



Cape Breton Regional Municipality

Board of Police Commissioners Agenda

Monday, November 17, 2025

10:00 a.m.

Council Chambers
Second Floor, City Hall
320 Esplanade, Sydney, Nova Scotia

Call to Order

Land Acknowledgment

Roll Call

- 1. Approval of Agenda:** (Motion required)
- 2. Approval of Minutes:** (Previously circulated)
 - **September 3, 2025**
- 3. Board of Police Commission Communications Update:** Christa Dicks, Municipal Clerk / Director of Corporate Information Services
(See page 3)
- 4. Publishing Calls for Service:** Desiree Magnus, Communications/PR Advisor
Verbal Update
- 5. Technology Updates:** Christa Dicks, Municipal Clerk / Director of Corporate Information Services (See page 7)
- 6. Commission Policies:** Christa Dicks, Municipal Clerk / Director of Corporate Information Services (See page 9)
- 7. Commissioner Agenda Requests:**
 - 7.1 Funding Request:** Commissioner Glenn Paruch (See page 10)

Adjournment



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

INFORMATION REPORT TO COMMISSION

To: Commission Chair and Members
Submitted by: Christa Dicks
Date: November 17, 2025
Subject: BOPC Communications Update

This report provides updates on the Board of Police Commissioners email communications.

At the September 3, 2025 meeting of commission, it was motioned and agreed to provide a platform for engagement with the police commission through email. The site went live on September 12, 2025, and has received 547 views and no governance related submissions.

The site can be viewed at www.cbrm.ns.ca and a screenshot is included below for your information.

Cape Breton Regional Municipality

CBRM Police Commission

Community Oversight. Accountable Policing.

The Cape Breton Regional Municipality (CBRM) Board of Police Commissioners provide civilian governance and oversight for the Cape Breton Regional Police Service (CBRPS) on behalf of Council. The Commission normally meets quarterly with additional meetings scheduled as needed to address matters arising. When a meeting is scheduled, the relevant details will be posted and updated at <https://www.cbrm.ns.ca/cbrm-meeting-and-minutes.html>.

The Commission is dedicated to ensuring public trust by overseeing law enforcement practices, strengthening community partnerships, and upholding the highest standards in public safety. While the Commission sets direction and reviews governance matters, operational decisions and the day-to-day management are responsibility of the Chief of Police.

The legislated mandate and responsibilities of the Commission is established by the Provincial Government of Nova Scotia, and as set out in the Police Act , the Commission's Terms of Reference (By-Law S1) , as well as CBRM Committees RC4 Policy.

The Commission acts as a bridge between the community and law enforcement to provide civilian oversight, promote fairness, and ensure that policing practices reflect the values of our community.

The seven-member Commission consists of three members of Council, appointed by resolution of Council; three citizens at large, appointed by a resolution of Council; and one member appointed by the provincial Minister of Justice. A Chair is chosen by vote of the Commission, and each member must take an Oath of Office and adhere to a code of conduct, as prescribed by regulations of the *Act*.

The current members of the CBRM Board of Police Commissioners are:

- Commissioner Glenn Paruch, Chair (Council Appointee)
- Commissioner Paul Nickituk (Council Appointee)
- Commissioner Kim Sheppard-Campbell (Council Appointee)
- Commissioner Tom Vickers (Citizen Appointee)
- Commissioner Ken Tracey (Citizen Appointee)
- Commissioner Matthew Conner (Citizen Appointee)
- Commissioner Noelle Gouthro (Provincial Appointee)

Role of the Commission Chair (Section 78 of NS Police Act Regulations)

- to preside over the board and to manage, organize, set agendas for and attend meetings, ensuring all policies developed by the board are appropriately implemented;
- develop an operations and policy manual that will assist in the orientation of new appointees and direct acting board members regarding their roles and responsibilities;
- ensure that board members are informed of matters within the board's jurisdiction;
- act as the sole spokesperson for the board;

- in conjunction with the board members and in consultation with the Chief Administrative Officer of the municipality, to evaluate the performance of the Chief Officer on a yearly basis.

