



Cape Breton Regional Municipality

Board of Police Commissioners Agenda

Wednesday, September 9, 2026
9:30 a.m.

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

Board of Police Commissioners:

Deputy Mayor Glenn Paruch, Chair
Councillor Kim Sheppard-Campbell, Vice-Chair
Councillor Paul Nickituk
Tom Vickers, Citizen Appointee
Ken Tracey, Citizen Appointee
Matthew Conner, Citizen Appointee
Noelle Gouthro, Provincial Appointee

Call to Order

Land Acknowledgment

Roll Call

1. **Approval of Agenda:** (Motion required)
2. **Acknowledgement of Swearing in Ceremony:** Deputy Mayor
Glenn Paruch
Verbal Update
3. **Presentations**
 - 3.1 **Online Criminal Record Checks:** Olivia Boudreau,
Corporate Business Manager, CBRPS (See page 4)
 - 3.2 **Crisis Intervention Training:** Constable Brett Bursey,
Mental Health Liaison Officer (See page 15)
 - 3.3 **LETR Final LEG: Special Olympics Summer Games:**
Stephen MacKinnon, Interim Chief of Police, Staff Sergeant
Keith Power (See page 36)
4. **CBRPS Cost Recovery:** Olivia Boudreau, Corporate Business
Manager, CBRPS (See page 37)
5. **New Waterford Community Meeting Update:** Stephen MacKinnon,
Interim Chief of Police
Verbal Update
6. **Summary of Police-Reported Crime Statistics in Canada, 2025**
Stephen MacKinnon, Interim Chief of Police (See page 48)
7. **Summary of Reporting Period January 1 - May 31, 2026:**

Desiree Magnus, Public Relations Advisor (See page 50)

8. Commissioner Agenda Requests

- 8.1 Window Tints in Vehicles: Councillor Kim Sheppard-Campbell
(See page 54)

Adjournment

ONLINE CRIMINAL RECORD CHECKS

Cape Breton Regional Police Service
In Partnership with
Forrest Green



Forrest Green

IMPLEMENTATION UPDATE



- CBRPS transitioned to the Forrest Green online Criminal Record Check platform approximately two months ago.
- The platform is now actively being used to process criminal record check applications.
- This presentation provides the Police Commission with an overview of the transition, early operational experience, benefits observed, and next steps.
- We can now process basic criminal record checks **across Canada**.
- We partnered with the Atlantic Police Academy and now process all their basic criminal record checks (not including Police recruits).



WHY CBPRS MODERNIZED THE SERVICE

The transition to an online platform was undertaken to modernize an important public-facing police service and improve the experience for both applicants and CBRPS staff.

Key objectives included:

- Providing a more convenient option for residents
- Reducing unnecessary in-person visits to police facilities
- Streamlining application intake and processing
- Reducing administrative workload associated with routine applications
- Improving consistency and accuracy of information submitted
- Supporting CBRPS's broader modernization of service delivery



TWO MONTHS OF ONLINE SERVICE

The Forrest Green platform has now been operational with CBRPS for approximately **two months**.

During this initial implementation period:

- Residents have been able to submit applications electronically.
- Staff have transitioned to the new processing workflow.
- Applications are being managed through the online platform as part of regular operations.
- Staff have had an opportunity to identify practical workflow considerations.
- CBRPS continues to monitor the system and make operational adjustments where necessary.

Key message: The service has moved beyond implementation and is now part of CBRPS's regular criminal record check operations.

HOW THE PROCESS WORKS

1. ONLINE APPLICATION
(demographics and personal information entered)

2. IDENTITY VERIFICATION & PAYMENT

3. PROCESSING

4. RECORDS CLERK REVIEW/COMMUNICATION

5. COMPLETION

Applicants can complete the required information through the online system rather than relying solely on a traditional in-person process.

The platform supports routine administrative components of the application, while matters requiring additional police attention can be identified and addressed through established CBRPS procedures.

Forrest Green provides the technology platform; CBRPS maintains responsibility and oversight for the police record check process.

WHAT WE HAVE SEEN SO FAR

The first two months have provided CBRPS with an opportunity to evaluate the platform in an operational environment.

Early observations can include:

- Increased ability for residents to access the service remotely
- Reduced reliance on in-person applications
- More standardized application intake
- Reduced manual administrative handling
- Improved workflow for routine applications
- Ability for staff to focus attention on applications requiring additional review
- Greater flexibility for applicants completing the process



2 MONTH STATISTICS

- **Online: 369**
- 7 APA (Atlantic Police Academy not including Police recruits)
- 15 Canada-Wide
- 3 LPRC/Parole Board
- 344 Residents

-
- **Walk-Ins: 1,116**
 - 0 APA (Atlantic Police Academy not including Police recruits)
 - 2 Canada-Wide
 - 0 LPRC/Parole Board
 - 1,114 Residents

BENEFITS FOR CBRM RESIDENTS

One of the most significant advantages has been **convenience and accessibility**.

Residents can initiate the criminal record check process online, reducing the need to travel to a police facility simply to submit an application.

This is particularly valuable within CBRM given the geographic area served by CBRPS.

The online service provides:

- Greater flexibility
- Reduced travel requirements
- More convenient access
- A streamlined application experience
- Less dependence on police counter-service hours

OPERATIONAL BENEFITS FOR CBRPS

After approximately two months of operation, the platform is supporting a more streamlined administrative process.

Benefits include:

- Reduced counter-service demands
- More consistent application information
- Streamlined processing of routine applications
- Reduced administrative handling
- Better allocation of staff resources
- Greater ability to identify applications requiring additional attention

The objective is not simply to digitize an existing process, but to **use technology to improve how staff time and police resources are utilized.**

PRIVACY, SECURITY, & ACCOUNTABILITY

The handling of sensitive personal information remains an important consideration in the ongoing use of the platform.

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CBRPS's continued oversight includes consideration of:

- Protection of applicant information
- Secure transmission and handling of information
- Identity verification
- Authorized access
- Information retention
- Privacy obligations
- Appropriate management of the relationship with the service provider

These considerations remain part of the ongoing monitoring of the service.

