POLICE                          |              |              |            |          |              |              |  |
| 1-7-7000104-0173Record Checks & Requests          | -\$148,000   | -\$142,811   | -\$5,189   | 96.49%   | -\$148,065   | -\$148,065   |  |
| 1-7-7000104-0269Paid Duties                       | -\$118,000   | -\$153,986   | \$35,986   | 130.50%  | -\$82,405    | -\$82,405    |  |
| 1-7-7000104-0306Adult Entertainment Licencing     | -\$5,000     | -\$4,950     | -\$50      | 99.00%   | -\$3,800     | -\$3,800     |  |
| 1-7-7000104-0313Deep River Services               | -\$96,900    | -\$96,895    | -\$5       | 99.99%   | -\$90,083    | -\$90,083    |  |
| 1-7-7000104-0330Alarm Program                     | -\$7,500     | -\$10,300    | \$2,800    | 137.33%  | -\$11,194    | -\$11,194    |  |
| FEES & SERVICES - POLICE                          | -\$375,400   | -\$408,942   | \$33,542   | 108.93%  | -\$335,546   | -\$335,546   |  |
|   |              |              |            |          |              |              |  |
| FINES - POLICE                                    |              |              |            |          |              |              |  |
| 1-7-7000105-0350Prov. Offences Revenue Share      | -\$125,000   | -\$172,086   | \$47,086   | 137.67%  | -\$71,930    | -\$71,930    |  |
| FINES - POLICE                                    | -\$125,000   | -\$172,086   | \$47,086   | 137.67%  | -\$71,930    | -\$71,930    |  |
|   |              |              |            |          |              |              |  |
| OTHER - POLICE                                    |              |              |            |          |              |              |  |
| 1-7-7000106-0164Miscellaneous                     | -\$11,500    | -\$170,608   | \$159,108  | 1483.54% | -\$38,318    | -\$38,318    | CAMSafe Sponsorship; NG911 Grant funds utilized for Salaries/Training                        |
| 1-7-7000106-0331Collision Reporting Centre        | -\$2,100     | -\$2,127     | \$27       | 101.30%  | -\$2,047     | -\$2,047     |  |
| 1-7-7000106-4996Utilization of RDA                | -\$200,000   | \$-          | -\$200,000 | 0.00%    | \$-          | \$-          | Canada Life - Refund Deposit Account - funds allocated to Benefits GLs                       |
| 1-7-7000106-4997Contribution from Trust           | \$-          | -\$16,514    | \$16,514   | N/A      | -\$29,989    | -\$29,989    |  |
| OTHER - POLICE                                    | -\$213,600   | -\$189,249   | -\$24,351  | 88.60%   | -\$70,354    | -\$70,354    |  |
|   |              |              |            |          |              |              |  |
| TOTAL REVENUE                                     | -\$2,491,900 | -\$2,742,503 | \$250,603  | 110.06%  | -\$2,250,011 | -\$2,250,011 |  |
|   |              |              |            |          |              |              |  |
| POLICE - GENERAL                                  |              |              |            |          |              |              |  |
| 1-8-7000360-0040Heat                              | \$85,000     | \$82,162     | \$2,838    | 96.66%   | \$62,851     | \$62,851     |  |
| 1-8-7000360-0041Hydro                             | \$185,000    | \$174,691    | \$10,309   | 94.43%   | \$169,132    | \$169,132    |  |
| 1-8-7000360-0042Water                             | \$6,900      | \$5,330      | \$1,570    | 77.25%   | \$5,489      | \$5,489      |  |
| 1-8-7000360-0043Sewer                             | \$7,400      | \$4,119      | \$3,281    | 55.66%   | \$3,921      | \$3,921      |  |
| 1-8-7000360-0050Telephone/Fax & Internet          | \$132,500    | \$127,165    | \$5,335    | 95.97%   | \$125,401    | \$125,401    |  |
| 1-8-7000360-0055Photocopy Service                 | \$27,700     | \$27,120     | \$580      | 97.91%   | \$29,235     | \$29,235     |  |
| 1-8-7000360-0060Office Supplies                   | \$20,000     | \$23,666     | -\$3,666   | 118.33%  | \$18,804     | \$18,804     |  |
| 1-8-7000360-0061Postage & Courier                 | \$5,500      | \$3,640      | \$1,860    | 66.18%   | \$6,849      | \$6,849      |  |