The Commission is responsible for (Section 55 of the Nova Scotia Police Act)

- civilian governance on behalf of the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality; and
- the administrative direction, organization and policy required to maintain an adequate, effective, and efficient police department

The Commission does NOT have jurisdiction of (Section 55 of the Nova Scotia Police Act)

- complaints, discipline or personnel conduct, except in respect to the Chief Officer;
- a specific prosecution or investigation; or
- the actual day-to-day direction of the police department.

QUICK ACTIONS

Stay connected with the CBRPS & the Commission

Pick an option below to follow updates, apply for opportunities, or read key procedures.

[Keep up to date on CBRPS activities](#)

[Interested in employment with the CBRPS? Join Here!](#)

[Read the Commission Communications SOP](#)

[Contact the Commission](#)

CONTACT

Reach the Commission

[General inquiries](#)

Email

bopc@cbrm.ns.ca

Mailing Address

Clerk's Office

Attn: Municipal Clerk – *Confidential*

320 Esplanade

Sydney, NS B1P 7B9

Council and Committee Meetings

CBRM Council meetings are held regularly to discuss important local issues, make decisions, and plan for the future. Agendas, minutes, and live streams are available online for your convenience. Check this page regularly for meeting schedules and changes.

Questions?

Contact the Municipal Clerk's Office at (902) 563-5010 or email clerkoffice@cbrm.ns.ca.

[2024 Meetings & Minutes](#)

[2023 Meetings & Minutes](#)

[2022 Meetings & Minutes](#)

[2021 Meetings & Minutes](#)

[2020 Meetings & Minutes](#)

[2013 - 2018 Meetings & Minutes](#)

[Committee Minutes](#)

[Council Minutes](#)

[Call for Applications for Public Appointments to Committees](#)

[Committee of Council](#)

[Police Commission](#)



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INFORMATION REPORT TO COMMISSION

To: Commission Chair and Members
Submitted by: Christa Dicks
Date: November 17, 2025
Subject: Technology Updates

This report provides updates on several technological projects underway with police services for information only.

Body Worn Cameras

The Body Worn and In Car Camera RFP has been awarded to Axon. The work started immediately with equipment on site in October. The company's products are also used with the RCMP and the Nova Scotia Public Prosecution service. Related services such as data storage are Canadian based.

The implementation of BWC is one that must be balanced with its implications of use. While a valuable police resource, use must also adhere to all laws and consider situations in which privacy is paramount. Policies and procedures are nearing completion as administrative training on the system has begun.

Backend technological implementation is well underway in a phased approach beginning early December and continuing into the new year.

Downtown Cameras

The stationary camera project was awarded and site assessments in all communities has been completed. Needs are being reassessed based on desired locations and available resources. As the project progresses additional information will be reported to commission and council.

Cameras are for investigative purposes and will support crime deterrence and detection, public safety, as well as enhance community partnerships. As with BWC, privacy assessments and policy development are underway and will be in place before full deployment.

Computer Aided Dispatch

The Computer Aided Dispatch (CAD) system was previously identified as a possible pressure as the vendor advised the current system required significant upgrade as its fundamental technology had reached end of life. The CAD is essential for dispatching functions of both police and fire and impacts additional applications such as the ROADS application on the in-car mobile data terminals.

The CAD project was scoped, is underway, and will be completed as soon as possible with a target of completion by year end.

Online Reporting

The CBRPS has updated the online reporting system with an in-house application build. The system has 24/7 oversight and submissions get relayed to police services for response. The system is live at www.cbrps.ca and includes a variety of reporting options offering an accessible way for citizens to report concerns.

Community Policing [COMMUNITY SAFETY & CRIME PREVENTION](#) > REPORT A CRIME

Report a Crime

Report a Collision

Online Crime Reporting

If this is an emergency or a crime in progress, call 9-1-1.

