

TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS MEETING  
APPROVED MINUTES  
June 14, 2023 at 10:00 a.m.

<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, Police Chief Mark Kane, and Recording Secretary Krista Gear.
<b>3. Regrets</b>	CAO Millett-Campbell
<b>4. Additions to the Agenda</b>	New business: Update – Nova Scotia Association of Police Governance (NSAPG) conference
<b>5. Approval of the Agenda</b>	<b>MOTION #BoPC2023-06-14-01</b> It was regularly moved and seconded to approve the agenda with addition. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	
<b>6. Approval of the Minutes</b>	<b>MOTION #BoPC2023-06-14-02</b> It was regularly moved and seconded to approve the minutes of May 10, 2023. <b>Motion carried.</b>

7. PRESENTATIONS: none

8. PUBLIC INPUT: none

9. NEW BUSINESS:

i. Policing Survey

Chief Kane gave an overview of the rationale for the survey and went through the survey question by question. He also noted that there are 10 municipal police agencies remaining in the province from the original 24.

Notes pertaining to survey answers were forwarded to CAO Millett-Campbell to ensure survey completed by deadline of June 20.

10. BUSINESS ARISING:

i. Reserve Funds

It was noted that Council indicated that it would like to include the Director of Finance in discussions pertaining to any reserve funds. Council also indicated that any determination of spending beyond the approved budgets requires approval from Council.

Chief Kane noted that the MGA covers tax-related income, whereas this is non-tax related income and would not fall under the same restrictions or rules. Councillor Tompkins noted that request could be brought to BoPC which then would make recommendation to Council. He also noted that he has concerns that if revenue goes into general budget that it will get spent elsewhere and that if the department is generating its own revenue, then it should have its own reserve.

Chief Kane noted that the Town of Bridgewater and its police department has been doing this for year: taking excess revenue at year-end and the Chief decides whether/how much goes into operating and capital reserves.

Chief Kane noted that the current budget lists \$60,000 from Triton as an offset. And is asking that revenue generated over this amount be put into a reserve. He further noted that in May Triton generated \$9000 revenue and there is some concern that the process for paying Triton contractors is time consuming and can result in delays in payment, suggests a simplified process.

From discussion regarding if the BoPC could recommend that the BoPC reviews reserve fund expense request, then makes recommendations to Council, Chief Kane noted concern that he doesn't want requests getting tied up/delayed questioning the rationale or the actual cost requested. Chief Kane also noted that from Strategic Plan he was tasked to find alternative sources of funding for the police department. The department cannot cut back from expenses at all - if it were to lose any more staff it would require the Chief work regular hours and on call (basically on 24/7) which will result in burn out and high chief turn over resulting in no department stability.

It was also suggest that a portion/percentage be allocated for capital expenses and have to fair discussions when developing operating budget annually.

**MOTION #BoPC2023-06-14-03**

To recommend to Council the creation of a police department capital reserve using 30% of Triton revenue. Any disbursements of reserve funding must be approved by Council upon the recommendation of the BoPC. **Motion carried.** One abstention/nay from member Stagg

- ii. Update from Council  
Covered in discussions above.

**11. DEPARTMENT REPORTS:**

- i. Chief's Reports  
Covered in discussions above and in camera.

**12. CORRESPONDENCE:**

- i. Minister of Justice Letter (TAB 3)  
It was noted that CAO Millett-Campbell responded with the information requested.

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

**MOTION #BoPC2023-06-14-04**

It was regularly moved and seconded to move in camera at 12:01 pm. **Motion carried.**

**MOTION #BoPC2023-06-14-05**

It was regularly moved and seconded to move out of camera at 12:39 pm. **Motion carried.**

**15. ADJOURNMENT**

The meeting adjourned at 12:41 pm.

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Don Droy, Chair

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Krista Gear, Recording Secretary