|                                  |                                    |               |              |               |         |              |              |  |
|----------------------------------|------------------------------------|---------------|--------------|---------------|---------|--------------|--------------|--|
| 1-8-7000360-0090                 | Building Insurance                 | \$ 82,500     | \$ 84,936    | -\$ 2,436     | 102.95% | \$ 73,922    | \$ 73,922    |  |
| 1-8-7000360-0091                 | Insurance Claims                   | \$ 10,000     | \$ 23,777    | -\$ 13,777    | 237.77% | \$ 23,112    | \$ 23,112    | Third Party and Accident Benefit deductible billings; Total expenses are consistent with 2023  |
| 1-8-7000360-0100                 | Clothing                           | \$ 170,000    | \$ 147,882   | \$ 22,118     | 86.99%  | \$ 148,031   | \$ 148,031   |  |
| 1-8-7000360-0115                 | Training                           | \$ 209,000    | \$ 184,009   | \$ 24,991     | 88.04%  | \$ 197,983   | \$ 197,983   |  |
| 1-8-7000360-0180                 | Equipment                          | \$ 150,000    | \$ 116,019   | \$ 33,981     | 77.35%  | \$ 109,989   | \$ 109,989   |  |
| 1-8-7000360-0370                 | Contract Services                  | \$ 153,500    | \$ 351,786   | -\$ 198,286   | 229.18% | \$ 120,625   | \$ 120,625   | Welcoming Streets Campaign and Victim Services Grant expenses offset with revenue received   |
| 1-8-7000360-9999                 | Transferred to Fixed Assets        | \$ -          | -\$ 26,356   | \$ 26,356     | N/A     | \$ -         | \$ 120,625   | Reallocation of operating expenses to Fixed Assets for capital purchases   |
| POLICE - GENERAL                 |                                    | \$ 1,245,000  | \$ 1,329,947 | -\$ 84,947    | 106.82% | \$ 1,095,343 | \$ 1,095,343 |  |
|                                  |                                    |               |              |               |         |              |              |  |
| POLICE - ADMINISTRATION DIVISION |                                    |               |              |               |         |              |              |  |
|                                  |                                    |               |              |               |         |              |              | Belleville Police Association - 2024 retroactive pay; Senior Officers Association - 2023 and 2024 retroactive pay; 2024 pay equity retroactive pay; 2024 budget did not account for additional approved salary increase of 1.5% in 2023 and 0.5% in 2024 |
| 1-8-7000361-0010                 | Salaries                           | \$ 3,327,400  | \$ 3,612,403 | -\$ 285,003   | 108.57% | \$ 3,022,577 | \$ 3,022,577 | Year End adjustments to Accumulated Sick Leave, Annual Leave Bank, Accumulated Time Bank and Post Retirement Benefits  |
| 1-8-7000361-0012                 | Sick Leave / PRB Annual Adjustment | \$ -          | \$ 378,582   | -\$ 378,582   | N/A     | -\$ 230,620  | -\$ 230,620  | Reflects 2024 billed premiums, utilization of Refund Deposit Account, establishment of Claims Fluctuation Reserve asset and Workplace Safety Insurance Board rebate  |
| 1-8-7000361-0020                 | Benefits                           | \$ 651,200    | \$ 662,752   | -\$ 11,552    | 101.77% | \$ 612,415   | \$ 612,415   |  |
| 1-8-7000361-0030                 | Pensions                           | \$ 458,300    | \$ 513,915   | -\$ 55,615    | 112.14% | \$ 436,594   | \$ 436,594   |  |
| 1-8-7000361-0071                 | Vehicle Maintenance                | \$ 250,000    | \$ 350,071   | -\$ 100,071   | 140.03% | \$ 296,908   | \$ 296,908   | Motor Vehicle Collisions; Increased costs for repair and maintenance; Fleet upgrade to winter tires  |
| 1-8-7000361-0076                 | Vehicle Fuel                       | \$ 180,000    | \$ 266,080   | -\$ 86,080    | 147.82% | \$ 261,099   | \$ 261,099   | Total expenses are consistent with 2023  |
| 1-8-7000361-0079                 | Vehicle Insurance                  | \$ 107,800    | \$ 112,516   | -\$ 4,716     | 104.37% | \$ 93,897    | \$ 93,897    |  |
| 1-8-7000361-0080                 | Building R&M                       | \$ 175,000    | \$ 194,496   | -\$ 19,496    | 111.14% | \$ 182,007   | \$ 182,007   | Increased snow removal/property maintenance expenses   |
| 1-8-7000361-0090                 | Drone Insurance                    | \$ -          | \$ 6,480     | -\$ 6,480     | N/A     | \$ -         | \$ -         | New general ledger account not budgeted for  |
| 1-8-7000361-0110                 | Travel & Membership                | \$ 2,500      | \$ 1,623     | \$ 877        | 64.93%  | \$ 1,612     | \$ 1,612     |  |
| 1-8-7000361-0230                 | Radio                              | \$ 118,500    | \$ 121,639   | -\$ 3,139     | 102.65% | \$ 102,216   | \$ 102,216   |  |
| 1-8-7000361-0498                 | Contribution to Surplus            | \$ -          | \$ 63,073    | -\$ 63,073    | N/A     | \$ 230,620   | \$ 230,620   | Year End Adjustments to Accumulated Sick Leave, Annual Leave Bank, Accumulated Time Bank and Post Retirement Benefits  |
| 1-8-7000361-0511                 | Records Mgmt IT Operating          | \$ 681,000    | \$ 725,977   | -\$ 44,977    | 106.60% | \$ 291,962   | \$ 291,962   | OPTIC and AXON licencing costs increased from budget   |
| POLICE - ADMINISTRATION DIVISION |                                    | \$ 5,951,700  | \$ 7,009,607 | -\$ 1,057,907 | 117.77% | \$ 5,301,288 | \$ 5,301,288 |  |
|                                  |                                    |               |              |               |         |              |              |  |
| POLICE - SUPPORT DIVISION        |                                    |               |              |               |         |              |              |  |
|                                  |                                    |               |              |               |         |              |              | Belleville Police Association - 2024 retroactive pay; Senior Officers Association - 2023 and 2024 retroactive pay; 2024 pay equity retroactive pay; 2024 budget did not account for additional approved salary increase of 1.5% in 2023 and 0.5% in 2024 |
| 1-8-7000362-0010                 | Salaries                           | \$ 3,121,300  | \$ 3,393,336 | -\$ 272,036   | 108.72% | \$ 3,014,655 | \$ 3,014,655 | Reflects 2024 billed premiums, utilization of Refund Deposit Account, establishment of Claims Fluctuation Reserve asset and Workplace Safety Insurance Board rebate  |
| 1-8-7000362-0020                 | Benefits                           | \$ 519,100    | \$ 521,914   | -\$ 2,814     | 100.54% | \$ 485,976   | \$ 485,976   |  |
| 1-8-7000362-0030                 | Pensions                           | \$ 439,500    | \$ 498,186   | -\$ 58,686    | 113.35% | \$ 424,171   | \$ 424,171   |  |
| 1-8-7000362-0100                 | Equipment & Supplies               | \$ 41,000     | \$ 34,037    | \$ 6,963      | 83.02%  | \$ 25,743    | \$ 25,743    |  |
| 1-8-7000362-0110                 | Travel & Membership                | \$ 5,500      | \$ 6,310     | -\$ 810       | 114.73% | \$ 5,440     | \$ 5,440     |  |
| 1-8-7000362-0130                 | Investigative Expense              | \$ 180,000    | \$ 159,293   | \$ 20,707     | 88.50%  | \$ 209,713   | \$ 209,713   |  |
| POLICE - SUPPORT DIVISION        |                                    | \$ 4,306,400  | \$ 4,613,075 | -\$ 306,675   | 107.12% | \$ 4,165,698 | \$ 4,165,698 |  |
|                                  |                                    |               |              |               |         |              |              |  |
| POLICE - OPERATIONS DIVISION     |                                    |               |              |               |         |              |              |  |
|                                  |                                    |               |              |               |         |              |              | Belleville Police Association - 2024 retroactive pay; Senior Officers Association - 2023 and 2024 retroactive pay; 2024 pay equity retroactive pay; 2024 budget did not account for additional approved salary increase of 1.5% in 2023 and 0.5% in 2024 |
| 1-8-7000363-0010                 | Salaries                           | \$ 10,205,900 | \$ 9,794,891 | \$ 411,009    | 95.97%  | \$ 9,696,150 | \$ 9,696,150 |  |

