

**Board of Police Commissioners Meeting
Approved Minutes
March 12, 2024 at 10:00 am**

1. Call to Order	Chair Stagg called the meeting to order at 10:00 am
2. Present	Roy Stagg (Chair) (left at 11:30 am), Police Chief Mark Kane, Deputy Mayor Sybil Skinner-Robertson (Virtual), Councillor Heather Sadkowski (Virtual), Michael Tompkins, Paul Kellogg, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning Director of Finance Melony Robinson (arrived at 10:46 am and left at 10:51 am / returned at 10:58 am and left at 11:10 am)
3. Regrets	None
4. Additions to Agenda	New Business: v. Public Meeting for Priorities / Review In-camera: Personnel matters
5. Approval of Agenda	MOTION #BoPC2025-03-12-01 It was regularly moved and seconded to approve the agenda with the above addition. Motion carried
Edits to the Minutes	None
6. Approval of Minutes	MOTION #BoPC2025-03-12-02 December 11, 2024 - Paul Kellogg asked for exact dates to be included - September 1 to November 30, 2024 for Department Reports. February 25, 2025 - Chair Stagg noted that it should be Bridgewater and not Bridgetown for New Business i. Annapolis Royal Police Department 2025-2026 Budget. It was regularly moved and seconded to approve the minutes of December 11, 2024 and February 25, 2025 with the above changes. Motion carried

7. **Presentations**

None

8. **Public Input**

None

9. **New Business**

- i. Appoint New Chair and Vice Chair
- ii. Committee followed the procedure of appointing Roy Stagg as the new Chair by acclamation. Michael Tompkins was elected as the Vice Chair by acclamation.
- iii. Quarterly Financials

Chief Kane advised that the report looks like they are over budget but advised that they are actually under due to receiving two grants (Crime Prevention Community Grant and Police Civil Forfeiture), which are not shown here. They added that police checks are lower than previous years and currently working with CSI Background Screening in Halifax to partner with them, currently reviewing the Memorandum of Understanding (MOU).

iv. Annapolis Royal Police Department Draft Budget

The 2025-2026 draft budget was reviewed by all, and there was discussion on the CPP part as Vice Chair Tompkins thought that this should be the same for option one and two. Director of Finance (DoF) Robinson joined the meeting and confirmed that this was correct and updated the document. It was agreed to recommend to Council option three with \$578,029.67 for Police Protection and \$16,354.60 for Law Enforcement.

MOTION #BoPC2025-03-12-03

It was regularly moved and seconded to recommend to Council the budget process for the Annapolis Royal Police Department 2025-2026 budget for Police Protection of \$578,029.67 (option 3) and Law Enforcement of \$16,354.60. **Motion carried 1 nay**

v. Parking Signs

CAO Millett-Campbell advised that the Town has received several complaints from one business owner. They have advised the Town that the four-hour parking sign outside their business is not being enforced. Officers need proof of a vehicle being parked over the four hours as there are issues in determining how long they have parked there. Police Chief Kane added that Council would need to be behind the Police Department issuing tickets, as previously they had been overturned by Council. Vice Chair Tompkins added that visitors do abide by the parking rule. Deputy Mayor Skinner-Robertson asked if the Town had the resources for this, and CAO Millett-Campbell responded that in the past Council members went to businesses every year asking them not to let their staff park on the main street. Paul Kellogg added that removing the signs was not a good idea and Councillor Sadkowski agreed. Police Chief Kane wanted to make it clear that there are other priorities that would take president over parking. It was agreed to add to the public meeting for discussion.

ACTION: Add parking to public meeting agenda

NAME: Recording Secretary Dunning

DUE: April 1, 2025

vi. Public Meeting for Priorities/ Review

Chair Stagg thought this was a good idea, and the next step would be to plan a date for this. CAO Millett-Campbell advised that Council are planning a Meet and Greet on April 14, 2025 from 4:15 pm to 6:15 pm, and there is the option to join this to share

priorities for the Town. Vice Chair Tompkins preference is to have a separate one as this has never been done before. Councillor Sadkowski added that they did like the idea of having a joint one, but not sure if this is right. Deputy Mayor Skinner-Robinson added that the Police Department deserves its own focus and should be separate. Police Chief Kane advised that there should be a short-term, midterm and long-term plans included). CAO Millett-Campbell recommended having the public meeting before the next BoPC meeting in June, and will share some dates that could work.

ACTION: Provide dates for public meeting

NAME: CAO Millett-Campbell

DUE: April 1, 2025

10. **Unfinished Business**

None

11. **Department Reports**

i. Chief's Report

Police Chief Kane reported that the Police Department has been very busy. The total year end Triton calls are currently at 9,400; front counter traffic is 390 and calls for service is 354. Volunteer hours are approximately 44 hours and 96 hours for the cadet program for this period. Traffic tickets are down, as dealing with bigger files, so have less time. Staff are working very hard, giving presentations to the community, etc. Applied for a grant from the Federal Government for \$2.3 million over a five-year period and should hear back April/May if successful. They are currently working on the skate park as funding has been received. Have received from the Provincial Government approval to send an officer for Child Exploitation through the Internet Child Exploitation (ICE) program and there are two courses available. Would need to pay for this from their budget and claim it back upon completion of the courses. These courses will be held in Halifax and the Town has an officer from there so the only additional costs would be their time.

12. **Correspondence**

None

13. **IN CAMERA:** Under Section Under Section 22(2) of the Municipal Government Act

MOTION #BoPC2025-03-12-04

It was regularly moved and seconded to move in camera at 11:38 am to approve the in-camera minutes of September 18, 2024. **Motion carried.**

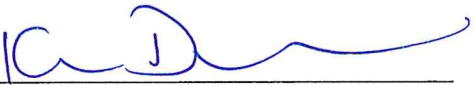
MOTION #BoPC2025-03-12-06

It was regularly moved and seconded to move out of camera at 11:47 am. **Motion carried**

14. Next Meeting
June 11, 2025 at 10:00 am
15. Adjournment
The meeting adjourned at 11:48 am



Roy Stagg, Chair



Kim Dunning, Recording Secretary