NEXT STEPS:

With the platform now established, CBRPS will focus on **monitoring, refinement and continuous improvement**.

Next steps include:

- Continue monitoring application volumes
- Review processing times and workflow efficiency
- Address recurring applicant issues
- Continue supporting staff using the system
- Work with Forrest Green to resolve technical or operational concerns
- Evaluate opportunities to further streamline the process
- Monitor public feedback
- Report significant developments to CBRPS leadership and the Police Commission

MENTAL HEALTH LIAISON OFFICER



“SERVING WITH YOU - FOR YOU”

WHY? / ROLE

- ▶ Police officers: first point of contact and connection
- ▶ Misunderstanding about mental illness & substance use
- ▶ CBRPS since 2008 – 5 officers to date
- ▶ Main functions:
 - Liaison
 - Outreach
 - Education
 - Training

LIAISON

- ▶ Address systemic issues
- ▶ Assist those living with mental health & addition, involved with law enforcement
- ▶ Provide law enforcement info to mental health professionals
- ▶ Support decision-making for front-line police officers



OUTREACH

- ▶ Community Outreach Team
- ▶ Support for engagement with high-risk individuals, deescalation
- ▶ Referrals, case conferences, assessment & monitoring
- ▶ Limit frequency at hospitals, emergency services & justice system

EDUCATION

- ▶ Involuntary Psychiatric Treatment Act (IPTA)
- ▶ Mental Health & de-escalation scenarios
- ▶ Concurrent disorders
- ▶ Substance Abuse disorders
- ▶ Medications, Substance of abuse and interactions.
- ▶ Recovery, harm reduction and motivational interviewing
- ▶ Relapse prevention
- ▶ Assessing risk & Intervening in Crisis
- ▶ Mental Health Self-awareness for first responders
- ▶ Certified Crisis Negotiators course
- ▶ 40 hr – Crisis Intervention team Training
- ▶ 40 hr train-the-trainer Crisis Intervention Team Training
- ▶ Certified Crisis Intervention Team Co-Ordinator
- ▶ Certified Crisis Response Program Co-Ordinator



TRAINING

- Mental Health professionals: legal and police processes
- CBRPS & RCMP officers: identifying signs and symptoms of mental illness, Crisis intervention and de-escalation tactics
- Crisis Intervention Team (CIT) training: NS RCMP, Calgary Police Service, Corrections Nova Scotia, Eskasoni First Nation Crisis team
- Upcoming: CBRPS – CIT Training (Sept 21–25)



Questions??

Constable Brett Bursey
Mental Health Liaison
Cape Breton Regional Police Service

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Office: 902-567-7487

Cell: 902-574-7518



Crisis Intervention Team (CIT)



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Cst. Brett Bursey – Mental Health Liaison
Cape Breton Regional Police Service

Amanda Cameron – MSW, RSW
Team Lead - Urgent Care/Emergency Crisis
Services, Nova Scotia Health

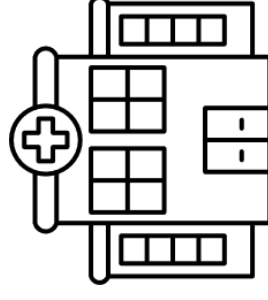
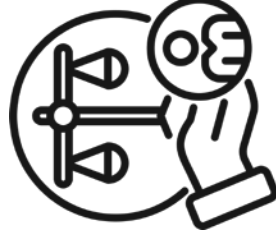


What is CIT?



Crisis Intervention Teams (CITs) are local initiatives designed to improve the way law enforcement and the community respond to people experiencing a mental health crisis.

They are built on strong partnerships between law enforcement, health providers, and individuals and families affected by these illnesses.



Where CIT began:



Crisis Intervention Team (CIT):

The CIT (Memphis Model) started in Memphis in **1988** after the police shooting death of Joseph Robinson, a man experiencing a mental health crisis.

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The goal was to improve police response to mental health calls by creating **specialized officer training, partnerships with mental health services, and de-escalation-focused response techniques.**

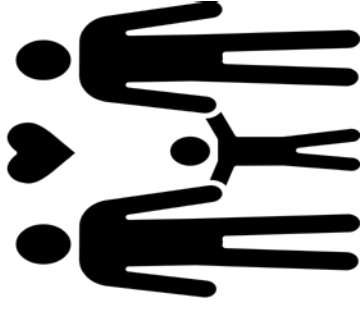
Today, the Memphis Model is widely used across USA & Canada to help officers safely manage crisis situations, reduce injuries, and connect people to care instead of defaulting to arrest when appropriate.



CIT is an evidence-informed, officer-centered model that:

- Improves safety for officers, subjects, and the public
- Reduces use-of-force and injuries
- Builds real-time pathways to mental health care
- Strengthens partnerships across police, health, and community

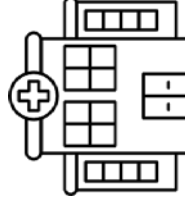
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CIT is not *just* training. It is a way of operating.

Officer Safety First

- Most police and public injuries occur during emotionally charged encounters
- Mental health crises = unpredictable behavior and often heightened risk
- CIT = informed decision-making under stress, not “soft policing”
- CIT works when officers aren’t expected to solve crises alone.
- This training is about giving officers more options, not more responsibility.



Mental Health & Policing: The Reality

- 1 in 5 Canadians experience mental illness
- 5+ million Canadians met criteria for a mood/anxiety/substance-use disorder in 2022
- Police services across Canada report a steady increase in mental health calls, even when other call categories decline.
- During the first 6 months of the pandemic, calls for service rose 8% in participating Canadian services, specifically wellness checks and mental health calls (while many crime indicators dropped), and the numbers have yet to decline.
- Cape Breton Regional Police Service respond to approx. 1,700 calls for service a year relating to Mental Health - almost 5 calls for service daily.