|                                  |                         |               |               |             |         |               |               |  |
|----------------------------------|-------------------------|---------------|---------------|-------------|---------|---------------|---------------|--|
| 1-8-7000363-0020                 | Benefits                | \$ 1,764,200  | \$ 1,450,421  | \$ 313,779  | 82.21%  | \$ 1,468,953  | \$ 1,468,953  | Reflects 2024 billed premiums, utilization of Refund Deposit Account, establishment of Claims Fluctuation Reserve asset and Workplace Safety Insurance Board rebate  |
| 1-8-7000363-0030                 | Pensions                | \$ 1,484,700  | \$ 1,356,557  | \$ 128,143  | 91.37%  | \$ 1,304,460  | \$ 1,304,460  |  |
| 1-8-7000363-0110                 | Travel & Membership     | \$ 11,400     | \$ 11,536     | -\$ 136     | 101.20% | \$ 12,671     | \$ 12,671     |  |
| 1-8-7000363-0130                 | Prisoner Meals          | \$ 6,500      | \$ 8,393      | -\$ 1,893   | 129.13% | \$ 9,480      | \$ 9,480      |  |
| POLICE - OPERATIONS DIVISION     |                         | \$ 13,472,700 | \$ 12,621,799 | \$ 850,901  | 93.68%  | \$ 12,491,715 | \$ 12,491,715 |  |
|                                  |                         |               |               |             |         |               |               |  |
| POLICE - EXECUTIVE SERVICES      |                         |               |               |             |         |               |               |  |
|                                  |                         |               |               |             |         |               |               | Belleville Police Association - 2024 retroactive pay; Senior Officers Association - 2023 and 2024 retroactive pay; 2024 pay equity retroactive pay; 2024 budget did not account for additional approved salary increase of 1.5% in 2023 and 0.5% in 2024 |
| 1-8-7000364-0010                 | Salaries                | \$ 1,134,300  | \$ 1,256,992  | -\$ 122,692 | 110.82% | \$ 1,136,889  | \$ 1,136,889  | Reflects 2024 billed premiums, utilization of Refund Deposit Account, establishment of Claims Fluctuation Reserve asset and Workplace Safety Insurance Board rebate  |
| 1-8-7000364-0020                 | Benefits                | \$ 181,800    | \$ 183,657    | -\$ 1,857   | 101.02% | \$ 162,417    | \$ 162,417    |  |
| 1-8-7000364-0030                 | Pensions                | \$ 139,800    | \$ 174,843    | -\$ 35,043  | 125.07% | \$ 139,360    | \$ 139,360    |  |
| 1-8-7000364-0110                 | Travel & Membership     | \$ 18,500     | \$ 16,603     | \$ 1,897    | 89.75%  | \$ 19,276     | \$ 19,276     |  |
| 1-8-7000364-0130                 | Special Presentations   | \$ 25,000     | \$ 26,847     | -\$ 1,847   | 107.39% | \$ 21,830     | \$ 21,830     |  |
| 1-8-7000364-0150                 | Contingency             | \$ 240,600    | \$ 241,679    | -\$ 1,079   | 100.45% | \$ 221,102    | \$ 221,102    | Retirement incentive payments  |
| 1-8-7000364-0520                 | Psychological Support   | \$ 45,000     | \$ 46,318     | -\$ 1,318   | 102.93% | \$ 46,950     | \$ 46,950     |  |
| POLICE - EXECUTIVE SERVICES      |                         | \$ 1,785,000  | \$ 1,946,939  | -\$ 161,939 | 109.07% | \$ 1,747,824  | \$ 1,747,824  |  |
|                                  |                         |               |               |             |         |               |               |  |
| BELLEVILLE POLICE SERVICES BOARD |                         |               |               |             |         |               |               |  |
| 1-8-7000365-0010                 | Honorarium              | \$ 28,000     | \$ 34,578     | -\$ 6,578   | 123.49% | \$ 28,291     | \$ 28,291     | Budget overages to occur due to salary changes and staffing overlaps   |
| 1-8-7000365-0110                 | Travel & Memberships    | \$ 13,900     | \$ 8,327      | \$ 5,573    | 59.90%  | \$ 7,401      | \$ 7,401      |  |
| 1-8-7000365-0141                 | Interest on LTD         | \$ 831,000    | \$ 869,265    | -\$ 38,265  | 104.60% | \$ -          | \$ -          |  |
| 1-8-7000365-0142                 | Principal on LTD        | \$ 348,800    | \$ 345,899    | \$ 2,901    | 99.17%  | \$ -          | \$ -          |  |
| 1-8-7000365-0530                 | Legal Fees              | \$ 20,000     | \$ 117,621    | -\$ 97,621  | 588.10% | \$ 292,258    | \$ 292,258    | Bargaining expenses and general matters; Mediation of arbitration; Whyte Workplace Consulting; Hiring services; Investigation services   |
| 1-8-7000365-0980                 | Contribution to Reserve | \$ 620,500    | -\$ 39,968    | \$ 660,468  | -6.44%  | \$ 658,804    | \$ 658,804    | Budgeted vs actual variance total represents the total 2024 Operating deficit  |
| BELLEVILLE POLICE SERVICES BOARD |                         | \$ 1,862,200  | \$ 1,335,722  | \$ 526,478  | 71.73%  | \$ 986,754    | \$ 986,754    |  |
|                                  |                         |               |               |             |         |               |               |  |
| POLICE - IN TRUST                |                         |               |               |             |         |               |               |  |
| 1-8-7000367-0060                 | Office Supp/Tuck Shop   | \$ -          | \$ 4,837      | -\$ 4,837   | N/A     | \$ 3,186      | \$ 3,186      | Offset in Contribution from Trust revenue account  |
| 1-8-7000367-0190                 | Training/Conferences    | \$ -          | \$ -          | \$ -        | N/A     | \$ 22,915     | \$ 22,915     |  |
| 1-8-7000367-0720                 | Bank Charges            | \$ -          | \$ 106        | -\$ 106     | N/A     | \$ 108        | \$ 108        | Offset in Contribution from Trust revenue account  |
| 1-8-7000367-1302                 | Awards/Events           | \$ -          | \$ 11,571     | -\$ 11,571  | N/A     | \$ 3,780      | \$ 3,780      | Offset in Contribution from Trust revenue account  |
| POLICE - IN TRUST                |                         | \$ -          | \$ 16,514     | -\$ 16,514  | \$ -    | \$ 29,989     | \$ 29,989     |  |
|                                  |                         |               |               |             |         |               |               |  |
| TOTAL EXPENDITURES               |                         | \$ 28,623,000 | \$ 28,873,603 | -\$ 250,603 | 100.88% | \$ 25,788,622 | \$ 25,788,622 |  |
|                                  |                         |               |               |             |         |               |               |  |
| TOTAL OPERATIONS                 |                         | \$ 26,131,100 | \$ 26,131,100 | -\$ 0       | 100.00% | \$ 23,538,611 | \$ 23,538,611 |  |



