TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
Agenda
June 14, 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 – May 10, 2023 (TAB 1)

7. PRESENTATIONS:

8. PUBLIC INPUT

9. NEW BUSINESS:

i. Policing Survey (TAB 2)

10. BUSINESS ARISING:

i. Reserve Funds
ii. Update from Council

11. DEPARTMENT REPORTS:

i. Chief's Reports

12. CORRESPONDENCE:

i. Minister of Justice Letter (TAB 3)

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

14. NEXT MEETING: June 12, 2023 @ 10:00 am.

15. ADJOURNMENT

TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
UNAPPROVED MINUTES
May 10, 2023, 10:00 am

1. Call to Order	Chair Droy called the meeting to order at 10:00 am
2. Present	Don Droy (Chair), Mike Bernard (Vice-Chair), Roy Stagg, Councillor Sanford, CAO Millett-Campbell, Police Chief Mark Kane, and Recording Secretary Krista Grear.
3. Regrets	Councillor Tompkins
4. Additions to the Agenda	New business: Update – Nova Scotia Association of Police Governance (NSAPG) conference
5. Approval of the Agenda	**MOTION #BoPC2023-05-10-01** It was regularly moved and seconded to approve the agenda with addition. **Motion carried.**
Edits to the Minutes	
6. Approval of the Minutes	**MOTION #BoPC2023-05-10-02** It was regularly moved and seconded to approve the minutes of March 8, 2023. **Motion carried.**

7. PRESENTATIONS

None

8. PUBLIC INPUT

None

9. NEW BUSINESS:

i. NSAPG conference updates

Chair Droy attended the conference in Digby. Guest speaker was a no show. In her stead Charcy Marchand, Director, Public Safety & Investigations gave presentation, highlights below:

- Changes coming through mass casualty report/recommendations that will affect BoPC will be communicated through CAOs
- Provincial appointees – vacancies across the province. After 3 years still do not have a provincial appointee on the Town's BoPC. Chair Droy joined 3 years ago and completed the required provincial forms, CAO, and Chair Droy contacted the DoJ over the course of 2 yrs. After 2 years, Chair Droy completed forms again and eventually CAO Millett-Campbell received notification that Chair Droy's appointment hadn't been processed, rather he was accepted as a regular member of the BoPC. DoJ representative noted the appointee system is lacking and requires an overhaul. Chair Droy will be resigning in July, Vice Chair Bernard will take chair role for remainder of the term, after which he too will be resigning. The Town/Board will need to recruit two new representatives. Chair Droy noted that he had no success in meeting with the minister.
- Reviewing of mass casualty report will be ongoing.
- DoJ priorities include – still awaiting federal funding, no guns and gang violence funding, no plans for trafficking firearms, drafting new standards for regional policing and RCMP, reviewing 33 standards with 10 new ones to be drafted – one will be a

standard uniform for all police officers across Canada – full review of body cameras regarding abuse and racism.

- Second day of the AGM open to public and Police Chiefs – the only Chief that attended was Mark Kane.
- MARK – noted that there is a plan to acquire a machine for shell casings in Nova Scotia – currently all casings are sent to Ottawa for processing, which are low priority for that lab.
- Review of uniforms – talks of when an officer retires, leaves, etc. that all kit is returned regardless of length of service.
- RCMP Vacancies need to be filled, or option for consideration to have monies returned to a pot from which regional police could apply for additional members – e.g. based in Annapolis Royal but work in South West Nova Scotia.
- Regional police departments are asking for equalized funding

10. BUSINESS ARISING:

i. Budget

Chief Kane noted that due to the fine outstanding work of Council and Administration the budget has been passed. One thing added was $60,000 revenue for police checks, plus 30,000 Triton expenses. Bonus now being that training now requires just a $60 CPIC course, Pros course not required, saving $600 in training fees. The Department now has two people who will be employed as contractors who will receive $1.50 per record check.

CAO Millett-Campbell suggested that the Commission could request that anything over and above the $60,000 be put into a police department reserve fund. Chief Kane noted that for reserve fund, limits and authorization could be defined, e.g. go to the BoPC rather than Council. Fund could be used for just about anything, except salaries.

MOTION

Move that revenue from the criminal record check system that is over and above the preapproved budgeted amount be put into a reserve fund, from which the PD can access, with permission from the BoPC, to be used for operational expenses, excluding salaries. **Motion carried**.

If this were in place, the Additional Officer (AOP) funds could be focused on salaries. Chief Kane further noted that he has priced out guns and ammo and that there is federal funding available for this.

ii. Update from Council

By-election process is underway, the Town's budget has passed. There are two public hearings next Wednesday for the Orderly and Peaceful Conduct and Outdoor Fire by-laws

11. DEPARTMENT REPORTS:

i. Chief's Reports (TAB 3)

- Chief Kaned noted that there is not much change from last month with standard meetings attended. Meeting with EHS regarding patient transport. MCC updates – will be attending a meeting end of the month with Atlantic provinces Chiefs and June in Newfoundland.