**So, whether it's coded as 'mental health,' 'wellness,' 'disturbance,' or 'welfare check',
the nature of the work is the same...and the reality is, it's shifted.**

Nova Scotia's implementation of CIT:



2008 – Mental Health Mobile Crisis Team (MHMCT) created in Halifax

- Partnership between Nova Scotia Health and HRP
- Co-response model

2011 – “Building Bridges: IMPROVING CARE IN CUSTODY FOR PEOPLE LIVING WITH MENTAL ILLNESS” report was released, following the inquiry into the death of Howard Hyde (2007)

- Deficiencies noted in both Health and Justice interventions with Mr. Hyde
- Recommendations in the report include **MH training for police as well as Emergency Department staff**, and the establishment of a provincial MH response

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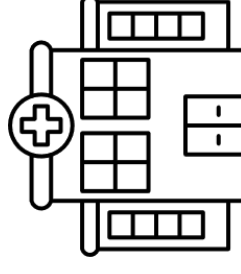
2021 – NSH Northern Zone establishes first Crisis Intervention Team outside of HRM

- MHA partners with four NZ police departments to train majority of officers in CIT model
- Significant reductions in ER visits via Police noted since implementation

2024 – Crisis Intervention Team “Train the Trainer” session held in Halifax

- NSH staff and Police from across the province trained to facilitate the 40-hour CIT curriculum to certify police officers in the CIT model
- Ministerial authorization granted to allow information-sharing between MHA staff and police in EZ

2026 – Eastern Zone hosts its first CIT training

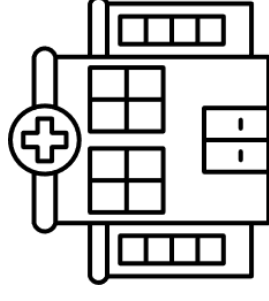


Overview of the CIT curriculum:



CIT is an intensive 40-hour Law Enforcement course that covers the following topics:

- Introduction to Mental Health
- Psychotic Disorders and Early Psychosis Intervention
- Neurodevelopmental and Disruptive Disorders in Youth
- Psychopharmacology
- Substance Use and Concurrent Disorders
- Mood Disorders
- Suicide Risk Assessment
- Personality Disorders
- Seniors' Mental Health
- Anxiety and Trauma-Related Disorders
- **Officer Wellness**
- De-escalation Communication Skills
- De-escalation Strategies
- Involuntary Psychiatric Treatment Act (IPTA)
- Provincial Crisis Lines/Local Resources



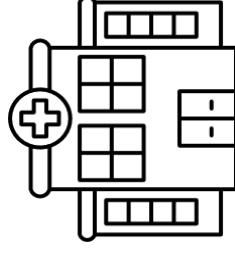
In addition to classroom instruction, participants will complete a community site visit, hear directly from individuals with lived experience, and participate in scenario-based learning exercises.

Officer Wellness



Provincial Crisis Team

- Half-day of training devoted to learning about trauma-related disorders and topics related to improving officer wellness
- PTSD and Trauma-Related Disorders topic facilitated by psychologist
- Emphasis on reducing stigma and *normalizing* symptoms of trauma-related disorders in police
- Focus on recognizing signs in self and colleagues and how to respond
- Discussion around how to increase resilience to lessen impact of traumatic experiences
- Resources offered for support – both within CBRPS and in community



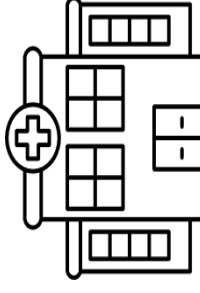
Front-Line CIT:

- Once officers are certified in CIT, they have access to a dedicated phone line answered by Nova Scotia Health Crisis Staff
- Officers can consult with the Crisis Staff prior to attending a call or while on scene
- Crisis Staff can provide information to the officer that can help inform how the officer may interact with the individual to assist in de-escalation and improve rapport
- Crisis Staff can speak with the individual over the phone to conduct an assessment to assist the officer in deciding whether transport to the ER is necessary
- Crisis Staff can provide outpatient follow-up for the individual if the decision is made that the individual does not need to go to the ER
- If Police and Crisis Staff agree that the individual needs to be apprehended under IPTA and taken to CBRH ER, Crisis Staff will assist with facilitating the medical assessment, Crisis assessment, and psychiatric assessment in a timely manner, reducing the amount of time the officer is in the ER

CIT's Impact



- Departments using CIT report 40–60% reductions in use-of-force during mental health calls
- Officer injuries decrease following CIT implementation
- CIT-trained officers are more likely to divert people to treatment rather than arrest
- Communities with CIT show reduced hours spent in Emergency Departments, reduced repeat crisis calls, and improved connection to care



Evidence drawn from multi-site studies of CIT programs across North America



C. Lee, M.D., F.A.C.S., F.R.C.S., F.R.C.P., F.R.C.G., F.R.C.P.E., F.R.C.P.S., F.R.C.P.S.(C), F.R.C.P.S.(G), F.R.C.P.S.(N), F.R.C.P.S.(O), F.R.C.P.S.(P), F.R.C.P.S.(R), F.R.C.P.S.(S), F.R.C.P.S.(T), F.R.C.P.S.(U), F.R.C.P.S.(V), F.R.C.P.S.(W), F.R.C.P.S.(X), F.R.C.P.S.(Y), F.R.C.P.S.(Z)



Provincial Crisis Team

AUTHORIZATION

Personal Health Information Act Section 39(2)

Disclosure to Non-Custodian

Pursuant to Section 39(2) of the *Personal Health Information Act*, the Honourable Brian Cormier, Minister of the Office of Addictions and Mental Health, hereby designates and authorizes the Mental Health and Addictions – Eastern Zone of the Nova Scotia Health Authority to orally make available to the Eastern Zone RCMP and the Cape Breton Regional Police the following:

- Personal information including name, address, phone number.
- Behavioral/Situational triggers of the Client.
- Methods to de-escalate situations and reduce the need for custody or Emergency Department visits.
- Names and contact information for individuals who provide support to the client.
- Safety or treatment planning needed to support the client.