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☒ PUBLIC REPORT

☐ IN CAMERA

**May 22<sup>nd</sup> , 2025**

To: Chair and Members  
Belleville Police Service Board

Prepared by: Deputy Chief Meeks

**Subject:** IMPACT/HEALTHIM Annual Report 2024

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are no financial implications arising from the recommendation contained in this report.

**Statutory Authority:**

Community Safety and Policing Act  
Adequate and Effective Policing requirement

**Strategic Plan Alignment:**

**Collaborative Community Safety -**

Strengthen partnerships with community agencies to assist people in crisis.

**Recommendation:**

This report recommends that the Board receive this report for information.



*Partners with the Community*

### **Information Factors:**

IMPACT which stands for Integrated Mobile Police and Co-Response Team includes addiction and mental health co-response with police and is embedded within all police service locations in Hastings and Prince Edward Counties. Dedicated follow-up support is also provided. IMPACT is fully integrated with our local CMHA and provides seamless connection to Quinte Healthcare crisis services and other critical community partners as required.

HPE IMPACT uses a multidisciplinary team approach including two distinct positions: IMPACT Co-Response Worker (ICW- embedded in police service locations) and IMPACT Transitional Worker (ITW- using a case management model & based out of AMHS HPE offices). The program is designed to build on the existing services and strengths of our community to address gaps in the service system through **improved collaboration** between the sectors; **enhanced transfers of care**, and **increased access to services** for those experiencing mental health, addictions and/or situational crises, thereby creating more **positive outcomes** for clients, as well as **appropriate utilization** of available resources.

Funded entirely by the Ministry of Health, IMPACT went live at Belleville Police Service on December 5, 2021, embedding 2 Co-Response Workers and 1 float position directly within the station. Two transitional case managers deliver dedicated follow-up service throughout the Belleville area.

Since launching, IMPACT has been instrumental in providing individuals immediate support in times of crisis. Results have shown this method of connection and engagement to be extremely effective.

