



Amherst Board of Police Commissioners
Regular Meeting
Agenda

Date: **Tuesday, June 18, 2024**
Time: **3:00 pm**
Location: **Council Chambers, Town Hall**

Pages

-
1. **Call To Order**
 - 1.1 **Territorial Acknowledgement**

“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”
 - 1.2 **Swearing In of New Commissioner Caprice Barbour**
 - 1.3 **Approval of Agenda**
 - 1.4 **Acceptance of Minutes - April 16, 2024** 1 - 2
 2. **Delegations / Presentations**
 - 2.1 **APD Strategic Plan Verbal Update**
 3. **Business Arising**
 4. **Discussion / Information Items**
 - 4.1 **CAPG Conference** 3 - 12
 5. **Chief's Reports** 13 - 18
 6. **Next Meeting**
 7. **Closed Session**

7.1 Approval of Closed Session Agenda

7.2 Acceptance of Closed Session Minutes

7.3 MGA 22(2)(c) - personnel matters

7.4 MGA 22(2)(h) - public security

8. Adjournment

**Town of Amherst
Amherst Board of Police Commissioners
Minutes**

Date: April 16, 2024
Time: 3:00 pm
Location: Council Chambers, Town Hall

Members Present Commissioner Hal Davidson, Vice Chair
Commissioner George Baker
Commissioner Charlie Chambers
Commissioner Sandy Fairbanks
Commissioner Angela Ryan Bourgeois

Members Absent Commissioner Paul Calder, Chair

Staff Present Dwayne Pike, Chief of Police
Tim Hunter, Deputy Chief
Natalie LeBlanc, Municipal Clerk / Board Secretary

1. Call To Order

The Vice Chair called the meeting to order.

1.1 Territorial Acknowledgement

The Vice Chair gave the Territorial Acknowledgement.

1.2 Amendments to Agenda

There were no amendments to the agenda.

1.3 Approval of Agenda

Moved By Commissioner Ryan Bourgeois

Seconded By Commissioner Fairbanks

That the agenda be approved as circulated.

Motion Carried

1.4 Acceptance of Minutes - March 21, 2024

The Vice Chair called for any errors or omissions in the minutes. There being none, the minutes of the March 21, 2024 meeting of the Amherst Board of Police Commissioners were accepted as included in the agenda package.

2. Business Arising

There was no business arising.

3. Discussion / Information Items

3.1 CAPG Conference

Information on the annual CAPG conference was distributed to members in their agenda package indicating the conference will take place August 8-11, 2024 in Halifax. As per policy, one member of the Board is permitted to attend. Further details of the conference will be forwarded to members once they are announced.

3.2 Strategic Planning Update

Sharon Bristol provided a verbal update on the Amherst Police Department's strategic plan. The Strategic Planning committee met with APD staff on April 11th to discuss the strategic plan. Next steps will include a meeting with the Amherst Board of Police

Commissioners and Council, then outside organizations identified as stakeholders in policing. The Clerk will arrange for a meeting of the ABPC and Council as soon as possible.

3.3 Auxiliary Policing

Chief Pike reviewed the draft new Auxiliary Police Officer By-law, and supporting Standing Order included in the agenda package.

Commissioner Fairbanks suggested that a clause be included giving the Chief authority to rescind an appointment, and reconsider the wording of "modest stipend" suggesting it perhaps be changed to say "may recommend a stipend".

Commissioner Davidson suggested omitting the actual name of the Staff Sergeant.

Moved By Commissioner Fairbanks

Seconded By Commissioner Chambers

That the Amherst Board of Police Commissioners support the new draft Auxiliary Police Officer By-law and recommend it be forwarded to Amherst Town Council.

Motion Carried

4. Reports

4.1 Chief's Report

Deputy Chief Hunter and Chief Pike reviewed the Chief's report, included in the agenda package.

5. Next Meeting

The next meeting was scheduled for Tuesday, May 28, 2024 at 3:00 p.m.

