



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

**354 Main Street, Kentville Town Hall  
November 3, 2023, 1:00 p.m.**

**Present:**

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

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

**Regrets**

Commissioner Jaimie Peerless

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

**2. APPROVAL OF THE AGENDA**

**It was moved by Commissioner Gerrard and Commissioner Hamilton that the agenda of November 3, 2023 be approved.**

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

**It was moved by Commissioner Gerrard and Commissioner Hamilton that the minutes for the Open Session meeting held on September 21, 2023 be approved.**

**MOTION CARRIED**

**It was moved by Commissioner Gerrard and Commissioner Hamilton that the minutes for the in-camera meeting held on September 21, 2023 be approved.**

**MOTIONS CARRIED**

**4. CHIEFS REPORT**

Chief Smith presented his reports with highlights including appreciation for the swearing in ceremony, review of chiefs reporting documents, review of assault calls, review of mental health act calls, and review of community policing. There was a discussion of school being the top referrer to the Community Crisis Navigator.

*See reports for more information*

## 5. OLD BUSINESS

### (a) Review of Action Items

- Budget for CAPG/Halifax 2024
- Additional budget for board training
  - o This has been discussed with Dan Troke and Rachel Bedingfield, and will be discussed again with the next Chief Administrative Officer.
- Estimate of Costs for CAPG 2024
- BOPC website update

### (b) Strategic Plan

Chief Smith shared that the officers are starting to talk about an internal strategic plan for KPS. For the Board, some members are ready to start talking about this as well.

**ACTION:** Chair will send a doodle poll to Board members and to the Chief to set up a meeting around a strategic plan.

### (c) KPS member presentations at each meeting

Commissioner Brooke introduced the idea of members giving a presentation about their job and role. The Board can learn more about each member and their activities and help develop the annual budget. Discussion of ways to develop strong relationship between members and the board.

### (d) Extra Duty Policy

Chief Smith indicated that prior to this meeting, Chief Smith met with Commissioner Brooke to discuss policy amendments.

It was moved by Commissioner Brooke and Commissioner Gerrard

**That the Board amend the Extra Duty Act by removing the first sentence of section 5.4.**

**MOTION CARRIED**

### (e) Off duty Policy

Commissioner Yorke reviewed the changes to this policy which would allow members to work outside of their policing jobs (coaching, volunteering, working).

It was moved by Commissioner Brooke and Commissioner Hamilton

**That the Board approve the Off Duty Policy.**

**MOTION CARRIED**

### (f) BOPC Manual Review

No update.

**(g) Business Cards update**

No update.

**(h) Work Plan 2023-2024**

Commissioner Brooke talked about the priorities being the strategic plan, manual, community engagement and budget review.

**(i) Women in policing**

Chief Smith invited 4 people to the Atlantic Women in Policing conference, but they are not interested in attending. Can members or Commissioners nominate women in Kentville for an award to encourage their attendance?

**(j) NSAPG Conference**

Commissioners Brooke and Yorke reviewed some of the presentations from this conference. Commissioner Brooke will take some of the suggestions from the conference into the work plan.

**6. NEW BUSINESS**

**(a) Community Engagement/Survey**

Ms. West took the Board through the results of the annual resident survey.

**(b) Pallet project**

Commissioners discussed the proposed pallet project and the need to also provide wrap around services to support all residents. The downloading of services to municipal government needs to be considered, for example provincial subsidies or funding for more CCN positions.

**ACTION:** The Board Chair write a letter to the province (Minister of Municipal Affairs and Housing) regarding financial support relating to the pallet project.

**(c) Budget**

Commissioner Yorke raised the issue of the training cuts from the academy. The added costs will be incurred if KPS hires new members in the coming years straight from the academy.

**(d) Health and Well Being of KPS Members and Staff**

Chief Smith brought forward the need for more mental health wellness programs. CISM (critical incident stress management) is a model that KPS has started to implement. Human Resources is a major part of the Chief's job, and it shouldn't be. Human Resources could be added to the next budget to support wellness. Having a top up for psychological services may be a way to support staff continuing to work.

**(e) Training and Webinars with CAPG**

Commissioner Yorke talked about participation for community engagement webinars.

**(f) Calendaring and Notes**

Commissioner Brooke talked about a calendar event for review of policies, Chief evaluations and other events.

## **7. CORRESPONDENCE**

None.

## **8. IN CAMERA**

a. Personnel

It was moved by Commissioner Brooke and Commissioner Hamilton

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

**MOTION CARRIED**

It was moved by Commissioner Brooke and Commissioner Gerrard

**That the Kentville Board of Police Commissioners move back to open session.**

**MOTION CARRIED**

## **9. ADJOURNMENT**

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

The next meeting is set for November 21, 2023 at 1pm.