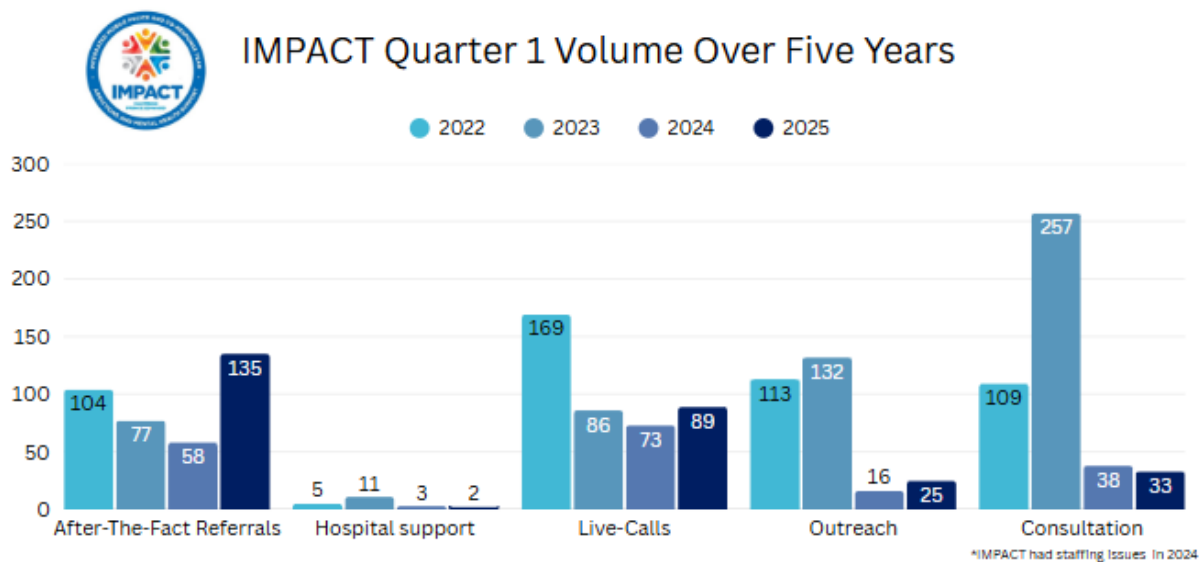
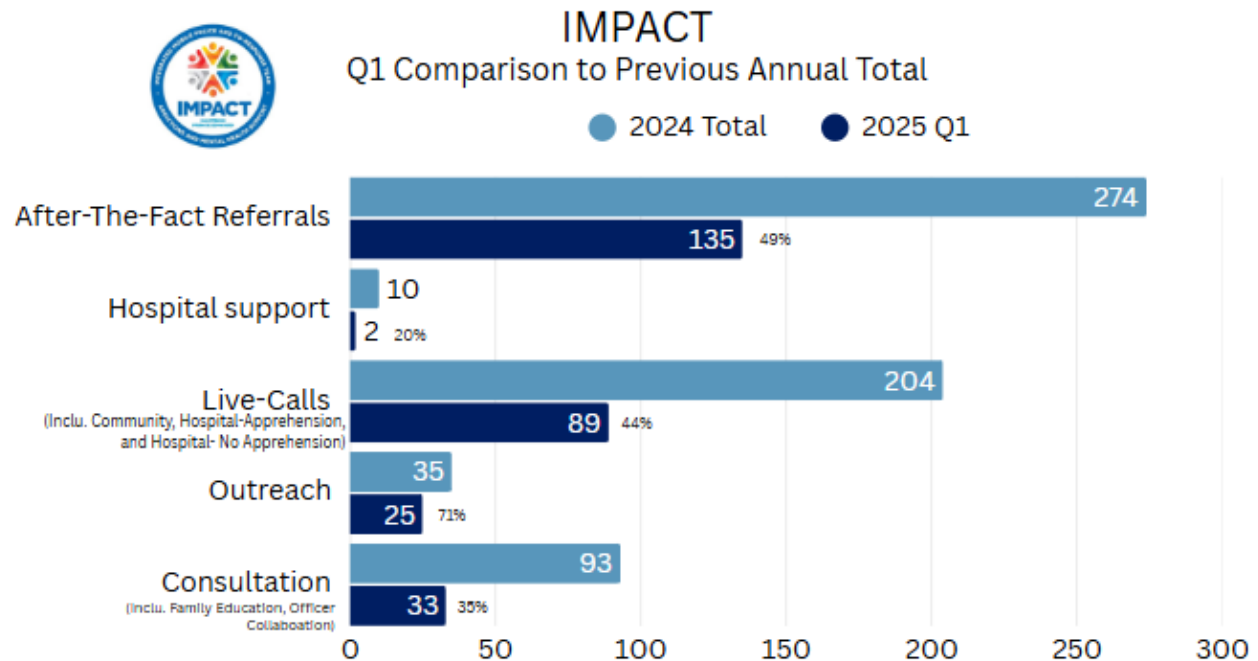
AMH presentations at local hospitals, voluntary or involuntary, are often met by staff shortages that result in increased delays in accessing intervention and care. IMPACT is able to attend and support on site with clients, facilitating improved connections with hospital staff. For officers, this can mean reduced time spent waiting in the emergency department and expedited transfer or care. They are able to return to the road sooner knowing that the individual is accompanied by the IMPACT worker and also that it's less likely there will be a repeat call for service if/when the individual is discharged without admission.





## Partners with the Community

Please see below annual statistics from our IMPACT program.





*Partners with the Community*

### **HealthIM Summary:**

In 2019, HealthIM was implemented in the Belleville Police Service incorporating the Brief Mental Health Screener into a digitized format to be shared with our healthcare partners.

The digital platform assists police in accessing individuals in crisis to determine next steps utilizing an evidence-based input. (BMHS). At the forefront were the goals of decreased apprehension rate, decreased wait times, improved communication and improved collaboration and referrals with healthcare partners.

In its inception over a 30-week period, hospital wait times decreased by 46% to an average of 1 hr 21 minutes, the proportion of calls where members apprehended the individual under Section 17 MHA decreased 50% and referrals to community agencies increased by 100%.