6. Closed Session

Moved By Commissioner Ryan Bourgeois

Seconded By Commissioner Fairbanks

To go into Closed Session.

Motion Carried

7. Adjournment

There being no further business, the Vice Chair adjourned the meeting.

Natalie LeBlanc
Municipal Clerk / Board Secretary

Hal Davidson
Vice Chair

MEMORANDUM

TO: Amherst Board of Police Commissioners
FROM: Natalie LeBlanc, Municipal Clerk/Board Secretary
DATE: June 18, 2024
SUBJECT: CAPG Conference

The CAPG Conference is being held this year in Halifax from Thursday, August 8th to Sunday, August 11th. As per the attached policy, one Board member may attend. We have had one member of the Board express interest in attending, Commissioner Chambers. The deadline for registration is Sunday, June 23rd. If no other members express interest in attending I will get Commissioner Chambers registered.

TITLE: Council Conference Attendance and Professional Development
SECTION: Executive Office
POLICY NO: 10350-26

APPROVAL DATE: May 23, 2023

CAO Signature: 

PURPOSE:

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor. In addition, the policy will also provide for appropriate professional development for the Mayor and members of Council.

POLICY STATEMENT:

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, as information becomes available. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Nova Scotia Federation of Municipalities (NSFM) spring conference, NSFM fall conference, the Atlantic Mayors' Congress, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit conference attendance requests to the Clerk. Staff will compare these requests to the approved attendance in Section 3 of this policy and advise Council accordingly.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply and will be included in the annual operating budget:
 - a. NSFM spring conference –three members of Council;
 - b. NSFM fall conference – all members of Council;
 - c. FCM annual conference – three members of Council
 - d. Atlantic Mayors' Congress – Mayor or Deputy Mayor
 - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
 - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners
4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.

TITLE: Council Conference Attendance and Professional Development
SECTION: Executive Office
POLICY NO: 10:350-26

5. All members of Council will be permitted to attend the NSFM spring conference when it is in the Cumberland Region.
6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences or workshops, not included in paragraph 3, will submit the request to Council for approval. Members of Council wishing to take educational courses or other learning opportunities not listed in this policy will submit the request to Council for approval.
10. Where budget allows, the Town will support members of Council interested in participating in the NSFM / AMA Leadership Education Modules. Information on these modules will be provided to Council by the Clerk as it becomes available.
11. For all members of Council attending a conference or workshop on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information within 60 days of the date of the conference or workshop.

TITLE: Council Conference Attendance and Professional Development
SECTION: Executive Office
POLICY NO: 10350-26

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Adhere to the requirements of the policy.
Mayor / Council	Approve requests for additional learning opportunities as per Section 11 of the policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> 1. Housekeeping amendments to reflect current names of current Boards. 2. Add Section 11 to include additional learning opportunities. 	Clerk, LeBlanc	Council	May 23, 2023

Minutes reference date: 24 April 2017

To: Natalie LeBlanc <NLeBlanc@amherst.ca>
Subject: CAPG's 35th Annual Conference in Halifax, NS

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CAPG 35TH ANNUAL CONFERENCE

SAVE THE DATE



CAPG 35TH ANNUAL CONFERENCE
**Where Governance
Meets Public Safety**
TRANSFORMING POLICING IN CANADA

AUG 8-11 • HALIFAX, NS



Join us in beautiful Halifax, Nova Scotia as we gather for the Canadian Association of Police Governance's 35th Annual Conference:

Where Governance Meets Public Safety: Transforming Policing In Canada

Thursday, August 8, 2024 to Sunday, August 11, 2024

Collaborate with your Peers

The CAPG's Annual Conference is the largest gathering of police boards in Canada and serves as the principal vehicle for dialogue between the many different stakeholders in governance.

Learn from the Experts

Home to the top police governance specialists and leaders, CAPG Governance Conference is an essential learning opportunity.