This exchange of personal health information is authorized for the sole purpose of providing necessary information to assist in resolving situations involving individuals with mental health conditions, to decrease the criminalization of mental illness and associated visits to emergency departments, to help resolve mental health and addictions crises, to support early intervention and prevention of mental health crises and/or criminal involvement, and to develop protocols to support effective collaborations to achieve appropriate and safe outcomes.

The personal health information is limited to the officers who are designated by the RCMP Superintendent or Cape Breton Regional Police responsible for this service, and only following the completion of the required Crisis Intervention Training (CIT).

Such authorization shall remain in effect until December 15th, 2029 [five-year approval].

Dated at Halifax, Nova Scotia, this December 19th, 2024.

If you have any questions, please do not hesitate to contact me.

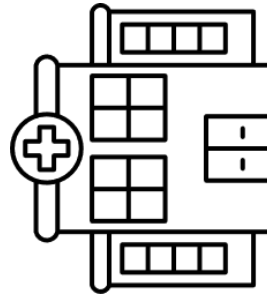
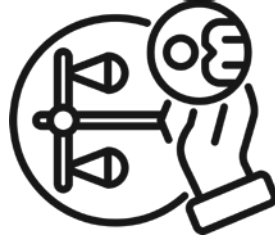

The Honourable Brian Comer
Minister of Addictions and Mental Health



CIT:



Safer responses.
Better outcomes.
Stronger partnerships.



PARTNERSHIP



Questions?

LETR FINAL LEG: SPECIAL OLYMPICS SUMMER GAMES



- ▶ S/Sgt Keith Power (NS LETR) and the Final Leg Team carried the Special Olympics Flame of Hope through 14 communities to celebrate inclusion & build excitement for the Games, finishing at the Opening Ceremonies in Medicine Hat, AB.



"SERVING WITH YOU - FOR YOU"

CAPE BRETON REGIONAL POLICE SERVICE



FEE STRUCTURE POLICY & PROCEDURE

Approved by: _____

Date: September 1st, 2026

	CLASSIFICATION: ADMINISTRATIVE	REVISED DATE
		EFFECTIVE DATE March 31, 2026
	TITLE: FEE STRUCTURE	REPLACES: Fee Structure 2023/Cost Recovery Fees March 2013
		TOTAL PAGES 3

1.0 PURPOSE

This document sets fees for certain non-criminal related functions performed by the Cape Breton Regional Police Service.

References

Criminal Records Act R.S.C., 1985, c. C-47

Criminal Code of Canada

Freedom of Information and Protection of Privacy, SNS 1993, c5

2.0 ADMINISTRATIVE PROCEDURES

- 2.1 Cost recovery through fees is a means to reduce costs directly related to a provided service
- 2.2 All Record Checks are completed by the Records Section located at CBRPS Headquarters
- 2.3 Payment is required in full at the time of application
- 2.4 Payment by certified cheque or postal money order can be processed at the Civic Center located at 320 Esplanade, Sydney NS.
- 2.5 Payment is made to the Cape Breton Regional Police Service at 865 Grand Lake Road, Sydney NS by:
 - 2.5.1 Debit for in-person services
 - 2.5.2 Credit for online criminal record checks
 - 2.5.3 Cheques/money orders from foreign banks outside Canada/USA are not accepted
- 2.6 Applicants are advised processing time of two weeks
- 2.7 Record Checks must have CPIC confirmation

3.0 APPLICATION REQUIREMENTS

- 3.1 The Cape Breton Regional Police Service is committed to respecting privacy and adhering to privacy laws. As such:
 - 3.1.1 Copies of police reports are ONLY available to people involved in the incident or their representatives with explicit, written consent
 - 3.1.2 Information that can harm an ongoing, unsolved investigation or where the information is part of an ongoing court file will not be released

- 3.1.3 Information obtained from other agencies e.g. RCMP will not be released and must be requested from the stewarding agency or organization
- 3.1.4 Signed waivers are required for record checks where individuals other than the applicant will be retrieving the information
- 3.1.5 All third-party information is deleted from any requested reports
- 3.1.6 Reports will not be released if the investigation is open and ongoing or if the matter is proceeding before a court
- 3.1.7 No information is released over the phone or by e-mail
- 3.1.8 Anyone requesting a copy of a police generated report must provide two pieces of government issued identification (minimum one with photo)
 - 3.1.8.1 Photo Identification
 - 3.1.8.1.1 Driver's License
 - 3.1.8.1.2 Nova Scotia Identification Card
 - 3.1.8.1.3 Passport
 - 3.1.8.1.4 Other federally issued ID e.g. resident, status documents
 - 3.1.8.2 Non-Photo Identification
 - 3.1.8.2.1 Provincial Health Card
 - 3.1.8.2.2 Birth Certificate
 - 3.1.8.2.3 Marriage Certificate
 - 3.1.8.2.4 Immigration Papers
 - 3.1.8.2.5 Citizenship Card or Certificate

4.0 SERVICE CATALOGUE

Type	Description
Collision Report	Insurance information supplied when requested by parties (registered owners) involved in an accident. Third parties involved are unable to receive reports.
Collision Investigative File	Includes vetted information of reports, investigation findings and reports
Collision Reconstruction Report	Detailed reports of accidents including precise measurements/lab reports
Basic Record Check	A criminal record check including searches in CPIC, JEIN, and Niche RMS.
Enhanced Record Check	A criminal record check which includes a vulnerable sector check
Fingerprinting	Ink or Live Scan –one occurrence
Letter of Confirmation	Request for a letter confirming reporting of incidents/address
Pardon	Basic record check and completion of proper documentation. Additional fee of \$25 is required for Receiver General
Record Check – Volunteer Eligibility	Volunteers requiring a record check must provide a letter from the sponsor agency to be considered a volunteer applicant
Record Check - Volunteer Fees Waived	Proof of income is required for fees to be waived and includes: • Social assistance statement, endorsement from Department of Community Services or Indigenous Social Development; or

	• CRA Notice of assessment where household income not exceeding \$29,000 for single income households, and \$44,000 for family income households • Assessments may be based on the organization's financial capacity e.g. organizations that provide and require large volumes of volunteer applications
Peace Bond	Order from a court under the Canadian Criminal Code Section 810
Photos	Copies of legal/private photos in sheets of four. Application to a Record (FOIPOP) may be required. All requests for reports/files are vetted and subject to privacy and investigative limitations. Request for legal photos is as requested by a lawyer and not part of criminal legal proceedings or relevant to case disclosure
Occurrence Reports	Application required to access a record (FOIPOP). All requests for reports are vetted and subject to privacy and investigative limitations.

