

Board of Police Commissioners Meeting
Approved Minutes
June 13, 2024 at 11:00 am

1. Call to Order	Chair Stagg called the meeting to order at 10:58 am
2. Present	Roy Stagg (Chair), Police Chief Mark Kane, Deputy Mayor Sybil Skinner-Robertson (Virtual), Councillor Heather Sadkowski (left at 12:00 pm), Michael Tompkins, Paul Kellogg, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. Regrets	None
4. Absents	None
5. Additions to Agenda	New Business iv. Nova Scotia Association of Police Governance (NSAPG) Report
6. Approval of Agenda	MOTION #BoPC2025-06-13-01 It was regularly moved and seconded to approve the agenda with the above addition. Motion carried
Edits to the Minutes	None
7. Approval of Minutes	MOTION #BoPC2025-06-13-02 It was regularly moved and seconded to approve the minutes of March 12, 2025 as presented. Motion carried

8. **Presentations**

None

9. **Public Input**

None

10. **New Business**

i. **Quarterly Financials**

Chief Kane advised that they are currently under budget. They added that the police department have received an increase in calls and house visits. The increases are mainly due to additional domestic situations, interactions involved with drugs or long-term issues with police. Ongoing discussions for the additional officer program are happening and have asked the Treasury Board if the amount can be increased and they responded no, this will be submitted again next year. Deputy Mayor Skinner-Robertson asked about the plans for Department of Emergency Management, and CAO Millett-Campbell responded that the Emergency Department have hired between 35-55 people in the new program, and only 21 for the Nova Scotia Guard are in the Annapolis County. They added that this is a volunteered setup and people who have a specialty in a specific area (e.g. are chain sawed qualified) can go through a process to be contacted if their specialty is needed. Chief Kane also added that there were concerns that there is the possibility of stretching the volunteers too

much. They added that the Town of Trenton is reverting to RCMP, but didn't have any additional information on this. It was also included that some municipalities receive bills from Ottawa for RCMP equipment and they don't have a say in it and just have to pay the bill. Chair Stagg asked for an update on Triton, and Chief Kane responded that they aren't continuously busy, and one reason could be due to the fact that Triton has taken on more police agencies.

ii. Police Board Community Engagement Sessions – Update

Deputy Mayor Sybil Skinner-Robertson advised that a total of five citizens attended the engagement session. They added there are some important information included in the update and asked what the next steps should be. It was also suggested to arrange a regular event for residents to attend going forward. Chief Kane advised that they are working on improvement ideas for community policing for the Town and added that Kentville had requested information on the cadet side of the police department and had sent them what they requested. Deputy Mayor Skinner-Robertson added that interpersonal contact helps to better understand what the expectations of society is. Mike Tompkins added that the Town of Digby doesn't have a big issue with the schools compared to the school in the Town and Chief Kane responded that this could be due to a change of direction on how the schools deal with issues and they are trying to change it for the better now. Paul Kellogg suggested at the engagement session including an Annapolis West Education Centre (AWEC) student with the Board of Police Commissioners (BOPC). Mike Tompkins responded that there is an office for the police department at the school and doesn't think there is a need for a student to join BoPC. CAO Millett-Campbell added that the Board doesn't deal with the operational side, and this should be dealt with by the police department instead. Mike Tompkins couldn't attend the engagement session and asked for clarification on parking at the bank area, and bicycle safety. Deputy Mayor Skinner-Robertson responded that people aren't respecting speed limits, and cyclists are not wearing helmets and riding sensibly. Mike Tompkins added that during the whole time they have been here there has always been issues with parking on the main street. Chief Kane advised that the strategic plan for the police needs to align with the town's strategic plans. Mike Tompkins added that if this is an enforceable issue, and if the Town isn't enforcing it what's the point. Chief Kane added that the first steps are for community mind shift through engagement, then through education, and then going down the route of enforcement. Deputy Mayor Skinner-Robertson concluded that further investigation is needed and then working on a police strategy for the police department. Chief Kane advised that they already have a strategic plan in place, and the BoPC is there to give direction to them. CAO Millett-Campbell asked how this should go out to the public and what are the next steps. Chair Stagg advised that this was discussed at Nova Scotia Association of Police Governance (NSAPG) meeting. Chief Kane suggested including with the next Council engagement session. Mike Tompkins asked why the next step isn't is to review the strategic plan and Chief Kane will update their plan and share out via email.