Create Change

This is a unique opportunity for police leaders across Canada to learn from each other, share best practices, and talk about how to achieve positive change in the sector.

Many Speakers & Details to be Announced

**Register - CAPG's 2024 Annual Conference - CAPG Members Only
Early Bird Pricing (Until May 31st)**

**Register - CAPG's 2024 Annual Conference - CAPG Non-Member
Regular Pricing (In Person)**

**Register - CAPG's 2024 Annual Conference - CAPG Members Only
Regular Pricing (In Person) - AFTER MAY 31ST**

Register - CAPG's 2024 Annual Conference - FNPGC Member Pricing
(In Person)

Register - CAPG's 2024 Annual Conference - FNPGC Non-Member
Pricing (In Person)

Register - CAPG's 2024 Annual Conference - CAPG Members Only
Day Rate (In Person)

Register - CAPG's 2024 Annual Conference - CAPG Non-Member Day
Rate (In Person)

Register - CAPG's 2024 Annual Conference - Pre-Conference
Workshop (In Person)

Register - CAPG's 2024 Annual Conference - Add Companion -
Friday Evening

Register - CAPG's 2024 Annual Conference - Add Companion -
Saturday Evening

Register - CAPG's Annual Conference 2024 - Virtual Access - CAPG
Member Pricing

Register - CAPG's Annual Conference 2024 - Virtual Access - FNPGC Member Pricing

35TH ANNUAL CAPG CONFERENCE

Halifax
2024

August 8 - 11, 2024
THE WESTIN NOVA SCOTIAN



HALIFAX



Accommodations:

Westin Nova Scotian

1181 Hollis St, Halifax, NS B3H 2P6

CAPG Conference Rate: \$289 CAD per night plus taxes

[RESERVE ONLINE HERE](#)

Call: 902.421.1000

Room Block: Held to Monday, July 8, 2024 (last day to book under the CAPG block)

MORE INFO TO COME!

[Visit Conference Website](#)

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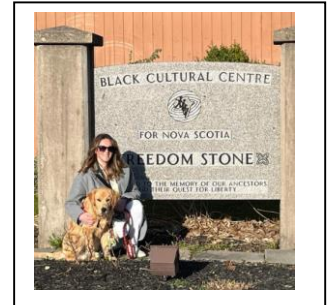
Chief's Report
Amherst Board of Police Commissioners
June 18th, 2024

This report covers the month of April & May 2024



TRAINING

ACE (African Canadian Experience) Training: From April 22nd to the 26th, Deputy Chief Hunter and Cst Michelle Harrison attended the ACE Course in Halifax. The course was hosted by the Department of Justice and is designed for members who are in a position to make changes and be influential in repairing and building relationships with our African Nova Scotian community and understand both historical and current issues, utilizing a curriculum that includes local black history (a portion of the training takes place at the Black Cultural Centre), presentations on Human Rights Legislation, and open and frank discussions on topics such as equality, equity and white privilege. This is considered by those who have attended as one of the best courses and training experiences in their career. In January 2021, both Chief Pike and Sgt Aaron Graham attended and completed this training.



Firearms/Carbine Training: Firearms and Carbine Training/qualifications for the majority of APD members were completed in May. This includes both 9mm pistol and carbine. Our carbine operators are required to complete and pass the OPP Emergency Response Team qualifications which includes a variety of different distances, positions and timings. Firearms training also incorporates various live scenarios and exercises that mimic real-life incidents and reactions.