5.0 FEE SCHEDULE

SERVICE	FEE
RECORDS & SECURITY	
Criminal Record Check Standard	\$50
Criminal Record Check Student	\$15
Criminal Record Check Standard Volunteers	\$5
Criminal Record Check duplicate (at time of application/pickup)	\$5
Fingerprinting- Live Scan/Ink	\$50
FOIPOP Application/Requests for Record	\$5
Peace Bond (unless IPV)	\$75
Information/Reports including Occurrence Reports	\$30
TRAFFIC	
Collision Reports - General	\$50
Collision Reports - Investigative	\$345
Collision Reconstruction Report	\$1500
Statements (electronic)	\$25

Photos (electronic- contact sheet of four)	\$50
MISCELLANEOUS	
Commissioner of Oaths	N/C

6.0 ANNUAL REVISIONS & REVIEW

6.1 Under the direction of the Chief of Police, in consultation with the CBRM Board of Police Commissioners and Council, the CBRPS Fee Structure will be reviewed for:

- 6.1.1 Adjustments due to Consumer Price Index/inflation
- 6.1.2 Additional requests for fees or cost recovery
- 6.1.3 Any other changes to the policy or procedure as a result of a legislative, regulatory or local change

RECORD CHECK INFORMATION & GUIDELINES

What is the Criminal Records Act?

The ***Criminal Records Act*** (the *Act*) is a piece of Canadian legislation intended to provide for the relief of persons who have been convicted of offences and subsequently rehabilitated themselves. It became law in 1985.

The purpose of the *Act* is to provide a means of criminal records suspension. According to the *Act*, a record suspension is evidence of the fact that the applicant was of good conduct, and that the conviction should no longer reflect adversely on the applicant's character. Following a successful application, the records in question are kept separate and apart from other criminal records, are removed from the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police (RCMP), and are not disclosed to any person without the prior approval of the Minister.

What is a criminal record check?

In general terms, a criminal record check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual's name and date of birth, or for much greater assurance, it can be based on fingerprints for positive identification. A criminal record check is performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP) which holds approximately 4.2 million records. Checks are also in many cases performed against a Canadian police service's local records.

A basic check includes the review of the databases including the federal CPIC, provincial JEIN, and local Niche.

An enhanced check includes a basic check as well as a vulnerable sector check for sex offences, and is required for those working with vulnerable persons including children.

What is a CPIC check?

What many consider to be a "CPIC check" (or to others a "background check") is a query of the Identification Data Bank by a police agency using a person's name and date of birth. While there may be a match to a criminal record within the data bank that may point to a possible criminal record, it does not mean that the person subject to the check is the subject of that criminal record. This can only be positively confirmed with the submission of fingerprints. In addition, this type of check omits checks of other data banks that could provide valuable screening information (see question on local indices).

What is the difference between a Summary, Indictable, and Hybrid Offence?

Summary Offence

A Summary Offence is the least serious criminal offence type in the Canadian Criminal Code. This would include more minor offences like "disturbing the peace." The sentence for a summary conviction typically carries a maximum of 6 months in jail or a \$5,000 fine, and an individual can apply to receive a record suspension three years after the completion of their sentence. Individuals charged with a summary offence are not fingerprinted by the police.

Indictable Offence

The most serious offence type in the Criminal Code is an Indictable offence. This includes serious charges like theft and violent crimes. A sentence for an indictable offence can be as severe as life in prison, depending on the crime. For some indictable offences, the person charged can choose between a trial with a judge or with a judge and jury.

Hybrid Offence

A hybrid offence is a crime that can be treated as a summary or an indictable offence, and it is up to the Crown Counsel to decide which direction to proceed in. This decision is usually based on how serious the crime was. An example of a hybrid offence is theft under \$5,000.

What databases may be searched?

- **NICHE** – local records of the applicant's involvement with CBRPS
- **JEIN** – the Nova Scotia court system (Justice Enterprise Information Network)
- **CPIC** – the Canadian Police Information Center system and RCMP National repository in Ottawa

How long is it good for?

A police information records check only provides information found at the time of the check on the above listed systems. The CBRPS does not guarantee completeness of information, as it is subject to each

agency's updates.

The check does not include information found in any other jurisdiction's local police information system; nor does it include court information from any other provinces, except convictions registered on federal systems

What disclosures are included?

- **Criminal Records** includes indictable, dual procedure and summary conviction offences; and
 - Vulnerable Sector Records
 - Absolute Discharge for one-year period
 - Stay of Proceedings for one-year period
 - Conditional Discharge for three-year period
- Other information where provision exists within the Criminal Code of Canada or other Acts

Why is there a request to be fingerprinted after applying for a check?

- Submission of fingerprints to confirm or eliminate a criminal record associated to an applicant's information
- Submission of fingerprints for the Vulnerable Sector search to confirm or eliminate a pardon associated to applicants' information. Please see the RCMP website for more information:
<http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm#rc>
- To deal with outstanding warrant(s) on a federal system
- **NOTE:** The above information cannot be discussed over the phone; however, the information may be discussed when attending for fingerprinting



STAFF REPORT

TO: Police Commission
FROM: Cape Breton Regional Police Service
SUBJECT: CBRPS COST RECOVERY
DATE: September 9th, 2026

Overview:

Proposal Type: ☐ Business Transformation Initiative ☐ ICT Systems ☒ Other (<i>specify</i>) Fee Structure	Program/Service Impact: ☐ New Program/Service ☐ Expansion of Existing Program/Service ☐ Change/Repurposing of Existing Program/Service	Asset Type Impact: ☐ Building ☐ Equipment ☐ Land
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Purpose

The purpose of this Staff Report is to recommend Council adopt the proposed fee structure for police services.

