



TOWN OF KENTVILLE BOARD OF POLICE COMMISSIONERS MINUTES

**354 Main Street, Kentville Town Hall
March 22, 2024, 1:00 p.m.**

Present:

Commissioner Craig Gerrard, Commissioner Gillian Yorke (chair), Commissioner Virginia Brooke,

Staff present: Chief Marty Smith and Recording Secretary Jennifer West

Regrets: Commissioner Samantha Hamilton, Commissioner Jaimie Peerless and Deputy Chief Ken Reade Jr.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

It was moved by Commissioner Brooke and Commissioner Gerrard that the agenda of March 22, 2024 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

It was moved by Commissioner Gerrard and Commissioner Brooke that the minutes for the meeting held on February 23, 2024 be approved as amended.

MOTIONS CARRIED

4. Presentation

Charcy Marchand and Tim Mills from the Department of Justice gave a presentation about the structure and purpose of the Department of Justice Public Safety and Security Division. Mr. Mills gave more specific information about the public safety services in this division. Members discussed wraparound services for health and addiction services. Director Marchand shared the department's policing standards and audit function and the relationship between their work and the mass casualty commission. Ms. Marchand also introduced the current process of changing the Police Act in the province and the policing review. Discussion about training for new members to maintain consistency and level of knowledge.

5. CHIEFS REPORT

Chief Smith presented his report with highlights including billing process from the RCMP, expenditures are at 87%, and net sales are 27% above average. Call volume is decreased but severity of the calls has increased.

See reports for more information

6. OLD BUSINESS

Review of Action Items

(a) Strategic Plan

- Staff took the responses and are now formatting and branding the results.

(b) Budget

- Commissioner Yorke is continuing to meet with the CAO to review the budget.

(c) Work Plan

- Table to April.

(d) CAPG Webinars

- Request for members to join a webinar on strategic plans.

(e) Town of Kentville budget

- As discussed.

(f) Work Plan

- As discussed.

(g) Capital and Operating Budgets for Board review

- The board members will write a letter requesting that budgets be completed earlier in the year.

(h) Community Engagement Session Target Dates

- Commissioners request to set a goal for this event, to back plan. Recommend a September event.

(i) TOK Survey Dates

- Commissioners should complete questions for the town's annual survey which will be released in September, with a deadline of July.

(j) Propose Town of Kentville Bylaw Change

- Recommend working on this document in the coming months.

(k) Housing and Homelessness

- Members have attended community meetings on the Tiny Meadows project.

(l) Place Holders for Future Meetings

- None.

7. NEW BUSINESS

(a) Evaluation of Chief

- Concerns about the timing of the evaluation. During this probationary year, a 6-month check in would be helpful. Recommend the Chair and two members participate in this evaluation.
- Commissioner Yorke will collect and share past evaluations. Members will create an evaluation process that reflects the progress of the strategic plan, including Key Performance Indicators.

(b) Evaluation of Board

- Table to April.

7. CORRESPONDENCE

8. PUBLIC COMMENTS

8. IN CAMERA

- a. Personnel, Budget, Collective Bargaining, Personnel

It was moved by Commissioner Brooke and Commissioner Gerrard

That the Kentville Board of Police Commissioners move into a closed session to discuss personnel, budget and contract matters at 3:15pm.

MOTION CARRIED

It was moved by Commissioner Brooke

That the Kentville Board of Police Commissioners move back to open session at 3:41pm.

MOTION CARRIED

9. ADJOURNMENT

There being no further matters to discuss, it was moved that the meeting adjourn.

The next meetings are set for
April 24, 2024 at 1pm