



# **TOWN OF KENTVILLE**

## **BOARD OF POLICE COMMISSIONERS**

### **MINUTES**

**354 Main Street, Kentville Town Hall**  
**March 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:** Interim CAO Kevin Matheson

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

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

It was moved by Commissioner Cate Savage and Commissioner Samantha Hamilton that the agenda of March 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 February 21, 2025 be approved.

**MOTION CARRIED**

#### **4. PRESENTATION**

- a) Open Arms – Leanne Jennings, and Nick Haddock  
Ms. Jennings and Mr. Haddock gave a presentation about the activities of Open Arms that support housing and reducing homelessness in Kentville outlining outreach, coordinated access and social support. Suggestion to share this presentation at a Council meeting or other means to reach Kentville residents.

- b) Homelessness in Domestic Violence and Homelessness (deferred to the next meeting)

#### **5. CHIEFS REPORT**

Chief Smith presented his reports for January. Clarification of the categories of Assault and Trespass.

*See reports for more information*

## **6. BUSINESS ARISING / OLD BUSINESS**

### **(a) Next meeting dates**

Commissioner Brook recommended that the Board keeps meeting on the third Friday of each month. Next month the Board will meet on April 24<sup>th</sup> to avoid Good Friday.

### **(b) KPS Capital Budget/Projects**

Deputy Chief Reade reviewed the capital projects including vehicle, body armour, a drying chamber and a drone program.

Discussion:

- Review of tender process for vehicles.
- Clarification of the necessity of two evidence drying chambers instead of a single unit. This is a health and safety issue.

It was moved by Commissioner Cate Savage and Commissioner Samantha Hamilton

**That the Board of Police Commissioners support and recommend the inclusion of the SUV vehicle at a maximum price of \$89,000 per the Capital Expenditure Request from the Kentville Police Service, in the 2025-2026 Town of Kentville Capital Budget.**

Motion Carried Unanimously

It was moved by Commissioner Samantha Hamilton and Commissioner Penny Hart

**That the Board of Police Commissioners support and recommend the inclusion of Level 2-3 Body Armour at a maximum price of \$34,700 per the Capital Expenditure Request from the Kentville Police Service, in the 2025-2026 Town of Kentville Capital Budget.**

Motion Carried Unanimously

It was moved by Commissioner Cate Savage and Commissioner Samantha Hamilton

**That the Board of Police Commissioners support and recommend the inclusion of two evidence drying chambers at a maximum price of \$25,000 per the Capital Expenditure Request from the Kentville Police Service, in the 2025-2026 Town of Kentville Capital Budget.**

Motion Carried Unanimously

It was moved by Commissioner Samantha Hamilton and Commissioner Penny Hart

**That the Board of Police Commissioners support and recommend the inclusion of nineteen 9mm service pistols at a maximum price of \$37,700 per the Capital Expenditure Request from the Kentville Police Service, in the 2025-2026 Town of Kentville Capital Budget.**

Motion Carried Unanimously

It was moved by Commissioner Cate Savage and Commissioner Samantha Hamilton

**That the Board of Police Commissioners support and recommend the inclusion of a drone program at a maximum price of \$57,600 per the Capital Expenditure Request from the Kentville Police Service, in the 2025-2026 Town of Kentville Capital Budget.**

Motion Carried Unanimously

Recess from 2:30pm to 2:40pm

**(c) Strategic Plan**

Chief Marty Smith reviewed the strategic plan as a tool for direction and accountability. Members congratulate the Chief on the preparation of the plan. Suggestion to share with Town Council or to use the plan in the Chief's monthly reports.

**(d) NS Policing Standards**

No updates.

**(e) Committee/Commission Bylaw**

Commissioner Brooke updated the Board about the Town's (almost approved) policy for Committees, Commissions and Boards.

**(f) Board Training**

Members are encouraged to take training, attend workshops and ask questions.

**(g) Public Engagement**

Chief Smith reviewed proposed activities associated with Police Week in May, Coffee with a Cop, an office Open House, school events, barbeques and more. Members discussed how public engagement with youth and families helps to improve relationships between residents and officers.

**7. NEW BUSINESS**

**a) Alternatives to long meetings**

Commissioner Brooke gave some suggestions to reduce the length of meetings such as task teams for some tasks.

**b) NS Chiefs of Police Assn updates**

Chief Smith gave an update on some upcoming meetings.

**c) Publishing select KPS Policies**

ACTION: Chief Smith will bring a list of policies that could be put online.

d) BOPC work plan for 2025

Commissioner Brooke struck a task team to work on this project and offered to sit on this group. Commissioner Hart, Hamilton and Savage all joined this group, and also the Board self-evaluation team.

e) Self Evaluation of the Board

See (d)

ACTION: Task Teams for the Workplan and the Board Evaluation shall meet and report back to the Board.

f) Nova Scotia Association of Police Governance (NSAPG)-AGM May 22

Commissioner Brooke reviewed the upcoming AGM event. All members are welcome to attend, but only one vote per Board.

g) Year end presentation

Chief Smith plans to present the year-end report to Council Advisory Committee and the Board at the next meetings. Discussion of existing low amounts of honouraria for auxiliary members and the need to increase.

h) Redraft Chief's reports

ACTION: Commissioner Hamilton and Commissioner Brooke will develop a draft report for the Chief to bring back to the Board.

**8. CORRESPONDENCE**

- a) Jennifer West
- b) NSAPG Dues

**9. CORRESPONDENCE**

Mike Cameron brought comments forward about the importance of the police service, and appreciation for service and this organization. He wants to see more diversity and equity programs and indicators. He hopes to see connection trust and respect in all the town's work.

**10. ADJOURNMENT**

There being no further matters to discuss, it was moved that the meeting adjourn at 3:38pm.