Background

The CBRPS offers full-service policing to the communities and individuals within the CBRM. Information management services constitute a significant portion of customer service activities provided to the public through police. This number of record checks has grown by 3000 since 2023 as a result of increasing growth from the broader community and policy adjustments in outside organizations. Each year, the CBRPS processes over 9500 police record checks.

Record check distribution and contents are governed by federal laws including the *Criminal Records Act* which outlines the information that is safeguarded and the conditions under which police record information is maintained including the access and disclosure of that information. Accessing the federal Canadian Police Information Center (CPIC) to search records requires personnel training and policy knowledge for adherence to these federal regulations. When a record check gets 'flagged', the CBRPS must then acquire and submit fingerprints to CPIC in Ottawa for vetting. Recent increases in volumes and subsequent federal 'flagging' of checks have increased processing costs.

Another increase being proposed is the Motor Vehicle Collision report fee when reports are requested by insurance companies and law firms. These reports are processed by our civilian administrative staff. With the Collision Reporting Center handling most of our accident report requests, there has been a decline in direct revenue from collision reports. Adjusting our fees to be consistent with comparable jurisdictions will help ensure cost recovery with no direct impact to the public.

Costs are directly associated with the production of routine, non-emergency requests and include paper, ink, lab fees, and other costs directly related to these services.

Discussion

Routine information services are an optional provision by CBRPS. They are not legislated nor do they fall within the mandates of emergency response or criminal investigation. As such, the offer is often contingent on partial or full recovery. To illustrate how other areas are offsetting these service costs, comparison data is included below. A side-by-side comparison from the current amounts to the future amounts highlights the increases and areas that remain status quo.

Motor Vehicle Accident Report Comparison to other services:

SERVICE	CURRENT CBRPS	YORK	OTTAWA	LONDON
Motor Vehicle Accident Reports	\$34.20	\$59.89	\$50.00	\$59.89

Record Check Comparison to other services:

Service	Current CBRPS Fee	Average Comparable Fee*
Standard Criminal Record Check (Adult)	\$30.00	\$55.00
Student Criminal Record Check	\$15.00	\$35.00
Volunteer Criminal Record Check (In-person)	\$0.00	\$0.00
Duplicate Record Check	\$5.00	\$5.00
Fingerprinting – LiveScan/Ink	\$50.00	\$55.00

* Based on a review of five similarly sized Canadian police services (York, Ottawa, London, Halifax, Winnipeg).

Current and proposed Record Check/MVC Report fees for CBRPS:

SERVICE	CURRENT CBRPS RECORD CHECKS	PROPOSED CBRPS RECORD CHECKS	CURRENT CBRPS MVC REPORT	PROPOSED CBRPS MVC REPORT
RECORDS & SECURITY				
Criminal Record Check Standard including students	\$15 Student \$30 Standard	\$15 Student \$50 Standard	\$34.20	\$50.00
Criminal Record Check Standard Volunteers	\$0 with volunteer letter	\$9.95 *if processed online*		
Criminal Record Check duplicate	\$5	\$5		
Criminal Record Check Rush Fee	-----	\$40		

The CBRPS cost recovery policy has not been updated since 2023 despite increasing external costs. Beginning in 2025, CBRPS partnered with Forrest Green for online criminal record checks at a minimal cost to the organization. Online convenience fees are transferred to the customer who chooses online versus in-person service. The convenience fee is \$9.95 and is recovered by Forrest Green for the use of the service. CBRPS absorbs the Moneris service fees that average approximately \$150 per month.

It is suggested to embed the convenience fee into the overall cost of the Criminal Record Check to provide transparency and simplicity. Rather than facing unexpected add-on services at check out or at the point of service, applicants can see the full cost up front and make informed decisions. However, if prices remain static, CBRPS will absorb the service fee, therefore reducing current cost recovery.

In 2025, CBRPS partnered with Accident Support Services who now process at least 80% of the collisions that happen in our jurisdiction, that our officers no longer respond to. The Collision Reporting Center is in place to take more call pressure away from our frontline general duty response therefore less MVC reports are processed through our administrative staff in turn reducing direct revenue from insurance companies and/or law offices to our police service.

It is suggested to increase the \$34.20 fee to \$50 to make up for the decreased revenue as a result of fewer reports being processed by our staff. This increase aligns with fees charged by other Police Services of similar capacity.

Record Checks

Record check distribution and contents are governed by federal laws including the *Criminal Records Act* which outlines the information that is safeguarded and the conditions under which police record information is maintained including the access and disclosure of that information.

As noted above, there are typically over 9500 record check requests per annum with volunteer checks estimated at approximately 2000. Historically, requests for checks from volunteers or volunteer agencies are \$0, as it stands, if a volunteer comes in person for a record check, the amount remains free of charge, but if they choose to do a record check online, the \$9.95 convenience fee applies. It is recommended that if they want an expedited or “emergency” online check with a 24 hour turn around, they can pay the additional \$40 for that to be processed. If they come in person, the turnaround time will be up to two weeks.

The proposed moderate structured increase will be implemented to standard criminal record checks to align with rising service delivery costs and to offset revenue shortfalls from current fingerprint processing deficits (-\$4.75 per check) and \$0 volunteer checks. The change would be in alignment with other Police Services across Canada to ensure our pricing model remains fair and sustainable. An increase in fees also supports offsetting processing costs.

Lastly, to support our citizen’s urgent needs while protecting our core service capacity, it is being recommended to introduce a premium “rush” fee for last minute record checks requiring a 24-hour turnaround. Given typical pricing and the reprioritization of workflow required to meet a 24-hour deadline, a reasonable structure could be: standard fee + a \$40 additional fee per request.

Motor Vehicle Accident Reports

Motor Vehicle Accident Reports are requested solely by law offices and Insurance companies; therefore, the fee increase would not be impacting the public directly. The change would be in alignment with other Police Services across Canada to ensure our pricing model remains current and comparable. An increase in fees also supports offsetting processing costs.

