

**TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS MEETING  
Agenda  
February 8, 2023  
at 10:00 a.m.**

**1. CALL TO ORDER**

**2. PRESENT**

**3. REGRETS**

**4. ADDITIONS TO AGENDA**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF MINUTES:**

- i. Board of Police Commissioners – January 11, 2023 (TAB 1)

**7. PRESENTATIONS:**

**8. PUBLIC INPUT**

**9. NEW BUSINESS:**

**10. BUSINESS ARISING:**

- i. Quarterly Report (TAB 2)
- ii. Update from Council

**11. DEPARTMENT REPORTS:**

- i. Chief's Reports (TAB 3 to follow)

**12. CORRESPONDENCE:**

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

- i. In camera minutes of January 11, 2023 (TAB A)

**14. NEXT MEETING:** March 08, 2023 @ 10:00 am.

**15. ADJOURNMENT**

**TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS MEETING  
UNAPPROVED MINUTES  
January 11, 2023  
at 10:00 a.m.**

*Chief Mark Kane swears\* in new members Councillor Hafting, Councillor Tompkins, and citizen member Roy Stagg for a one-year term ending December 2023.*

*\*swear an oath – no agendas, documents, etc. to be released to new members until they are sworn in. Chief Kane explained the purpose of the oath of office and presented new members with the oath and document. Councillor Sanford read the oath, swore to uphold it, and signed the oath document. Councillor Tompkins read the oath, swore to uphold it, and signed the oath document. Roy Stagg read the oath, swore to uphold it, and signed the oath document.*

<b>1. Call to Order</b>	Chair Droy called the meeting to order at 10:02 am
<b>2. Present</b>	Don Droy (Chair), Mike Bernard (Vice-Chair), Roy Stagg, Councillor Sanford, Councillor Tompkins, CAO Millett-Campbell, Police Chief Mark Kane, and Recording Secretary Krista Gear.
<b>3. Regrets</b>	
<b>4. Additions to the Agenda</b>	New business: 9.i. Ticketing 9.ii. Records Management
<b>5. Approval of the Agenda</b>	<b>MOTION #BoPC2023-01-11-01</b> It was regularly moved and seconded to approve the agenda with additions. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	
<b>6. Approval of the Minutes</b>	<b>MOTION #BoPC2023-01-11-02</b> It was regularly moved and seconded to approve the minutes of October 18, 2022. <b>Motion carried.</b>

**7. PRESENTATIONS:** None

**8. PUBLIC INPUT:** None

**9. NEW BUSINESS:**

i. Ticketing

Chief Kane noted that officers currently write tickets by hand which take approximately 10 minutes followed by approximately 45 minutes of computer input back in office and then the ticket must be delivered to Digby. He further noted that the Province is moving to an electronic ticketing processes (can reduce time to 3 minutes or less and can issue multiple infractions and warnings) that will automatically be entered into system, negating office and travel time to Digby. There is a printer in the car to provide ticket to the person.

He noted that he spoke to IT for a price quote and will provide it at the next meeting, noting that there is a one time set up (quoted at \$2700), but wants to do a cost breakdown of cost savings. Printer and hardware are already in the one vehicle. Annual IT costs will be

\$264/year. The set-up cost will cover the second vehicle should it be installed later. Also eliminates errors, ability to swipe driver's license.

ii. Records management

Chief Kane noted that the Province is doing a policing standards review that will become part of the Police Act. What this will require is an electronic records management system. Chief Kane investigating options and costs for this requirement and for streamlining other non-required, but relevant to the department records, such as renewals of training certifications, efficiencies, etc. It is estimated as a \$1500 set up, and \$1000/year afterwards.

**10. BUSINESS ARISING:**

i. Election of Chair and Vice Chair for 2023

CAO Millett-Campbell shared that every January Chairs and Vice Chairs are elected, and that Council indicated that it prefers that Councillors are not Chair or Vice Chair.

Call for nominations for chair made three times. Don Droy was nominated and noted that he is willing to stay in role for six months. Don Droy acclaimed as Chair.

Call for nominations for Vice Chair made three times. Mike Bernard was nominated and noted that he is willing to remain as Vice Chair. Mike Bernard acclaimed as Vice Chair.

ii. Update from Council

CAO Millett Campbell noted that in December Council appointed new committee members and that Staff are starting to work on 2023-2024 budget.

iii. Response from DOJ

CAO Millett-Campbell noted that in November the Town did receive a letter from the DOJ in response to the letter the Town sent regarding proposed policing changes. The response states that changes are not happening yet. Chief Kane further noted that the results of Mass Casualty report in March/April will likely also have an impact on policing services/changes.