- Met with DoJ regarding diverse recruitment, specifically Black, Indigenous and persons of Colour (BIPOC) the DoJ will sponsor 11 people to attend the police academy.
- Incident command attended with CAO and passed. Officers doing various online courses and moving on to recalls, e.g firearms
- CPR C with AED training completed by all department members (CAO historic gardens have AED now)
- Met with nurses' union on Friday regarding Bill C3 – to protect health care providers – and the need to come up with better security in hospital, e.g. sheriffs
- Co-op student graduated and completed. New student here and have three youth waiting to start programs – current student is from Kings. Working on getting more interaction with Bear River First Nation. Youth Outreach goes into the school every day. August 18, 12-4 hosting first law enforcement recruitment day – ARPD, EHS, FD, Military, Coast Guard. Have applied for funding, want a pop-up tent, mascot, giveaways, etc.
- Nature of the calls vary
- Exhibit audit follow up report passed – exceeded their expectations. Chief Kane noted that Deputy Mayor Power was integral in this process and would be pleased with the report – will aim for an open house on the Aug 18 event, will depend on staffing.

12. CORRESPONDENCE:

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

i.

14. NEXT MEETING: June 14, 2023 @ 10:00 am.

15. ADJOURNMENT

Meeting was adjourned at 10:59 am

Don Droy, Chair

Krista Grear, Recording Secretary

Sandi Millett-Campbell

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, May 23, 2023 4:08 PM
To: NSFM Info
Cc: Juanita Spencer; Jeff Bishop
Subject: NSFM Survey on Policing Services

Categories: Blue Category

Caution
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Hello to Mayors, Wardens, and CAOs,

This message is an invitation to participate in NSFM's survey on policing services in Nova Scotia. Municipalities are charged with the responsibility of providing policing services in Nova Scotia and NSFM is seeking to deepen our understanding of current challenges and viable improvements. Your experience and knowledge of policing services in your community is key to understanding how policing services can become more responsive, affordable, and effective.

The following survey requests information on survey respondents and then features 13-17 required questions, and six optional questions. Respondent information is gathered for internal purposes only and particular responses will not be attributed to a municipality or police force.

You may find the survey here.

NSFM is looking for a single response from each municipality. In completing this survey, you will most likely need to consult the members of your council who are on your Police Advisory Board or Board of Commissioners, as well as your Chief of Police.

We request that responses be submitted by June 20, 2023.

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OF MUNICIPALITIES

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.

Please ensure that your response to this survey is conveyed over the online survey platform.

NSFM Membership Survey: Policing

This survey is meant to deepen NSFM's understanding of membership concerns with policing services and assist in the analysis of the strengths and weaknesses of the different policing models found in Nova Scotia.

Individual responses will be kept confidential and reviewed internally. Reports on the results and findings of this survey will not attribute particular responses to any municipality or police force.

NSFM is looking for one (1) response per municipality. Responding Mayors, Wardens, or CAOs, may wish to respond in collaboration with elected officials on your Police Commission or Advisory Board, the Commanding Officer of your police force, and perhaps council as a whole.

After gathering respondent information, this survey includes 13-17 required questions, and 6 optional questions. These questions (with the exception of Question #17) are meant to be apply to all policing models (i.e.: RCMP policing service and local police forces) and are categorized as cost concerns, governance concerns, service-levels concerns, and staffing concerns.

If you are unable to answer any of the following questions on the timeline provided, simply state "Unknown" or "Requires Additional Time".

We request that responses be submitted by June 20, 2023.

1. Name of Responding Municipality

2. Who was involved in responding to this survey?

- ☐ Mayor/Warden
- ☐ Police Commissioners/Advisory Board members
- ☐ Police Chief
- ☐ municipal council
- ☐ Other (please specify)

Please ensure that your response to this survey is conveyed over the online survey platform.

Cost-Related Concerns

3. Please use the comment box below to state the total cost of policing service for your municipality in 2023/24. To assist NSFM in our analysis, please provide costs by category if possible (i.e.: operational costs, capital costs, indirect costs, forensic laboratory services, etc.).

If practical, please send the following to wpetite@nsfm.ca. These documents will be kept confidential and internal to NSFM.

i. MPSAs: please provide your Multi-Year Financial Plan.
ii. PPSAs: please provide the budget provided by the RCMP.
iii. Municipally owned police departments: please provide a breakdown of your policing budget and related costs.

4. What expenses, other than regular salary, are causing notable budgetary pressure? (e.g.: forensic laboratory services, technology upgrades, training, overtime, mandatory municipal contributions to corrections, fuel, etc.). If your council does not have insight on specific cost drivers, please state "Unknown".

5. (Optional) What other cost concerns does your municipality have?

Please ensure that your response to this survey is conveyed over the online survey platform.

Governance-Related Concerns

6. How would you describe the state of your Board of Police Commissioners/Advisory Board (i.e.: are all positions filled, are meetings regularly occurring, are these meetings productive and responsive to issue that your municipal council is concerned about)?

7. Does your council or Board of Police Commissioners/Advisory Board experience difficulties obtaining requested information on your police force?