Conclusion

Cost recovery efforts should be modernized to reflect the increased efforts required as a result of federal Criminal Record Check ‘flagging’ processes, increased cost of services, and to be brought in line with other agencies.

Financial Implications

None.

Options

1. CBRM Council adopts the recommendation as presented.
2. CBRM Council adopts the recommendation with modifications.
3. CBRM Council refuses the recommendation in part or in whole.

Summary of Police-Reported Crime Statistics in Canada, 2025

Statistics Canada, Canadian Centre for Justice and Community Safety Statistics, Uniform Crime Reporting Survey, 2024

	Canada			Nova Scotia			CBRM		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Police-reported crime rate (per 100,000)	6,187.90	6,064.51	-1.99	6,610.64	6,701.70	1.38	3,926.06	3,747.52	-4.55
Crime Severity Index	78.84	75.01	-4.86	75.45	72.96	-3.30	43.11	44.23	2.60
CSI - Violent	101.42	97.19	-4.17	95.07	89.78	-5.56	59.02	58.55	-0.80
CSI Non-Violent	70.49	66.78	-5.26	68.25	66.85	-2.05	37.12	38.88	4.47
Weighted Clearance Rate	35.80	36.64	2.35	32.91	32.55	-1.09	45.22	42.13	-6.83
WCR - Violent	54.07	54.56	0.72	52.76	51.40	-2.58	62.25	60.93	-2.12
WCR – Non-Violent	25.30	26.28	3.87	21.87	22.43	2.56	34.39	30.82	-10.38

* The police reported crime rate is defined as the volume of crime per 100,000 population including all Criminal Code violations, excluding traffic violations.

* The Crime Severity Index is calculated based on two factors, the volume of crime and the severity of crime. More serious crimes are given more weight and impact in the Crime Severity Index more than less serious crimes.

* Clearance Rates are defined as “the number of criminal incidents solved by the police in the year divided by the number of criminal incidents reported in the year.”¹ “The weighted clearance rate is based on the same principles as the Police Reported Crime Severity Index (CSI), whereby more serious offences are assigned a higher "weight" than less serious offences.

¹ <https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=199470>

Violations	2023	2024	2025	% change	% change 24-25
Total, all violations [0]	4,319.82	3,926.06	3,747.52	-13.25	-4.55
Total, all Criminal Code violations (including traffic) [25]	4,257.89	3,875.23	3,704.94	-12.99	-4.39
Total, all Criminal Code violations (excluding traffic) [50]	4,094.02	3,734.75	3,533.67	-13.69	-5.38
Total violent Criminal Code violations [100]	917.51	803.14	760.98	-17.06	-5.25
Total property crime violations [200]	2,391.43	2,237.52	2,144.09	-10.34	-4.18
Total other Criminal Code violations [300]	785.08	694.09	628.60	-19.93	-9.43
Total Federal Statute violations [400]	61.93	50.83	42.59	-31.23	-16.22
Total Drug violations [401]	56.21	48.98	37.03	-34.12	-24.40
Total Criminal Code traffic violations [900]	163.88	140.48	171.27	4.51	21.92
Youth Criminal Justice Act [6450]	1.91	0.92	0	..	..

.. Not available for a specific reference period

Source: Statistics Canada. Table 35-10-0178-01 Incident-based crime statistics, by detailed violations, police services in the Atlantic provinces

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510017801>

2025 Rate Comparisons: CBRPS, Provincial, National and Selected Cities

*Note: Moncton includes the Codiac Region which is comprised of Moncton, Dieppe and Riverview, NB

Crime Rate / 100,000	Nova Scotia	Canada	CBRPS	St. John's	Halifax	Moncton*	Fredericton	Saint John	Thunder Bay
Total, all Criminal Code violations (excluding traffic)	6,146.93	5,584.60	3,533.67	6,162.57	6,108.70	8,516.07	6,799.89	6,467.10	8,373.50
Total Violent Criminal Code violations	1,561.86	1,443.25	760.98	1,691.36	1,351.73	2,119.54	1,754.10	1,729.85	2,249.10
Total property crime violations	3,564.71	3,140.55	2,144.09	3,153.77	3,917.12	4,857.19	3,992.18	3,644.91	5,113.52
Total other Criminal Code violations	1,020.36	1,000.80	628.60	1,317.44	839.85	1,539.34	1,020.61	1,092.34	1,010.88

- CBRPS crime rates were **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.
- CBRPS Criminal Code violations (excluding traffic) were **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.
- The rate of CBRPS violent criminal code violations was **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.
- The rate of CBRPS property crime violations was **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.
- The rate of CBRPS other criminal code violations was **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.

Crime Severity Index	Nova Scotia	Canada	CBRPS	St. John's	Halifax	Moncton*	Fredericton	Saint John	Thunder Bay
Overall Crime Severity Index	72.96	75.01	44.23	79.22	68.65	116.08	86.99	98.50	114.13
Violent Crime Severity Index	89.78	97.19	58.55	104.32	90.32	116.84	102.94	153.32	195.14
Non-Violent Crime Severity Index	66.85	66.78	38.88	69.86	60.57	116.76	81.36	77.43	82.72

- The CBRPS crime severity index was **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.
- The CBRPS violent crime severity index was **lower** overall than in compared jurisdictions as well as the National rate and Nova Scotia.
- The CBRPS non-violent crime severity index was **lower** overall than in compared jurisdictions as well as National rate and Nova Scotia.