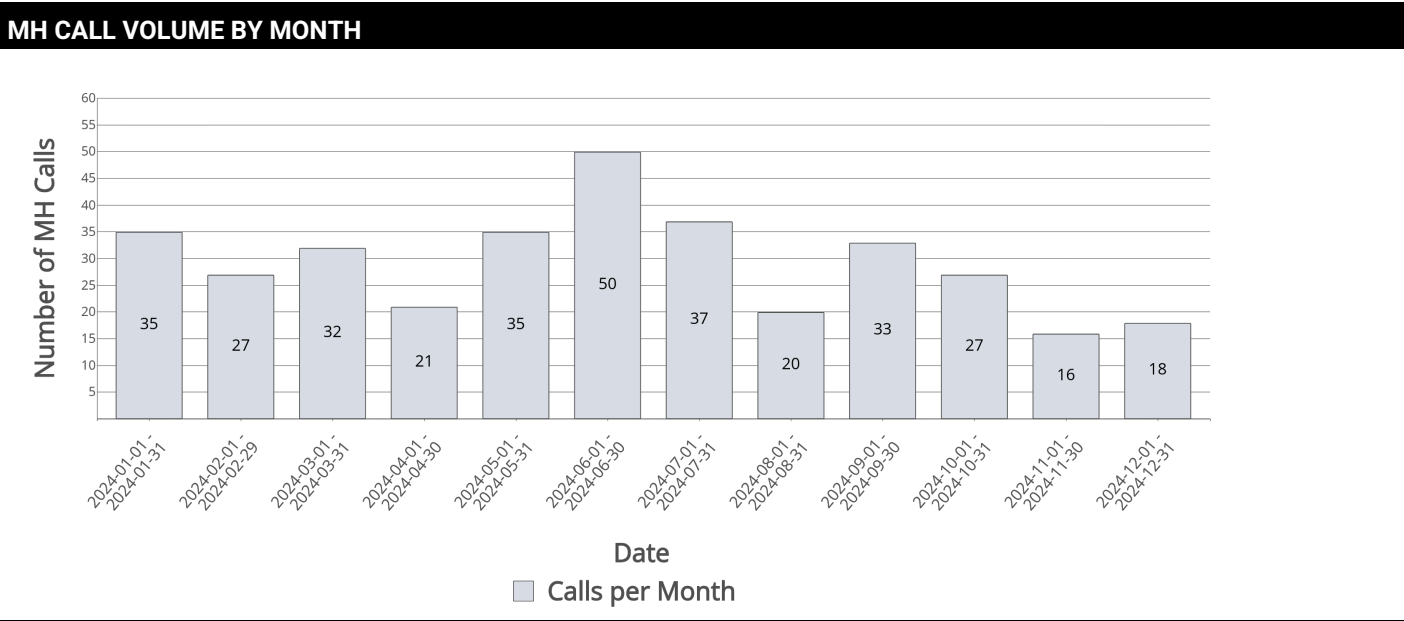
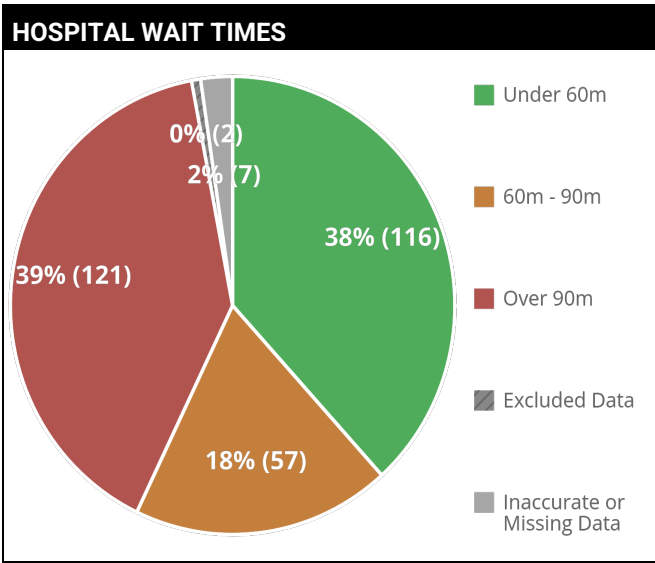
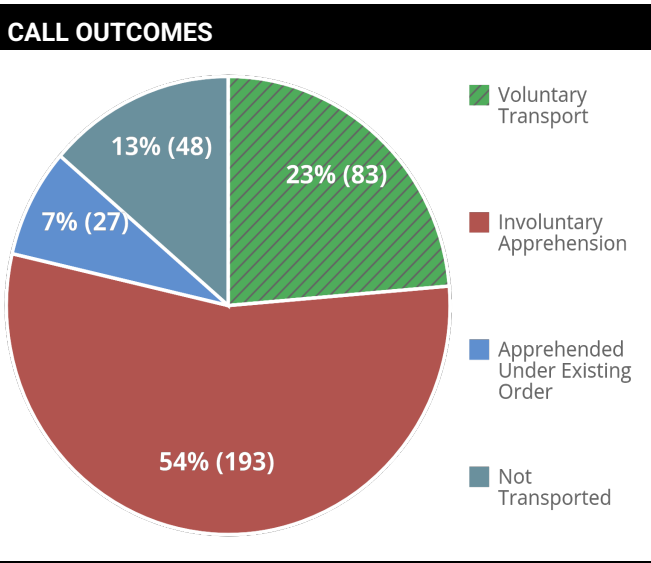
Please see attached charts for the HEALTHIM Annual summary in APPENDIX A.

