

**Cape Breton Regional Municipality
Board of Police Commissioners Minutes**

**Monday,
March 7, 2022
10:00 a.m.
Via Video Conference**

The Chair Called the Meeting to Order.

Present: Commissioner Eldon MacDonald, Chair
Commissioner Steve Gillespie (arrived at 10:55 a.m.)
Commissioner James Edwards
Commissioner Lloyd Bailey, Citizen Appointee
Commissioner Dale Deering-Bert, Citizen Appointee, Vice-Chair
Commissioner Helen Luedee, Citizen Appointee

Staff: Marie Walsh, Chief Administrative Officer
Police Chief Robert Walsh
Deputy Police Chief Steve MacKinnon
Jennifer Campbell, Chief Financial Officer
Deborah Campbell Ryan, Municipal Clerk
Acting Superintendent Reg Hutchings
Inspector Paul Muise
Inspector Jodie Wilson
Staff Sergeant Gil Boone
Staff Sergeant Ken Routledge
Desiree Magnus, Communications / PR Advisor
Sharon MacSween, Senior Administrative Assistant
Tanya Nicholson, Recording Secretary

Also: Mayor Amanda M. McDougall

Attending: Councillor Gordon MacDonald
Councillor Glenn Paruch

Absent: N/A

Board of Police Commissioners

Summary of Decisions

1. Roll Call

2. Approval of Minutes:

➤ **November 8, 2021**

Motion to approve. **Carried.**

3. Approval of Agenda:

Motion to approve the March 7, 2022 CBRM Board of Police Commissioners Agenda. **Carried.**

4. CBRPS Proposed Budget 2022-2023:

Motion that a recommendation be made to Council to approve the hiring of a Civilian Exhibit Custodian as part of the Forensic Identification Unit to take full responsibility of exhibit storage. **Carried.**

Motion that a recommendation be made to Council to approve the restructure of the Organization Chart for operational efficiency by adding two additional Staff Sergeant positions to offset the attrition of two Inspector positions and implement a Watch Command System and a Staff Sergeant position dedicated to Professional Standards. **Carried.**

Continued...

Summary of Decisions (Cont'd)

CBRPS Proposed Budget 2022-2023 (Cont'd):

Motion that a recommendation be made to Council:

a) to approve the following fee schedule for Police Records Services:

- Criminal Record Check: \$30 (no change) for standard; \$30 (from \$15) for Students; \$15 (from \$0) for volunteers - an increase of approximately \$35,000/yr.
- Collision Reports: \$30 (from \$23) - an increase of approximately \$ 1600/yr.
- Collision Investigation File: \$345 (from \$0) - an increase of approximately \$1000/yr.
- Collision Reconstruction Report: \$1500 (from \$0) - an increase of approximately \$3,000/yr.
- Peace Bond: \$75 (from \$0), unless related to a Domestic matter being investigated by police - an increase of approximately \$35,000 /yr.
- Statements (CD Format): \$25 (from \$0)
- Photos (CD Format): \$50 (from \$0)
- Fingerprinting: \$50 - no change

and

b) to direct staff to develop a CBRM policy for this Fee Structure, tied to align with annual increases in the CPI (Consumer Price Index). **Carried.**

Motion that the proposed 2022-2023 Police Services Operating Budget be recommended to Council for approval. **Carried.**

5. Divisional Reports:

For information only.

Adjournment

1. **Roll Call**

2. **Approval of Minutes:** (previously distributed)

Motion:

Moved by Commissioner Edwards, seconded by Commissioner Bailey, to approve the CBRM Board of Police Commissioners Minutes of:

➤ **November 8, 2021**

Motion Carried.

3. **Approval of Agenda:**

Motion:

Moved by Commissioner Edwards, seconded by Commissioner Deering-Bert, to approve the March 7, 2022, CBRM Board of Police Commissioners Agenda as presented.

Motion Carried.