Weighted Clearance Rate	Nova Scotia	Canada	CBRPS	St. John's	Halifax	Moncton*	Fredericton	Saint John	Thunder Bay
Weighted clearance rate Total	32.55	36.64	42.13	34.18	31.46	21.07	35.78	37.93	47.14
Violent weighted clearance rate	51.40	54.46	60.93	48.39	47.95	36.08	47.23	53.89	61.31
Non-violent weighted clearance rate	22.43	26.28	30.82	25.69	21.62	15.07	29.98	25.31	33.84

- The CBRPS overall weighted clearance rate was **higher** than the Nova Scotia rate, the National rate, and the rate in other major Atlantic Canadian cities, but **lower** than the rate in Thunder Bay, a city of similar size.
- The CBRPS weighted clearance rate for violent crime was **higher** than the Nova Scotia rate, the National rate, the rate in other major Atlantic Canadian cities, but **Saint John** than the rate in Thunder Bay, a city of similar size.
- The CBRPS weighted clearance rate for non-violent crime was **higher** than the Nova Scotia rate, the National rate, the rate in other major Atlantic Canadian cities, but **lower** than the rate in Thunder Bay, a city of similar size.

SUMMARY OF REPORTING PERIOD

January 1 – May 31, 2026

- ▶ Calls for Service: 28, 474
- ▶ Collision Reporting Centre Customers: 598
- ▶ Charges: 1,560
- ▶ Summary Offence Tickets: 1,265
(MVA, LCA, OHVA, Bylaws)
- ▶ Headlines:
 - Police recover stolen vehicle, return dog home
 - Police catch, charge man with firearms offences
 - Police catch two for break & enter at construction site
 - Police catch youth for vehicle entries
 - Police catch, charge man after multiple fires
 - Police catch, arrest four after shooting
 - Police arrest man for fleeing police, seize drugs, firearm
 - Police stop fleeing vehicle, charge two with murder
 - Police seize \$10,000 worth of drugs, charge two for trafficking
 - Police charge youth for mischief connected to reporting false incident at school
 - Police arrest, charge three for breaking into downtown Sydney building



CALLS FOR SERVICE

Abandoned Vehicle	116	Home Invasion	1	Request for Assistance	2714
Alarm	348	Human Trafficking	4	to Other Depts	1510
Arson	29	Impaired Driving	86	to Injured/Sick/Mental Health	611
Animal Complaint	11	Indecent Act	20	Request to Locate Persons	321
Assault	285	Information Request &		Robbery	11
Attempt Murder	1	Police Follow-up	5203	Sex Offence	64
Breach of Conditions	139	Insecure Premises	30	Stalking	5
Break & Enter	67	Intimidation / Threats	167	Stolen Vehicle	104
Bylaw Offence	175	Liquor Offence	59	Suspicious Package	11
Compliance	616	Lost / Found Property	174	Suspicious Person	495
Deceased Person	82	Mischief	230	Suspicious Vehicle	238
Dispute / Disturbance	1177	Motor Vehicle Collision	1318	Theft	624
Drugs	50	Murder	3	Towed Vehicle	29
Explosives	1	Noise Complaint	124	Traffic / Driving Complaint	880
Extortion	1	Nuisance Phone Call	54	Transport	368
False Alarm	924	Obstruction	2	Trespassing	14
Fire	40	Parking Complaint	469	Unknown Trouble	135
Firearm Destruction	16	Premise Check	3994	Unwanted Person	835
Fraud	164	Query Person	539	Voyeurism	3
Harassment	45	Query Vehicle	2593	Weapons Complaint	38



HIGHLIGHTS & INITIATIVES

- ▶ Targeted Traffic Enforcement: Aggressive Driving
 - Speeding x 55, MVA x 176
- ▶ Online Criminal Record Checks
- ▶ 9 Cadets on OJT, 2 new Hires
- ▶ Senior Safety & Crime Prevention: Frauds & Scams, Senior Abuse, Emergency Preparedness, Driving, Vials of Life, Music & Memory
- ▶ In the Community: Sobeys Food Drive, LETR Polar Plunge, Louisbourg Slush Run, MADD Cape Breton, NSCC Career Fair, Red Dress Awareness Walk, BGC Stuff the Bus
- ▶ Police Week Showcase, Atlantic Chiefs of Police Conference
- ▶ Training: Cultural Awareness, Trauma Informed Approach, Child Sexual Assault Investigations, Digital Technologies, Drug Impairment Recognition, Emotionally Disturbed Persons, Ethics & Accountability, Firearms Recertification, Forensic Identification, Hate Crime, Homicide & Missing Person, Human Trafficking, Investigative Interviewing, Major Case Management



COMMUNITY ENGAGEMENT

- ▶ **Downtown Sydney Beat Officer & Community Office**
 - Sydney Downtown Development Association
 - Enhance security, address concerns, connect people with resources – create a safe downtown space for everyone who uses it
 - Cruise Ship visitors
- ▶ **Foot Patrol Detail**
 - Increased visibility, presence, engagement (business community & residents)
 - Dedicated shifts across CBRM communities: Glace Bay, Dominion, New Waterford, North Sydney, Sydney Mines, Whitney Pier, Louisbourg
- ▶ **E-Bike Patrol**
 - Sydney Credit Union, Frameworks Cycle & Fitness, Sketchline Design
 - Environmental, cost and response benefits
- ▶ **Motorcycle Unit**
 - Traffic Safety + extra presence in the downtown cores of CBRM and during summer events, to support safety and tourism



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Councillor Agenda Request Form

X 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
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Date of Council Police Commission, Sept 9/26

Meeting: Subject: Window Tints in vehicles

Motion for Council to Consider: That Council direct staff to investigate the current regulations and enforcement surrounding excessively tinted vehicle windows, particularly the front windshield and front side windows, along with the safety concerns associated with illegal or excessively dark window tinting.

Rationale: Excessively dark window tinting on the front windows of vehicles creates a significant visibility and safety concern. When approaching a vehicle, it can be extremely difficult for pedestrians, other motorists, and law enforcement officers to see the driver and determine what is happening inside the vehicle. This presents an additional safety concern for police officers conducting traffic stops or approaching vehicles.

Outcome Sought: I request that Police staff review the current Nova Scotia regulations governing vehicle window tinting, determine what enforcement measures are currently available to police and determine what enforcement measures are currently available to police. Request that a report come back to Council with recommendations for improved public education, enforcement, or CBRM advocacy for changes to provincial regulations, if required

Date August 18, 2025

Received by Clerk's Department (date):
August 18, 2025