Respectfully submitted,

Deputy Chief Sheri Meeks



| SUMMARY STATISTICS   |  |   |
|--|--|---|
| INDIVIDUALS<br><b>234</b>  | MH CALL VOLUME<br><b>351 Calls</b>   | WAIT TIME AVERAGE<br><b>1h 34m</b>  |
| Contact Frequency  | Highest Volume   | Longest Wait Times  |
| Chronic Presentations 15 individuals<br>Repeat Presentations 46 individuals<br>New Presentations 173 individuals | WED 2024-09-25 (9 Calls)<br>SUN 2024-04-07 (4 Calls)<br>TUE 2024-06-25 (4 Calls)<br>THU 2024-06-20 (4 Calls)<br>WED 2024-01-10 (4 Calls) | 8h 38m BE24002730<br>6h 23m BE23027242<br>5h 20m BE24000109<br>5h 14m BE24000592<br>5h 00m BE24026102 |





*Partners with the Community*

☒ PUBLIC REPORT

☐ IN CAMERA

May 22, 2025

To: Chair and Members  
Belleville Police Service Board

Prepared by: Deputy Chief Meeks  
Executive Services

**Subject: Victim Services Annual Report**

**Purpose:** ☒ Information Purposes Only ☐ Seeking Decision

**Financial Implication:**

There are no financial implications arising from the recommendation contained in this report.

**Statutory Authority:**

*Community Safety and Policing Act, 2019*  
Adequate and Effective Policing requirement

**Strategic Plan Alignment:**

**Organizational Effectiveness** – Support and Assist Victims of Crime specifically, Enhance the utilization of the Victim Support Specialist and other support agencies that assist victims of crime.

**Recommendation:**

This report recommends that the Board receive this report for information.



*Partners with the Community*

### **Information Factors:**

One of the core functions of police services outlined in Section 11(1) of the *Community Safety and Policing Act*, 2019 under Adequate and Effective policing is **assistance to victims of crime**.

Since 2022, and as a result of a government grant entitled “Victim Support Grant”, our service has benefited from an embedded victim services worker within our police service. This individual, who is employed by Hastings, Prince Edward and Lennox and Addington Victim Services and is supported by the grant, has been an incredible asset to our service and to victims in our community.

Over the past year alone, our victim services worker has attended scenes of intimate partner violence, sudden deaths, fires, etc. to provide immediate assistance to victims of crime. She has also been instrumental after the fact to provide support and refer victims to other community resources.

The victim support worker also frequently liaises and communicates with the IMPACT workers, whom they share an office with, to ensure that the appropriate services, referrals, and assistance is being provided to individuals in our community.

Please see below statistics in relation to 2024:

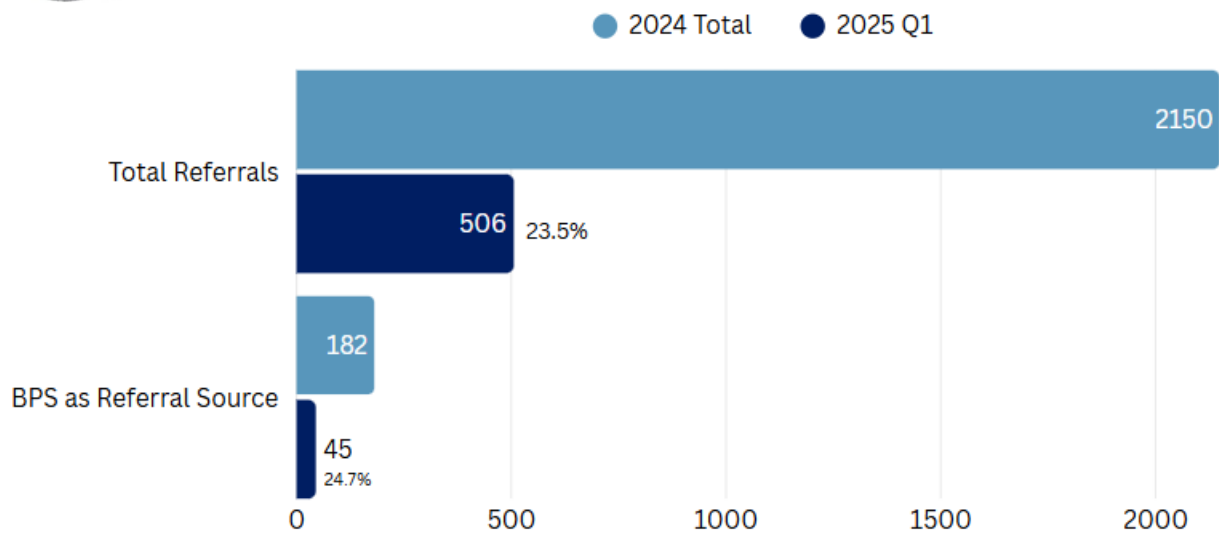


*Partners with the Community*

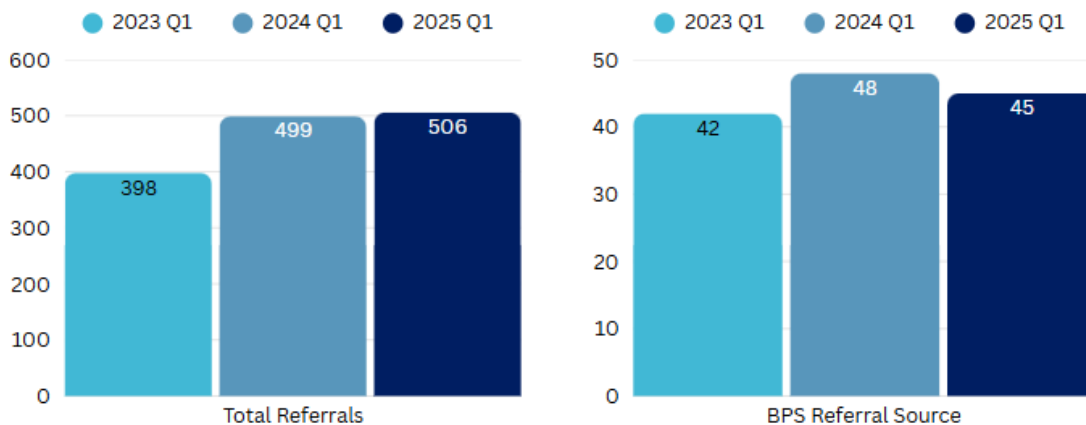
### Victim Services Hastings, Prince Edward, Lennox & Addington



