

**Board of Police Commissioners
Approved Minutes
April 14, 2021 at 10:00 a.m.**

1. Call to Order	Chair Droy called the meeting to order at 10:00 a.m.
2. Present	Don Droy (Chair), Deputy Mayor Power (Vice-Chair), Mayor Amery Boyer, Mike Bernard, Police Chief Mark Kane, Chief Administrative Officer Sandi Millet-Campbell, Recording Secretary Taylor Robinson. All members joined via Zoom.
3. Absent	None
4. Additions to the Agenda	None
5. Approval of the Agenda	MOTION #BoPC2021-04-14-01 It was moved by Mike Bernard, seconded by Deputy Mayor Power to approve the April 14, 2021 agenda as presented. Motion carried.
Edits to the Minutes	None
6. Approval of the Minutes	MOTION #BoPC2021-04-14-02 It was moved by Deputy Mayor Power, seconded by Mike Bernard to approve the March 10, 2021 minutes as presented. Motion carried.

7. PRESENTATIONS: None

8. PUBLIC INPUT: None

9. NEW BUSINESS:

i. Equipment & Clothing Service Life

The Board reviewed the Equipment and Service Life document. Chief Kane explained that the document reflects the true cost of replacing equipment and clothing for a department with three full-time and one part-time officers over ten years. The information is based on best practice with expectancy of replacing items due to safety. Chief Kane noted that the information was the best estimate for annual costing and can be implemented in the Town's strategic plan. The Board liked the document and agreed to refer it to Council for information purposes.

ii. Updated Budget

Chief Kane went over the line items that changed in the updated budget. Overtime, police clothing, and radio fees were items that were noted. Chief Kane asked the Board to increase the police clothing line by \$500, which the Board agreed. The Board did not have any concerns with the amendments and agreed to resubmit it to Council for approval.

MOTION #BoPC2021-04-14-03

It was moved by Mayor Boyer, seconded by Mike Bernard to recommend to Council to approve the updated 2021-22 Police Services budget with an increase in Police Clothing line 01-22190B by \$500. **Motion carried.**

10. BUSINESS ARISING

i. Update from Council

Mayor Boyer reported that Council is currently working three major matters – the strategic plan, climate change, and the NSPI retirement of the Tidal Power Plant. It was noted that Council has a

lot on their plates and are very busy. Deputy Mayor Power mentioned that Council accepted the updated police services budget, agreed to mark the second police vehicle, and received the correspondence regarding potential legislation at March's Council meeting. It was also included that the Easter Eggstravaganza event went very well on Easter weekend and the Visitor Information Centre will be at the Comfort Station this year.

ii. Triton – Update

Chief Kane reported that the Service Agreement has been signed so currently Triton is just working on the next steps behind the scenes. The department is just awaiting the link and will set up on the Town's website accordingly. The Town's IT Specialist will be coming into the office to ensure the computer is set up to run the program. Chief Kane explained how the \$8.95 service charge works and asked the Board to increase the Town's fee for criminal record checks to reflect the extra charge. The Board discussed and agreed to raise the criminal record check fee to \$38.95.

MOTION #BoPC2021-04-14-04

It was moved by Deputy Mayor Power, seconded by Mayor Boyer to recommend to Council to increase the criminal record check fee to \$38.95 once the Triton system is implemented to include the additional service fee. **Motion carried.**

MOTION #BoPC2021-04-14-05

It was moved by Deputy Mayor Power, seconded by Mike Bernard to recommend to Council for the \$30 administrative fee be waived for criminal record checks completed for volunteers. **Motion carried.**

iii. Relocation of the Police Department

Chief Kane explained the two different proposed options for the relocation of the police department; option A is to stay in the basement of the building and renovate, and option B is to move into the old library. Chief Kane recommended to go with option B as it is cheaper to move the police department into the old library as it would be faster to complete and lower labour costs. The Board discussed the alternatives and agreed to recommend option B to Council.

MOTION #BoPC2021-04-14-06

It was moved by Mike Bernard, seconded by Deputy Mayor Power to recommend to Council to go with option B and move the police department to the old library. **Motion carried.**

11. DEPARTMENT REPORTS:

i. Chief's Reports

Chief Kane highlighted all the meetings, and training that the Police Department participated in within the month of March. It was noted that Constable Schefter will be absent from work for the next 4-5 weeks due to a family matter. Mayor Boyer asked Chief Kane to provide a report with details on where all the service calls are coming from. Chief Kane agreed to provide a document on his report within the next few months. Deputy Mayor Power noted that there have been cyclists that have not been following road rules in Town and asked for the department to keep an eye out for these individuals.

Action: Create location of calls report
Responsibility: Chief Kane
Date: TBD

- ii. Departmental Financials
The Board reviewed the financials for the previous month.

12. CORRESPONDENCE: None

ADHOC DISCUSSION: Chair Droy shared that himself and Deputy Mayor Power attended a virtual meeting with the Nova Scotia Association of Police Governance which he stated was very informative. Chair Droy and Deputy Mayor Power learned that there has been no Department of Justice reps appointed anywhere in the province; not just the Town of Annapolis Royal.

MOTION #BoPC2021-04-14-07

It was moved by Deputy Mayor Power, seconded by Mike Bernard to move in-camera at 11:29 a.m. to discuss two personnel matters. **Motion carried.**

13. IN CAMERA:

Under Section Under Section 22(2) of the *Municipal Government Act*:

Approval of Minutes:

- i. Board of Police Commissioners, In-Camera – March 10, 2021

Business Items:

- i. Personnel
- ii. Personnel

MOTION #BoPC2021-04-14-09

It was moved by Deputy Mayor Power, seconded by Mayor Boyer to move out of in-camera at 11:49 a.m. **Motion carried.**

MOTION #BoPC2021-04-14-10

It was moved by Mike Bernard, seconded by Chair Droy to recommend to Council to waive the requirement of the specified living distance to Town in Chief Kane's employment contract.
Motion carried.

14. NEXT MEETING: May 12, 2021 at 10:00 a.m.

15. ADJOURNMENT: Deputy Mayor Power moved adjournment at 11:50 a.m.

Chair Droy

Recording Secretary Taylor Robinson