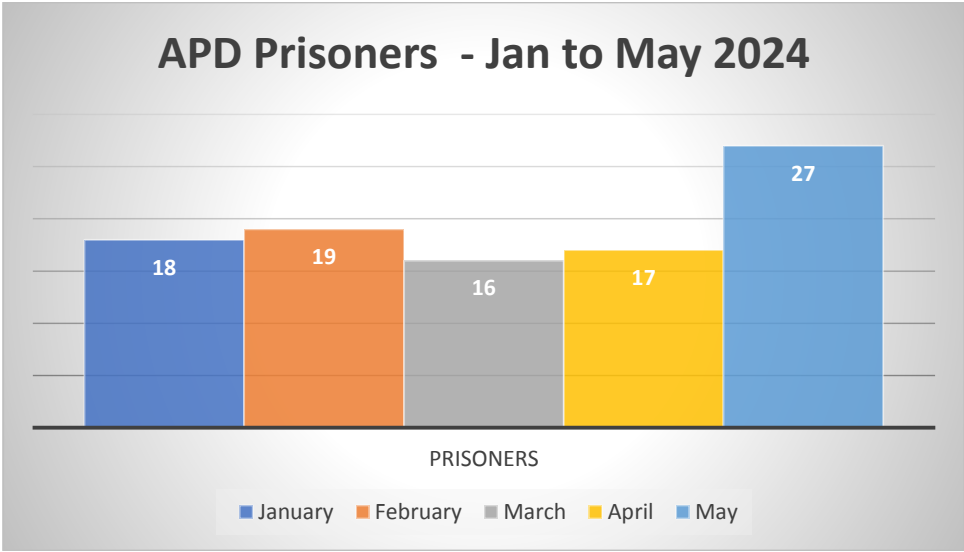
CEW Training: CEW/Taser training was completed for the members in May. Training combines classroom instruction covering TASER policy, case law, a functional overview of how the TASER works and human physiology. Live action scenarios are utilized to assess each officers' judgement and approach to a Use of Force incident. For each scenario, officers are required to articulate the actions they did or did not take in each scenario.

THANS Board Governance Training Session: Our Crime Prevention Coordinator, Melanie Siddall attended Board Governance Training in Dartmouth on May 29th. This session covered governing and managing, principals of complementary governance, operating under a complementary model, strategic planning, ethical standards, operational performance and other related topics. As our Crime Prevention Coordinator, Melanie is on several committees and on the Restorative Justice Board where such training is an asset.

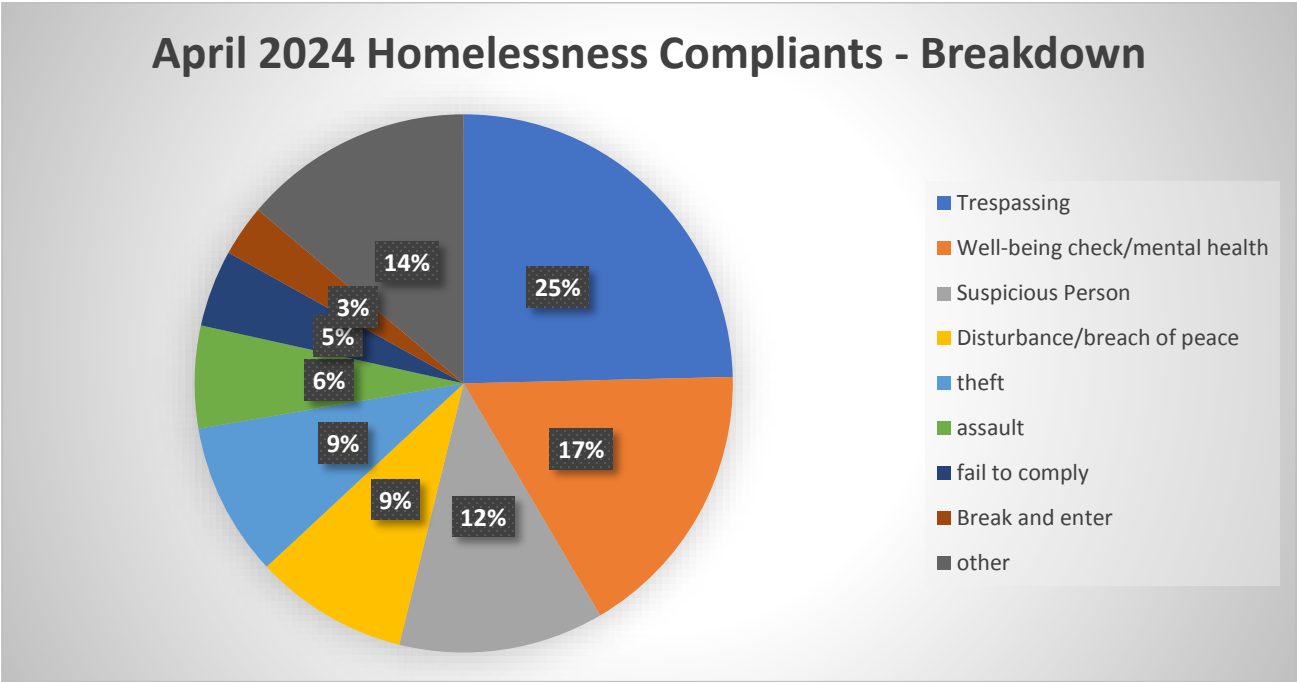
GENERAL OPERATIONAL UPDATES:

Shoplifting Complaints: In May, APD received 18 complaints of shoplifting. This is an increase over complaints in April (15) and March (6). When looking at all types of thefts, APD logged 59 complaints of theft in May as compared to 53 in April and 37 complaints in March.

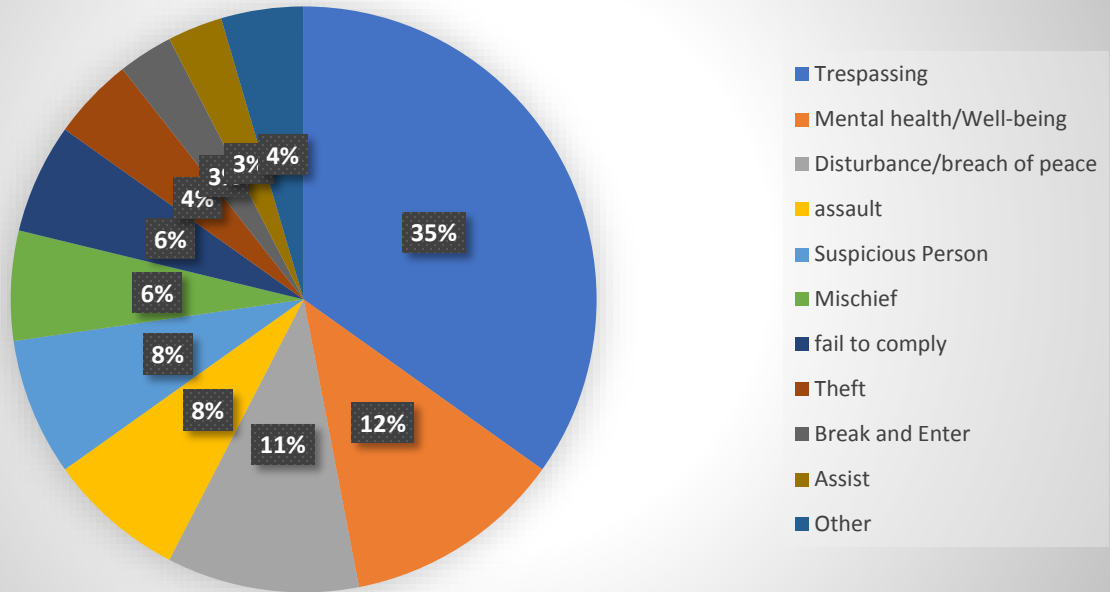
Prisoners Held: May saw a sharp increase in the number of prisoners held in APD cells. With our average numbers per month being between 17 -19, May's numbers jumped to 27. We are reviewing the occurrences to see what the reason may be for this increase.