**11. DEPARTMENT REPORTS:**

i. Chief's Reports

Chief Kane gave an overview of his written report and answered questions. Chief Kane outlined the format of his report for new members and covered a variety of budget line items, and that the department is also accountable to the Police Act, and the department is audited regularly.

**12. CORRESPONDENCE:** None

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

**MOTION#BoPC2023-01-11-03**

It was regularly moved and seconded to move in camera at 10:53 am to approve the in-camera minutes of October 2022. **Motion carried.**

**MOTION#BoPC2023-01-11-04**

It was regularly moved and seconded to move out of camera at 10:58 am. **Motion carried.**

**15. ADJOURNMENT**

It was regularly moved to adjourn at 10:58 am

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Don Droy, Chair

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Krista Gear, Recording Secretary

Town of Annapolis Royal

Fiscal Year Period April 01,2022 To December 31,2022

FUND01 - Town - Operating

	AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
<b>INCM</b>	<b>REVENUE</b>						
<b>I001</b>	<b>FUND 1 - INCOME</b>						
I 01-13352Z	CR. Checks/Parking infractions - ARPD	\$ 1,011.58	\$ 13,802.85	\$ 45,000.00	30.67	\$ 29,195.23	\$ 60,000.00
I 01-15200Z	Fines	\$ 1,032.50	\$ 7,427.12	\$ 7,499.97	99.03	\$ 8,110.50	\$ 10,000.00
I 01-13350Z	Department of Justice	\$ 0.00	\$ 75,000.00	\$ 75,000.00	100.00	\$ 75,000.00	\$ 100,000.00
<b>EXPN</b>	<b>EXPENSES</b>						
<b>X001</b>	<b>FUND 1 - EXPENDITURES</b>						
<b>X030</b>	<b>PROTECTIVE SERVICES</b>						
<b>X035</b>	<b>POLICE PROTECTION</b>						
E 01-22120B	Police - Salaries Overtime	\$ 225.20	\$ 2,289.68	\$ 2,850.03	80.34	\$ 843.44	\$ 3,800.00
E 01-22120C	Police Stand-By Pay	\$ 7,066.39	\$ 15,864.75	\$ 16,600.00	95.57	\$ 13,910.60	\$ 22,000.00
E 01-22120D	Police Stats Pay	\$ 456.62	\$ 5,336.30	\$ 8,100.00	65.88	\$ 3,925.76	\$ 9,332.96
E 01-22120Z	Police - Salaries	\$ 31,361.94	\$ 206,128.77	\$ 217,323.79	94.85	\$ 200,989.19	\$ 282,577.00
E 01-22121Z	Police Christmas Bonuses	\$ 0.00	\$ 280.00	\$ 375.00	74.67	\$ 275.00	\$ 375.00
E 01-22122Z	Police - EI	\$ 412.72	\$ 3,997.25	\$ 4,191.60	95.36	\$ 3,586.12	\$ 5,449.08
E 01-22123Z	Police - CPP	\$ 1,055.56	\$ 10,810.89	\$ 10,948.45	98.74	\$ 9,581.03	\$ 14,233.00
E 01-22124Z	Police EAP	\$ 0.00	\$ 124.95	\$ 118.26	105.66	\$ 118.26	\$ 118.26
E 01-22125Z	Police Pension	\$ 954.93	\$ 6,652.02	\$ 9,369.20	71.00	\$ 6,194.82	\$ 12,180.00
E 01-22128Z	Police A P A Union	(\$ 86.14)	(\$ 77.99)	\$ 0.00	0.00	(\$ 50.40)	\$ 0.00
E 01-22129Z	Police Medical	\$ 142.62	\$ 2,799.09	\$ 4,279.00	65.41	\$ 3,917.50	\$ 5,562.70
E 01-22130Z	Police Workers Compensation	\$ 783.86	\$ 6,741.09	\$ 6,470.91	104.18	\$ 5,147.48	\$ 8,627.93
E 01-22131Z	Police Group Insurance	\$ 241.68	\$ 2,877.82	\$ 4,056.03	70.95	\$ 3,779.33	\$ 5,408.00
E 01-22134Z	Auxiliary Police Officers	\$ 0.00	\$ 440.71	\$ 500.00	88.14	\$ 1,014.38	\$ 500.00
E 01-22170B	Police Vehicle Maintenance	\$ 0.00	\$ 2,391.30	\$ 2,416.74	98.95	\$ 4,587.15	\$ 4,000.00
E 01-22170C	Police Vehicle Fuel	\$ 2,414.92	\$ 6,859.82	\$ 7,500.00	91.46	\$ 6,069.84	\$ 10,000.00
E 01-22170Z	Police Vehicle/Office Insuranc	\$ 0.00	\$ 4,427.50	\$ 4,942.28	89.58	\$ 4,444.50	\$ 4,942.28
E 01-22171Z	Police Equipment Maintenance	\$ 87.60	\$ 4,326.02	\$ 2,250.00	192.27	\$ 2,820.71	\$ 3,000.00
E 01-22180Z	Police Office NSP	\$ 0.00	\$ 873.48	\$ 600.03	145.57	\$ 455.83	\$ 800.00
E 01-22181Z	Police Heating Costs	\$ 498.17	\$ 1,213.61	\$ 1,087.00	111.65	\$ 759.95	\$ 2,000.00
E 01-22182Z	Police - Water Utility Costs	\$ 53.93	\$ 143.44	\$ 0.00	0.00	\$ 0.00	\$ 0.00
E 01-22190A	Police Investigations	\$ 72.21	\$ 105.58	\$ 225.00	46.92	\$ 0.00	\$ 300.00
E 01-22190B	Police Clothing	\$ 0.00	\$ 2,422.34	\$ 1,874.97	129.19	\$ 3,480.82	\$ 2,500.00
E 01-22190C	Police Supplies	\$ 268.16	\$ 3,233.66	\$ 3,350.00	96.53	\$ 1,759.90	\$ 4,280.00
E 01-22190D	Police Travel And Conference	\$ 0.00	\$ 457.99	\$ 2,000.00	22.90	\$ 949.17	\$ 2,000.00
E 01-22190E	Police Equipment Expense	\$ 0.00	\$ 1,958.09	\$ 1,500.03	130.54	\$ 3,430.56	\$ 2,000.00
E 01-22190F	Police Books And Fees	\$ 0.00	\$ 236.33	\$ 90.00	262.59	\$ 112.36	\$ 120.00
E 01-22190G	Police Training And Courses	\$ 0.00	\$ 3,618.59	\$ 4,500.00	80.41	\$ 2,144.95	\$ 8,000.00
E 01-22190H	Police Prosecution Fees	\$ 0.00	\$ 2,896.69	\$ 2,500.00	115.87	\$ 2,675.00	\$ 4,000.00
E 01-22190I	DNA Analysis	\$ 0.00	\$ 622.64	\$ 300.00	207.55	\$ 622.70	\$ 550.00
E 01-22190K	Lock-up RCMP	\$ 0.00	\$ 0.00	\$ 0.00	0.00	\$ 0.00	\$ 600.00
E 01-22190M	RCMP PROS Computer System	\$ 0.00	\$ 2,140.24	\$ 2,140.24	100.00	\$ 4,206.36	\$ 5,200.00