#### Victim Services, Hastings, Prince Edward and Lennox & Addington Counties: **Q1 Comparison to Previous Annual Total**



#### Victim Services, Hastings, Prince Edward and Lennox & Addington Counties: **Annual Q1 Comparison**





*Partners with the Community*

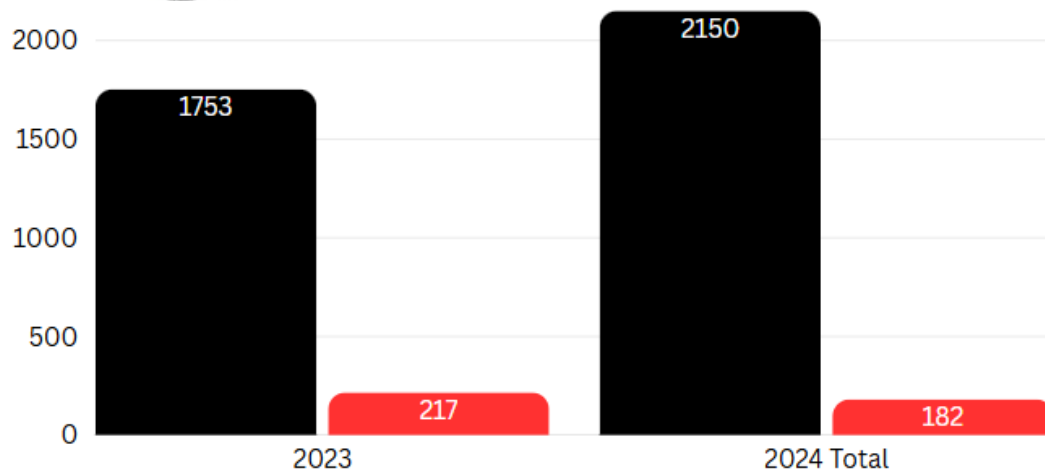
## Victim Services, Hastings, Prince Edward and Lennox & Addington

### Counties: **Previous Annual Total**



● Total Referrals

● BPS as Referral Source



Respectfully submitted,

*Sheri Meeks*

Deputy Chief Sheri Meeks

## ***BELLEVILLE POLICE SERVICE BOARD***

HEATHER SMITH  
CHAIR

COUNCILLOR BARB ENRIGHT MILLER  
VICE CHAIR



459 SIDNEY STREET  
BELLEVILLE, ON K8P 3Z9

[BPS.BOARD@BELLEVILLEPS.CA](mailto:BPS.BOARD@BELLEVILLEPS.CA)

May 15, 2025

To: Members of the Belleville Police Service Board

Prepared by: Chair Health Smith

Subject: Strategic Plan Update

Our public survey produced hundreds of responses to the questions inviting commentary. We are in the process of drilling down the comments to identify themes that will inform the objectives and priorities for our service

Overall, the public on-line survey, the Bridge Street Drop In Survey, Round Tables, Town Halls have a consistency which will point us in the direction we take for the Strategic Plan. The last piece of data we will review prior to working on the plans objectives and priorities is the Internal Survey.

When all of the data is combined, we will be able to address each of the below subjects to build a plan that is effective, efficient and economical and that answers the needs and wants of our community and identifies and balances the same for our serving women and men.

- Community Safety and Security
- Community Engagement and Trust
- Policing Practices
- Crime Prevention and Crime Response
- Transparency and Accountability
- Cultural Competence
- Service Accessibility
- Youth and how we engage youth, youth education
- Mental Health and Social Issues
- Police Resources

Responses from survey methods (a very brief summary would include):

- There is strong community support for increased connectivity with community partners
- Many populations and groups in the community have a high level of trust with our service
- Trust of police is an issue for some vulnerable communities, the deaf population, new Canadians, visible minorities
- Strong support for community education – elder abuse, internet scams, domestic violence, school and student safety (Children's Safety Village)



- Use of social media for our messaging
- Drugs, homelessness and people living with mental health issues and homeless are big issues for people and their perception of safety
- Those living in rural areas feel safer than those living in certain “metro” areas of Belleville; traffic safety concerns increase in rural areas
- Downtown Belleville merchants report positive feedback on Belleville Police Service Community Office located in downtown Belleville
- People dissatisfied with judicial system and bail
- Identification that educators and general public would like more BPS involvement in the schools at young ages
- Our responsibility to become educated regarding new community members from different cultures and to take opportunities to interact – Loyalist College as an example
- Support for multi-disciplinary teams to work with police on some calls (IMPACT as an example)
- More communication to the community about policing, community engagement on a more regular basis, seek feedback from the community on a more regular basis
- Support for community policing – not clearly outlined by participants – but more visibility on the streets and in neighbourhoods experiencing crime, theft, nuisance, trespassing etc.
- Regular check ins with stakeholders
- Self-reflection – take a look at our internal culture, training needs etc.
- Work toward reflecting the makeup of the community in the service complement
- Recognition that police resources are stretched

#### **Next steps:**

Review of public survey data  
 Environmental scan to be completed  
 Work on drilling down toward objectives

#### **Follow-up with the community:**

Tentatively we will invite those who participated in the Round Tables and media to join us, either at or following, the October Police Service Board Meeting to unveil the plan to the community. Alternatively, we may host a special meeting for those who participated.