

**TOWN OF ANNAPOLIS ROYAL**  
**BOARD OF POLICE COMMISSIONERS MEETING**  
**APPROVED 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