

Board of Police Commissioners Meeting
Approved Minutes
December 10, 2025 @ 10:00 am

1. Call to Order	Department of Justice Representative/Chair Stagg called the meeting to order at 10:00 am
2. Present	Department of Justice Representative/Chair Roy Stagg, Police Chief Mark Kane, Deputy Mayor Sybil Skinner-Robertson, Councillor Heather Sadkowski, Paul Kellogg, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning Presenters: Becky Benoit, Vice Principal – AWEK (left at 10:27 am) Chris MacNeil – Department of Justice (left at 11:08 am)
3. Regrets	Vice Chair Michael Tompkins
4. Absents	None
5. Additions to Agenda	None
6. Approval of Agenda	MOTION #BoPC2025-12-10-01 It was regularly moved and seconded to approve the agenda as presented. Motion carried.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #BoPC2025-12-10-02 It was regularly moved and seconded to approve the September 10, 2025 minutes as presented by unanimous consent. Motion carried. MOTION #BoPC2025-12-10-03

	It was regularly moved and seconded to approve the October 9, 2025 Emergency minutes as presented by unanimous consent Motion carried.
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9. Presentation

- i. Annapolis West Education Centre (AWEC) – Becky Benoit, Vice Principal
Becky Benoit gave an overview of the involvement of the Annapolis Royal Police Service with AWEC. They advised that this has really benefited the students and their families. They want to continue to build this relationship and have a dedicated person to come regularly.

Paul Kellogg asked if there were initial concerns for the students thinking the police were reporting on them. Becky Benoit responded that initially there were concerns/distrust, but the students then realized that the police were there to help/support, and the strongest connection is with the high school students. Chief Kane added that community grants and programs are used to support students, and the police officers are very community focus. Their first priority is for call to service and unfortunately this year they have been very busy/challenging. Deputy Mayor Skinner-Robertson added that they had two students from AWEC attending the Twinning event in Royan, France and it was a success. Beck Benoit added that the students are missing the connection with the police officers and asked what the approximate cost would be for a designated officer and will investigate any grants available.

Chief Mark Kane left the meeting at 10:29 am and returned at 10:31 am.

10. Public Input

None

11. New Business

i. Police Audit

Chris MacNeil from the Department of Justice gave a public presentation on the Department of Justice Audit Reports – Accountability Tools for Governance Bodies:

- Legal Authorities and Roles
- Public Safety Audit Function (PSAF) Audits
- The Present Moment

Paul Kellogg asked if the process the same for the Town of Annapolis Royal Police Service and the RCMP. Chris MacNeil responded that they all have the same process. Chief Kane added that this is about risk base assessment, and there will be a lot of work upfront.

ACTION: Share presentation with BoPC

NAME: Chris MacNeil

DUE: December 15, 2025

MOTION #BoPC2025-12-10-05

It was regularly moved and seconded to move in camera at 10:54 am to discuss public safety. **Motion carried.**

MOTION #BoPC2025-12-10-06

It was regularly moved and seconded to move out of camera at 11:08 am.

Motion carried

ii. Quarterly Financials

Everyone had reviewed the quarterly financials. Chief Kane added that they are currently under budget. They added that when they first started with Annapolis Royal, they had to purchase body armour, and the plan is to purchase them next budget, and after discussions with CAO Millett-Campbell it was

agreed that if there is some money left in their budget to purchase them before the next budget. There is a three-month timeline of ordering and delivery. Chief Kane advised that staffing and Trident is down. During the meeting they worked out how much it would cost for a police officer to be at AWEC (40 weeks @ 20 hours) would approximately be \$37,000 plus merces. Concerns were mentioned that the Annapolis Royal Police Service are being called in when it is an RCMP issue. Chief Kane responded that the initial meeting would be dealt with by them and then the file is handed over to RCMP. CAO Millett-Campbell asked if there is an option to invoice when this isn't a Town police issue. Chief Kane added that the long-term goal is to respect the service agreement, and for AWEC to go through dispatch first. Deputy Mayor Skinner-Robertson added that \$37,000 is a lot but this is something that is needed.

iii. Single Records Management System

Chief Kane advised that the province is looking at having a singular records management system, and the question has been raised who is going to fund this. The Town's police service is currently paying \$6,000 to the RCMP. CAO Millett-Campbell asked if this is one of the suggestions in the recommendations to the Province, and Chief Kane responded yes.

iv. Annapolis Royal Police Services

CAO Millett-Campbell advised that Council has already agreed to the name change, and after discussions with the Town's solicitor the BoPC need to ask for the change and then the by-law will need to be updated.

MOTION #BoPC2025-12-10-07

It was regularly moved and seconded that the Board of Police Commissioners agree to proceed with changing the name of the Annapolis Royal Police Department to Annapolis Royal Police Services. **Motion carried.**

12. Unfinished Business

None

13. Department Reports

i. Chief Reports

Chief Kane advised that they have been very busy.

- Training
- Just secured the contract with Ottawa to use the ranges
- Undisclosed facility has been offered for the Annapolis Royal Police Services to use, and just need to pay utilities

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

MOTION #BoPC2025-12-10-08

It was regularly moved and seconded to move in camera at 11:35 am to approve the in-camera minutes of September 10, 2025 and October 9, 2025 and to discuss personnel matters. **Motion carried.**

MOTION #BoPC2025-12-10-11

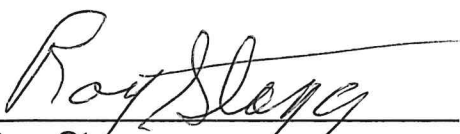
It was regularly moved and seconded to move out of camera at 12:20 pm. **Motion carried**

15. Next Meeting

March 11, 2025 at 10:00 am

16. Adjournment

The meeting adjourned at 12:21 pm



Roy Stagg
Chair



Kim Dunning
Recording Secretary

