



TOWN OF KENTVILLE BOARD OF POLICE COMMISSIONERS MINUTES

**354 Main Street, Kentville Town Hall
November 21, 2023, 1:02 p.m.**

Present:

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

Staff present: Chief Marty Smith, Deputy Chief Ken Reade Jr, Community Crisis Navigator Ashley Ettinger, and Recording Secretary Jennifer West

Regrets

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

It was moved by Commissioner Brooke and Commissioner Peerless that the agenda of November 21, 2023 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

It was moved by Commissioner Gerrard and Commissioner Brooke that the minutes for the Open Session meeting held on November 3, 2023 be approved.

MOTION CARRIED

It was moved by Commissioner Gerrard and Commissioner Brooke that the minutes for the in-camera meeting held on November 3, 2023 be approved.

MOTIONS CARRIED

4. Celebrate KPS' Work: Ashley Ettinger

Ms. Ettinger reported on internal and external referrals, new and returning referrals, interactions and case loads, and discussion of complex and more straightforward care. Discussion of school supports and jurisdictional responsibility of the provincial government. Discussion of increased participation in the provincial Wellness Court. Discussion of the model of budgeting for staff recruitment and retention. The more communities that take on this kind of role/project, the more pressure is removed from Kentville. Appreciation and pride for Ms. Ettinger's work, and for the support of this role from Chief Smith and Deputy Chief Reade.

5. CHIEFS REPORT

Chief Smith presented his reports with highlights including meetings on financing and budgeting, summary offence tickets, call volumes, and training sessions.

See reports for more information

6. OLD BUSINESS

(a) Review of Action Items

(b) Strategic Plan

- Members will meet on December 1 to talk about the strategic plan, at the KPS office, with Chief Smith organizing the agenda.

(c) Budget items

- Chair of the Board will meet with the new CAO to talk about budgets, once they are hired.

(d) Welcome Package

- Commissioner Hamilton joined the meeting.
- The document should be public, and can be used to share with new members and with the public.

(e) KPS member presentation for December

- Community Engagement role will hopefully present at the next meeting.
- Followed by a presentation by the Chief on What Community Policing Means in Kentville

(f) Business Cards Discussion

- It was decided that a small number of cards to share would be helpful at community engagements, presentations and other situations.

(g) Pallet Project Update

- Council requested information from the province and the Board will wait to hear the response before sending an additional letter to the province.
- No further information

(h) Work Plan 2023-2024

- Members reviewed priority items
- Work is proceeding.

(i) Budget Preparation

- Chief Smith met with the Finance Department to review budgets and processes, starting with Capital then Operating budgets.
- Review of adding budget for a second Community Crisis Navigator
- The Commission should help to review the budget in the new year.
- Discussion of amount of time spent on human resources, and the need for HR support.

(j) Community Engagement Survey

- Ms. West to meet with Roxy Peterson to talk about community engagement events.
- Possible event in January.

(k) Available Training

- CAPG training webinar on November 29th.

7. NEW BUSINESS

(a) Reports on Recently Attended Meetings

Commissioner Yorke attended the NSFM Conversation on Community Policing and reported on sessions and networking. Municipalities are exploring costs of policing using existing community policing, regional policing or a hybrid. Discussion of community policing service compared to regional policing.

Commissioner Yorke also attended the NSAPG and shared discussions about growing or increasing this organization.

Commissioner Brooke attended a zoom meeting CAPG Executive Directors and Board Liaisons, and shared similar issues as Kentville's board. Some other community boards meet for 5-8 hours.

(b) Next Community Engagement/Survey

Ms. West and Mr. Peterson will discuss next engagement sessions.

(c) Submit recommendation/brief to Council requesting staggered terms for Commissioners?

Commissioner Brooke brought up staggering of board members. Policy and process should be high priority for new members, and onboarding for new members should be a refresher for existing members, to maintain organizational knowledge.

(d) Budget 2024-2025 Preview

Chief Smith indicated that upcoming expenses are being better understood around overtime, additional staff and special events. The Finance Department is encouraging him to expand his staff to better understand her calculations and projections.

(e) Intro of New KPS Members and Awards

November 27th at 5:30 pm, in the upper recreation centre. This will be the promotion of the Deputy Chief Ken Reade Jr, presentation of the Queen's Platinum Jubilee Award. The Board is invited to attend.

(f) Set Board Meetings for 2024

7. CORRESPONDENCE

None.

8. IN CAMERA

a. Personnel, Budget, Collective Bargaining

It was moved by Commissioner Brooke and Commissioner Gerrard

That the Kentville Board of Police Commissioners move into a closed session at 2:20 p.m. to discuss personnel, budget and contract matters.

MOTION CARRIED

It was moved by Commissioner Gerrard and Commissioner Peerless

That the Kentville Board of Police Commissioners move back to open session at 3:40 p.m.

MOTION CARRIED

9. ADJOURNMENT

There being no further matters to discuss, it was moved that the meeting adjourn at 3:40 p.m.

The next meeting is set for December 14, 2023 at 1pm.