8. What sort of information have you had difficulty obtaining (e.g.: vacancies, budgetary information, etc.)?

9. (Optional) What other governance-related concerns does your municipality have?

Please ensure that your response to this survey is conveyed over the online survey platform.

Service-Level Concerns

Using the checklist below, please indicate which central support or specialized services provided by the RCMP your police department utilized over the last five years.

These services are organized under the headings of Operational Communications and Emergency Operational Coordination, Tactical and Specialized Operations, Investigative Service Units, and Other Support Services.

Operational Communications and Emergency Operational Coordination

- ☐ Division Emergency Operations Centre
- ☐ Risk Manager Program
- ☐ Provincial Ground Search and Rescue
- ☐ Provincial Operational Communication Centre
- ☐ Emergency Management

Tactical and Specialized Operations

- ☐ Police Service Dogs
- ☐ Critical Incident Program
- ☐ Emergency Response Team
- ☐ Emergency Medical Response Team
- ☐ Underwater Recovery Team
- ☐ Special Tactical Operation

Investigative Service Units

- ☐ Major Crime
- ☐ Proceeds of Crime
- ☐ Commercial Crime
- ☐ Human Trafficking
- ☐ Internet Child Exploitation
- ☐ Synthetic Drugs
- ☐ Violent Crime Linkage Analysis System
- ☐ Cybercrime Coordinator
- ☐ Truth Verification/Polygraph services
- ☐ Interview Assistance

Please ensure that your response to this survey is conveyed over the online survey platform.

Other Support Services

- ☐ Forensic Analysis
- ☐ Finger Printing
- ☐ Identification Services
- ☐ Collision analysis
- ☐ Traffic Services
- ☐ Community Policing Service
- ☐ Source Witness Protection
- ☐ Bomb disposal
- ☐ Victim Services
- ☐ Information Commissioner Criminal Investigations

14. **Other?**

15. Has your police force experienced slow responses or additional costs when accessing central support services over the last five years?

16. In which cases of central support or specialized services has this occurred?

17. **For Municipal Police Forces**: Has your police force found alternative sources or developed independent resources that provide the supports and specialized services mention above? If so, which ones? Please indicate the source of support or independent resources.

Please ensure that your response to this survey is conveyed over the online survey platform.

18. Has the public demanded additional services or reforms of your police force (e.g.: increased attention to equity, reallocation of resources, etc.)?

19. Please list these additional services and briefly explain the challenge this presents to your police force.

20. Does your police force engage in Community Policing strategies? For clarity, Community Policing is defined as policing strategies that proactively address conditions that give rise to public safety issues by engaging in partnerships with community members and problem-solving techniques.

21. (Optional) What other service-level concerns does your municipality have?

Staffing Concerns

22. How has your police force utilized the Additional Officer Program?

23. When was the last time your staffing complement of armed officers and support staff increased? What positions were added?

24. Does your police force support or feature civilianization of certain positions? In what areas of policing do you find civilianization to be most feasible?

Please ensure that your response to this survey is conveyed over the online survey platform.

25. What is your approved number of officer positions?

26. How many vacancies, on average, are there among your police force?

27. (Optional) What other staffing concerns does your municipality have?

28. (Optional) Please share any stories or anecdotes that you believe illustrate the state of policing in your municipality. Responses to this question will be kept confidential and NSFM staff will ensure that responses quoted in reports are not attributable to a specific municipality or police force.

29. (Optional) Is there anything else that you would like to add about your police force and how your municipal policing model can be improved or better supported?

NOVA SCOTIA
Attorney General
Justice
Office of the Minister

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902 424-4044 Fax 902 424-0510 • novascotia.ca

May 17, 2023

Via Email: cao@annapolisroyal.com
Sandi Millett-Campbell
Chief Administrative Officer
Town of Annapolis Royal
285 St. George Street, PO Box 310
Annapolis Royal, NS B0S 1A0

Dear Sandi Millett-Campbell,

Section 44 of the *Nova Scotia Police Act* prescribes that, "Every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners". Furthermore, Section 57 states "A municipality receiving services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police shall establish a police advisory board".

This oversight function provides an opportunity for community members to exercise civilian governance relating to law enforcement, and administrative direction required to maintain adequate and effective policing in Nova Scotia.

To ensure compliance with Sections 44 and 57 of the *Police Act*, please provide responses to the following on or before **June 8th, 2023**:

- Confirmation of a municipal by-law establishing the board (pursuant to section 44(1) of the *Act*).
- Whether your board has 5 or 7 members (pursuant to section 44 of the *Act*), and the number of current vacancies.
- Confirmation the board has a chair and vice-chair chosen by the membership (pursuant to section 45(2) of the *Act*).
- Confirmation the board is meeting at least every three months (pursuant to section 49 of the *Act*).

Please send confirmation of information above to Charcy Marchand, Director of Public Safety and Investigations, at Charcy.Marchand@novascotia.ca.

Thank you for your timely attention to this request to ensure Department of Justice is apprised of relevant information related to police governance in Nova Scotia.

Sincerely,

Bradley H Johns

Brad Johns
Minister of Justice and Attorney General