ACTION: Update the police department's strategic plan and share out via email

NAME: Chief Kane

DUE: July 2025

iii. Meeting Day/Time Discussion

Chair Stagg feels that three months is too long between meeting and would like them changed to every two months. CAO Millett-Campbell advised that if this is changed it would take two months to amend the by-law. Chief Kane added that every three months isn't a big ask, and there is always the opportunity to have an additional meeting if needed. CAO Milet-Campbell suggested having Chief Kane share an update between meetings or have a discussion to be arranged between Chief Kane and Chair Stagg. Councillor Sadkowski added that they personally use their vacation time for these meetings, and if additional ones were added a time change would be needed. Chief Kane suggested having an informal meeting between the Board between meetings without staff attending. It was agreed to leave the meetings for every quarter and have an additional Microsoft Teams meeting between each meeting, and August 6, 2025 at 12:00 pm was agreed.

ACTION: Set up a Microsoft Teams meeting

NAME: Recording Secretary Dunning

DUE: June 14, 2025

iv. Nova Scotia Association of Police Governance (NSAPG) Report

Chair Stagg advised that there are 31 police authorities in Nova Scotia but only 15 have joined NSAPG. One item is to currently try and standardize the boards across the municipalities. The timeline is two years and added that their name has been put forward as a Department of Justice representative. CAO Millett-Campbell added that this is mandated.

11. **Unfinished Business**

None

12. **Department Reports**

i. Chief's Report

Police Chief Kane reported that they have received funding from the province for one of their officers to get Immigration and Customs Enforcement (ICE) training. They are currently setting up to do annual training and working on establishing their own training location. They are also in discussions with Ottawa to see if they can use the military range located here. Updating tracking for training and equipment online will help with budgeting in the future years. The officers can now access their schedule and timesheet online. Currently working with Cape Breton Collision Centre to create online reports and the option to include diagrams at the scene rather than when they

return to the office. Try to be forward thinking and forward planning. Also, in progress is for completing reports and issuing tickets from the police vehicle.

This helps in not detaining people for longer than necessary – safety. Ongoing meetings with Pride and Natal Day organizers. An impression wall has been completed and there are talks with the schools regarding this. A metal sign to be placed there and will be two-sided. Solar lights have also been installed for a safety aspect. June 26, 2025 will be the last cadet meeting and Chief Kane would like to invite Council to pop in and meet the cadet's before they go. Council does have another meeting and will visit if their meeting finishes earlier. June 14, 2025 police officers will be present at the Farmer's Market for 'First Responders' Day'.

13. **Correspondence**

- i. Attorney General and Minister of Justice - Adapting the Additional Officer Program For information only.

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

MOTION #BoPC2025-06-13-03

It was regularly moved and seconded to move in camera at 12:22 pm to approve the in-camera minutes of March 12, 2025 and discuss personnel matters. **Motion carried.**

MOTION #BoPC2025-06-13-05

It was regularly moved and seconded to move out of camera at 12:36 pm. **Motion carried**

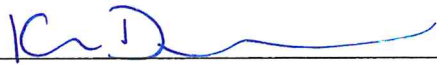
15. **Next Meeting**

August 6, 2025 (Microsoft Teams Meeting) at 12:00 pm
September 10, 2025 at 10:00 am

16. **Adjournment**

The meeting adjourned at 12:38 pm


Roy Stagg, Chair


Kim Dunning, Recording Secretary