4. **CBRPS Proposed Budget 2022-2023:**

Police Chief Robert Walsh introduced the proposed 2022-2023 Operating Budget for the Police Services, noting the requested budget is \$27,870,130, an overall increase of \$1,033,475 or 3.85% from the 2021-2022 budget which reflects the increases of wages, salaries and benefits that were previously negotiated in contracts with all three (3) unions representing employees in the Police Service.

The Police Chief reviewed the Issue Papers in the agenda package and is recommending approving the hiring of a Civilian Exhibit Custodian, implementing a Watch Command system with a Staff Sergeant position dedicated to Professional Standards, the fee schedule for Police Records Services, and the CBRPS Proposed Budget 2022-2023.

After the Commissioners discussion, the following motions were put forward:

Motion:

Moved by Commissioner Edwards, seconded by Commissioner Bailey, that a recommendation be made to Council to approve the hiring of a Civilian Exhibit Custodian as part of the Forensic Identification Unit to take full responsibility of exhibit storage.

Discussion:

Following discussion regarding this new civilian position, the Chair called for the vote.

Motion Carried.

Continued...

CBRPS Proposed Budget 2022-2023 (Cont'd):

Motion:

Moved by Commissioner Edwards, seconded by Commissioner Deering-Bert, that a recommendation be made to Council to approve the restructure of the Organization Chart for operational efficiency by adding two additional Staff Sergeant positions to offset the attrition of two Inspector positions, and implement a Watch Command system and a Staff Sergeant position dedicated to Professional Standards.

Motion Carried.

Motion:

Moved by Commissioner Edwards, seconded by Commissioner Gillespie, that a recommendation be made to Council:

a) to approve the following fee schedule for Police Records Services:

- Criminal Record Check: \$30 (no change) for standard; \$30 (from \$15) for Students; \$15 (from \$0) for volunteers - an increase of approximately \$35,000/yr.
- Collision Reports: \$30 (from \$23) - an increase of approximately \$ 1600/yr.
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- Fingerprinting: \$50 - no change

and

b) to direct staff to develop a CBRM policy for this Fee Structure, tied to align with annual increases in the CPI (Consumer Price Index).

Discussion:

During discussion on the motion, the Chair clarified that with respect to concerns raised on the cost of the criminal record check for volunteers, Chief Walsh will provide Council with further information and potential opportunities to be considered.

Motion Carried.

Motion:

Moved by Commissioner Bailey, seconded by Commissioner Edwards, that the proposed 2022-2023 Police Services Operating Budget be recommended to Council for approval.

Motion Carried.

Continued...

10. Divisional Reports – November 1, 2021, to February 28, 2022:

Chair Eldon MacDonald called upon Staff Sergeant Ken Routledge and Staff Sergeant Gil Boone to present the CBRPS Divisional Reports.

Staff Sergeant Routledge reported on the following:

Highlights and Initiatives

- Held the 14th annual “Shop of the Class” in conjunction with the Mayflower Mall and Cape Breton Regional Center for Education, helping to fulfill wish lists for 40 deserving students with Mayflower mall gift certificates and additional shopping money donated by local businessmen as well as winter jackets from Sport Check.
- Participated in Operation Christmas – a province wide campaign to reduce impaired driving. Throughout the month of December, members of the Traffic Safety Unit and Patrols conducted checkpoints across CBRM

Divisions: North/Central/East

- Training
- Patrols
- Lockup
- Membertou Division
- K-9 Unit
- School Liaison Officers

Staff Sergeant Boone reported on the following:

Operational Support:

- Traffic Safety Unit
- Street Crime/Drug Unit
- Community Safety Enforcement Unit
- Safer Communities and Neighbourhoods (SCAN)
- Major Crime/Domestic Violence Unit
- General Investigation Section/Arson Investigator
- Internet Child Exploitation Unit (ICE)/Computer Forensic Unit
- Forensic Identification Unit
- Solid Waste
- Mental Health Liaison Officer
- Polygraph Unit

After discussion, the Chair thanked the Staff Sergeants for their report.

For information only.

Adjourned at 11:38 a.m.

Commissioner Eldon MacDonald
Chair
/tcn

Deborah Campbell Ryan
Municipal Clerk