	<b>AcctName</b>	<b>Current Month</b>	<b>Fiscal YTD</b>	<b>YTD Budget</b>	<b>% Used</b>	<b>Prior YR YTD</b>	<b>Annual Budget</b>
E 01-22190N	North Mountain/Bell Radio Fee	\$ 281.57	\$ 2,534.13	\$ 2,700.00	93.86	\$ 2,695.77	\$ 3,600.00
E 01-22190P	Police Cleaning	\$ 423.66	\$ 3,969.37	\$ 4,128.03	96.16	\$ 1,654.71	\$ 5,504.00
E 01-22190Q	Police IT Services	\$ 208.57	\$ 1,725.92	\$ 1,877.13	91.94	\$ 1,668.56	\$ 2,502.84
E 01-22190Z	Comm. Board Expenses	\$ 0.00	\$ 367.63	\$ 650.00	56.56	\$ 83.38	\$ 650.00
	<b>Totals For: X035</b>	<b>46,924.17</b>	<b>310,789.70</b>	<b>331,813.72</b>	<b>93.66</b>	<b>297,854.73</b>	<b>436,713.05</b>
	<b>X040</b>						
	<b>LAW ENFORCEMENT</b>						
E 01-22200B	Police Telephone Expense	\$ 136.62	\$ 1,203.45	\$ 900.00	133.72	\$ 907.26	\$ 1,200.00
E 01-22200D	Police Radio Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00	\$ 17.50	\$ 335.00
E 01-22200F	Police Office - Cell Phone	\$ 138.14	\$ 1,396.80	\$ 1,500.03	93.12	\$ 1,488.71	\$ 2,000.00
E 01-22200Z	Police Answering Service Exp.	\$ 0.00	\$ 3,245.00	\$ 3,125.00	103.84	\$ 3,120.00	\$ 6,250.00
	<b>Totals For: X040</b>	<b>274.76</b>	<b>5,845.25</b>	<b>5,525.03</b>	<b>105.80</b>	<b>5,533.47</b>	<b>9,785.00</b>