



# **TOWN OF KENTVILLE BOARD OF POLICE COMMISSIONERS MINUTES**

**354 Main Street, Kentville Town Hall  
September 21, 2023, 1:00 p.m.**

**Present:**

Commissioner Virginia Brooke, Commissioner Craig Gerrard, Commissioner Gillian Yorke (chair)  
Commissioner Samantha Hamilton, Commissioner Jaimie Peerless

**Staff present:** Acting Chief Marty Smith  
Recording Secretary Jennifer West

**Regrets**

**1. CALL MEETING TO ORDER AND ROLL CALL**

**2. APPROVAL OF THE AGENDA**

**It was moved by Commissioner Gerrard and Commissioner Brooke that the agenda of September 21, 2023 be approved.**

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

**It was moved by Commissioner Gerrard and Commissioner Peerless that the minutes for the Open Session meeting held on July 27, 2023 be approved.**

**MOTION CARRIED**

**It was moved by Commissioner Gerrard and Commissioner Hamilton that the minutes for the in-camera meeting held on July 27, 2023 be approved.**

**MOTIONS CARRIED**

**4. ACTING CHIEFS REPORTS**

Acting Chief Smith presented his reports with highlights including administrative statistics, call volume increase (not issue specific), training and meetings, community crisis navigator, and hiring of two members. Calls and criminal charge data is being reviewed by a statistician for patterns or issues by area or issue. Overtime for members is an area of concern due to low staffing.

## 5. OLD BUSINESS

### (a) Review of Action Items

- Review of changes relating to budgets (moving budget from Kentville Police to Town of Kentville Administration)

### (b) Budget funding for Canadian Association of Police Governance (CAPG)

### (c) Budget for Board Training

### (d) Board of Police Commission (BOPC) Web presence

### (e) Strategic Plan

- Commissioner Peerless gave a review of the creation of the plan, and the foundational pillars within. Encourage members to review this document.
- Acting Chief Smith has been exploring strategic issues with his staff, to create a strategic plan.

### (f) Extra Duty Policy

- Acting Chief described the incidents where a company asks for additional security work or events, in uniform. These contracts must be managed through collective bargaining, and currently there is no policy. This policy will bring clarity to these situations for the company and the member.
- There should be clarity on members working overtime for events like Apple Blossom Festival, Devil's Half Acre, etc. and charging for this overtime cost. Adding information to event permits may help clarify the cost for a request for police support (or support from any department).

**It was moved by Commissioner Brooke and Commissioner Peerless**

**That the Board of Police accept and approve the Extra Duty and Special Event Policy as written, with annual review.**

## MOTION CARRIED

### (g) Off Duty Policy

Members should review the policy for discussion in October.

### (h) BOPC Manual Review

No actions to discuss at this time.

## 6. NEW BUSINESS

### (a) CAPG Conference Briefing

Some members and the Deputy Chief attended the meeting which was informative. Acting Chief Smith described a presentation by the Chief of Woodstock NB, on the collective work of seven units to gather information to successfully act on intelligence. The model of great collaboration between units could be implemented here. The project removed drugs, money and weapons from the street, and shared the results with municipal units to show progress and success and ensures commitment of funding and support.

### (b) General Policy for Board Email Account

Chair Yorke described how the email should be used, and recommended an auto-reply that indicates that the message has been received and will be brought to the next Board of Police Commissioner Board meeting for discussion.

**(c) Atlantic Police Association (APA) Cadet Training Program**

Acting Chief Smith described the proposal that the cadet training be reduced by three weeks. Winter driving training would be removed, as would roadside testing. Mothers Against Drunk Driving is pushing for more stringent roadside alcohol testing, but the roadside testing is one of the training that would be removed from the Cadet program. Discussion of the difference between an unlawful search (without cause) and mandatory roadside testing.

At budget time, the Board needs to better describe these kinds of costs (overtime and additional training).

**(d) APA Proposed Training Budget**

**(e) BOPC Business Cards**

Commissioner Peerless will work on a design for business cards for members.

**(f) Women in Policing Conference**

Acting Chief Smith shared information about a women's policing conference, and the idea for some funding to support this event.

**(g) Draft work plan for 2023-2024**

Commissioner Brook shared a draft plan for members to review and evaluate, and discuss at a later meeting.

**(h) Health and well being of KPS members and staff**

Moved to October.

**(i) Planning: Fall Community Engagement**

Tentatively planned for winter.

**(j) Planning: Tentative Dates for fall meetings of BOPC**

**7. CORRESPONDENCE**

**8. IN CAMERA**

a. Personnel

It was moved by Commissioner Hamilton and Commissioner Peerless

**That the Kentville Board of Police Commissioners move into a closed session at 2:20 p.m. to discuss a personnel matter.**

**MOTION CARRIED**

## **9. ADJOURNMENT**

There being no further matters to discuss, it was moved that the meeting adjourn at 2:55 pm.