



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

**354 Main Street, Kentville Town Hall  
February 23, 2024, 1:00 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 and Recording Secretary Jennifer West

**Regrets:** None

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

## **2. APPROVAL OF THE AGENDA**

It was moved by Commissioner Brooke and Commissioner Hamilton that the agenda of February 23, 2024 be approved.

### **MOTION CARRIED**

## **3. APPROVAL OF THE MINUTES**

It was moved by Commissioner Gerrard and Commissioner Peerless that the minutes for the in camera meeting held on January 26, 2024 be approved as amended.

### **MOTIONS CARRIED**

## **4. Celebrate KPS' Work**

- Staff from the Department of Justice will give a presentation in March 2024

## **5. CHIEFS REPORT**

Chief Smith presented his reports with highlights including budget shortfalls and staffing. Calls for service have resumed their normal levels for this season. Not including over time hours, the remainder of the budget is expected to be at 83% and is just under 80%. Revenues are above the expected amount for this season.

*See reports for more information*

## 6. OLD BUSINESS

### Review of Action Items

#### (a) Strategic Plan

- Regular meetings of this working group are productive. The target is to bring this document together by June or July.

#### (b) Manual Review

- Commissioner Brooke described the revised document to help with onboarding. She will add a section about standing rules.

#### (c) Budget

- Commissioner Brooke described the budget estimate for 2024-2025 including board member training and attending the Canadian Association of Police Governance (CAPG).

#### (d) Funding for CAPG Webinar

- Council members have their own expense accounts for this kind of event, so the budget ask is for the three citizen committee members to attend. The provincial association of police governance conference is also a valuable event for members to attend. A package for webinars through CAPG may also be beneficial for board members.

#### (e) Funding for Board

- Commissioner Yorke met with the Chief Administration Officer to discuss moving the training budget from the police account into the town administration budget.

#### (f) Work Plan 2023-2024

- Commissioner Brooke described the purpose of the work plan, and the importance of annual evaluation.

#### (g) Review of Police Budgets

- Chief Smith met with the Finance Director and described the process of submitting and reviewing budgets, and reviewed the proposed budget with board members.

#### (h) Community Engagement Survey

- Commissioner Yorke recommends moving this to the March agenda.

#### (i) Town Survey

- Commissioner Yorke recommends moving this to the June agenda.

#### (j) Bylaw change

- Commissioner Yorke recommends moving this to a later date.

#### (k) Housing and Homelessness

- Chief Smith gave an update on the pallet community project. There is no new information to share at this time. Concerns about the lack of information. Commissioner Yorke will review and revise a letter from the Board of Commissioners to the provincial government to clarify the role of the Kentville Police Service relating to this new housing project.
- Members also urge the Town Council to express concerns about the cost of shared services to this project as well.

**(l) Calendar Update**

- Commissioner Brooke continues to update the sharepoint calendar for items to discuss.

**(m) Place Holders for Future Meetings**

- Commissioner Brooke updated the use of the sharepoint calendar for upcoming meetings and presentations.

**7. NEW BUSINESS**

**(a) Department of Justice Presentation**

- March 23<sup>rd</sup> meeting. About an hour in time.

**(b) Evaluation of Chief**

- Members should discuss this in camera

**7. CORRESPONDENCE**

The Board received one piece through the police commission website and group email. Commissioner Yorke described the process of responding to this letter.

**8. PUBLIC COMMENTS**

Robert McCullough

Concerns about Town Council being involved in the conversations about the pallet community.

John Calpin

Concerns about security for patients and families at Fidelis House, and the lack of transportation from the site to downtown.

Ruth Dougie

Concerns about the approach by police to deal with encampments that may grow around the pallet community and flow into the neighbouring properties.

Janice Palmer

Concerns about the number of pallets which will be constructed in Kentville.

Cynthia Gerrard

Proud of the municipal police force. Concerns with different behaviours seen around the town, and damage to the downtown core businesses.

**8. IN CAMERA**

- a. Personnel, Budget, Collective Bargaining, Personnel

It was moved by Commissioner Brooke

**That the Kentville Board of Police Commissioners move into a closed session to discuss personnel, budget and contract matters.**

**MOTION CARRIED**

It was moved by Commissioner Gerrard and Commissioner Brooke

**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.

The next meetings are set for  
March 22, 2024 at 1pm  
April 24, 2024 at 1pm

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