



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

**354 Main Street, Kentville Town Hall  
February 21, 2025, 1:00 p.m.**

**Present:**

Commissioner Virginia Brooke, Commissioner Samantha Hamilton, Commissioner Penny Hart and Commissioner Cate Savage.

**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 Samantha Hamilton and Commissioner Cate Savage that the agenda of February 21, 2025 be approved.

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES**

It was moved by Commissioner Cate Savage and Commissioner Samantha Hamilton That the minutes of the BOPC meeting of January 17, 2025 be approved.

**MOTION CARRIED**

It was moved by Commissioner Cate Savage and Commissioner Samantha Hamilton That the in camera minutes of the BOPC meeting of January 17, 2025 be approved

**MOTION CARRIED**

## **4. PRESENTATION**

(a) Swearing In Ceremony

Oath of Office completed for Penny Hart and Cate Savage. Members welcomed them to the Board.

- (b) Charcy Marchand from the Department of Justice gave a presentation of the organization of Department of Justice and the functioning of Board of Police Commissioners.
- (c) March possible presentations. Interest in Open Arms, Restorative Justice.

## **5. CHIEFS REPORT**

Chief Smith presented his report for January with highlights including training, meetings, change of duties for one member. No staffing issues. Suggestion to reformat presentation of Chief's report for Board and Council.

*See reports for more information*

## **6. OLD BUSINESS**

### **(a) Election of Chair and Vice Chair**

Samantha Hamilton and Cate Savage nominated Virginia Brooke as chair of the Board. She accepted the nomination.

Members voted unanimously that Virginia Brooke is the Chair

Members voted unanimously that Samantha Hamilton as the Vice Chair.

In the absence of a policy that dictates the length of term for member reappointment, and in an effort to stagger the terms of new members:

It was moved by Commissioner Penny Hart and Commissioner Samantha Hamilton

**That the Board stagger the appointments of new member Penny Hart and returning member Virginia Brooke, by reappointing Ms. Brooke for three years to February 2028.**

**MOTION CARRIED**

### **(b) Next meeting dates**

Members discussed the third Friday of every month for future meetings, with the next meeting being March 21, 2025. The public is always welcome to attend meetings.

### **(c) Strategic Plan**

Chief Smith reported that the strategic plan is being implemented, with objectives being tasked and actioned.

### **(d) Resident Survey**

Commissioner Virginia Brooke invites members to give suggestions for questions for the next resident survey.

### **(e) Nova Scotia Policing Standards**

**(f) Change Requests in Progress**

Members were updated by the Deputy Clerk that the Human Resources regional feasibility assessment project is on hold.

**(g) Onboarding Manual**

Commissioner Virginia Brooke shared the onboarding package with Commissioner Cate Savage. All documents are on the sharepoint drive.

**(h) Public Engagement**

Chief Smith indicated that staff are looking to organize the next Coffee with a Cop.

**7. NEW BUSINESS**

**(a) NS Chiefs of Police Association Update**

Review of upcoming meetings.

**(b) Board work plan for 2025**

Item moved to next meeting.

**(c) Self Evaluation of the Board**

Item moved to next meeting.

**(d) NS Association of Police Governance Update**

Review of provincial activities.

**(e) Capital and Operating Budget Update**

Review of budget process. Discussion of electric vehicle fleet. Review of all budget items.

**9. ADJOURNMENT**

There being no further matters to discuss, it was moved that the meeting adjourn at 4:15pm.