If your non-emergency incident is not listed, please call the CBRPS non-emergency line at 902-563-5151 to file your report.

Damage/Mischief to Property (not from collision) Damage/Mischief to Vehicle (not from collision) Lost or Found Property

Theft (under \$5000) Theft from Vehicle (under \$5000) Business: NSLC Reporting

Upon completion of this report process, you will see the words: "Your online police report has been submitted" showing that your police report has been successfully received. Every report generates a file and is reviewed by an officer. You will only be notified by the police if your report has been approved and they need additional information from you.

Privacy Disclosure – Online Crime Reporting

In accordance with Section 485 of the Municipal Government Act, the personal information collected through the completion of this form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Cape Breton Regional Municipality, for purposes relating to processing crime reports.

NOTE: Filing a false police report is a crime.

Mobile Data Terminals

Mobile data terminals (MDT's) are in-car police computers. These computers have been installed and updated. An additional upgrade is possible upon the CAD upgrade completion.



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REPORT TO COMMISSION

To: Commission Chair and Members
Submitted by: Christa Dicks
Date: November 17, 2025
Subject: Commission Policies

Recommendation:

That commission request Council direct staff to perform a review of the 2016 Travel Policy for Civilian Police Commissioners.

Background:

As a result of direction provided by the Commission in September, the following policies are in draft and final review before distribution for discussion and approval at an upcoming meeting:

- Authority to Create Board Policies
- Board Roles and Responsibilities
- Role of Chair, Vice Chair, Meetings, Procedures Policy
- Communications
- Stakeholder Engagement
- Complaints Against Chief of Police
- Matters of Immediate Strategic Significance

It is understood the commission is seeking funding to support its activities, and as such it is recommended at this time for commission to request Council direct staff to perform a review of the 2016 Travel Policy for Civilian Police Commissioners. The review of this policy is in keeping with the Council's organizational wide policy review.



City Hall
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Agenda Request Form

Included on Agenda

(Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)

Late Item

(Submitted to Municipal Clerk's Office by Noon the day before the meeting)

Request from the Floor:**(New Business)**

- Announcement
- Referral
- Submit Petition
- Notice of Motion

Date of Council Meeting: November 19, 2025

Subject: Funding Request

Motion(s) for Commission to Consider:

That the CBRM Police Commission recommend to Council, an allocation of \$25,000 to support upcoming activities and strategic initiatives of the CBRM Commission for the upcoming 2026/27 fiscal year.

Background

The CBRM Police Commission is tasked with the governance as it relates to the CBRPS, operating within the scope of the *Nova Scotia Police Act*. During the past meeting, the commission has expressed an interest in undertaking initiatives that would yield positive results and support the work of the CBRPS. The motion was submitted to Council for consideration at budget. In the interim, the Commission were encouraged by the Chair to forward activities that could be considered within the budget.

The current policy for commission expenses identifies limited conference travel. This recommendation suggests the policy be revisited to include presentations, community engagement surveys, and performance appraisals as all fall within the Commission's purview, and that the budget would be approved by Council during the budget process.

Proposed Activities and Allocation

Activity	Description	Estimated Cost
Community Engagement Surveys	Conducting surveys to gather input from residents and stakeholders on governance priorities	\$5,000
Public Presentations & Outreach	Hosting presentations and community forums to share information and gather feedback	\$6,000

Consultant Fees	Supporting the Chief's performance review and associated data analysis/other	\$6,000
Travel to NSAPG	Annual travel to NSAPG/other governance conferences or required meetings	\$8,000
Total		\$25,000
Expected Outcomes/Rationale		
The proposed activities will:		
<ul style="list-style-type: none"> • Strengthen community trust and input into policing priorities • Enhance transparency and accountability through public reporting and evaluations • Improve decision making by incorporating evidence-based community data • Support the Commission during the strategic planning process for a more community-driven model of oversight and priorities 		
<i>Commission Chair Glenn Paruch Date</i>	<i>Received by Clerk's Department (date):</i>	