Homelessness: During the month of May, APD responded to 70 complaints that were associated to homelessness. This is a slight increase over the 65 complaints in April and the 40 in March. A shift was noted towards more complaints concerning trespassing and disturbances. As in past months, the files are heavily concentrated around a smaller group of people who drive the occurrence numbers up. Of the complaints this in May, 16 of them occurred at or near the homeless shelter. In April, of the 65 complaints received, 19 of them occurred at or near the homeless shelter.



Homelessness Complainants May 2024- Breakdown



Changes in Occurrences/Charges: Our occurrences in May remain on the higher end of the scale with 624 for the month. This is an increase of 82 complaints that were received in April (542) and 155 more than in March (478). Overall, for the year to date, our occurrences remain quite high when compared to recent years. Our criminal charges dropped again slightly to 61, down from 85 in April and 108 in March. To date, our criminal charges for the year is still high when compared to other years and our occurrence numbers for the first 5 months continue to be higher in recent years:

Year	2022	2023	2024
Occurrences to Date	2174	2612	2544



McHappy Day – May 8th: Cst Harrison, Crime Prevention Coordinator Melanie Siddal, Dispatcher Ian Smith, along with Rocky K9 attended this years McHappy Day. We are always excited to show up and support this amazing event in support of Ronald McDonald Children's Charity!

Police Week - May 17th: Our Police Week Celebration was a huge success and was very well attended by both the public and our community safety partners. With representation coming from police agencies that included municipal agencies in Nova Scotia and Prince Edward Island, we also had various other agencies and partners represented including the fire department, search and rescue, Sheriff's Department and GardaWorld. It was an exciting day that ended with a 'parade of lights' through town.



Strategic Planning: Strategic planning sessions continued in May with the latest session being held on May 30th at the Amherst Firehall. This last session was well-attended and pulled together our community stakeholders to have robust discussions on the dynamics of policing including how policing and our community has changed, expectations and roles of the police and barriers that police often face.



OPERATIONAL

Arrest – Break and Enter/Bicycle Specialist: On March 21st, 2024, 2 E-Bikes were stolen during a break and enter at the Bicycle Specialist on Church Street. The incident was captured on video which was distributed widely on social media. On March 30th a warrant was issued for Michael Richard, aged 29 in relation to the incident. In early April, the bikes were located in Moncton with the assistance of the Codiac RCMP and were returned to the owners. On April 24th, Richard was arrested by APD members and remanded into custody on the warrant. He is facing several charges that include Break and Enter, Possession of Stolen Property, Mischief under \$5000 and Theft under \$5000 x 2. Richard was later released by the courts and is due back for plea in July 2024.



Fraud Charges: The Amherst Police Department Major Crime Unit has arrested and charged 35-year-old Matthew Lepper in relation to an ongoing investigation involving 3 separate rental properties, which includes properties in Amherst and in Springhill. Lepper, as property manager, is alleged to have misappropriated rents and damage deposits from several tenants and has been charged with 3 counts of fraud over \$5000 and 1 count of fraud under \$5,000. The matter is currently before the courts.

Protest – Carbon Gas Tax: On April 1st traffic on the highway was disrupted as a result of a protest at the Provincial Border. As a result of traffic concerns, RCMP diverted westbound traffic on the 104 into town at Exit #3. This resulted in a considerable amount of congestion within town limits as traffic inevitably tried to access the highway via Laplanche Street. Later in the day, the congestion was resolved when the protest was moved off the highway and resumed at the Nova Scotia Welcome Centre in Fort Lawrence where they continued to protest the Carbon Tax. During the week of June 3rd, it appears that the protestor had vacated the Visitor Centre grounds.

Drug Charges/Arrests – April 5th, 2024: As a result of a vehicle stop conducted by the APD Street Crime Unit/Major Crime Unit, with the assistance of the APD Patrol Section, 2 adults are facing drug trafficking charges. Amand Louise Quigley, aged 45 and Kenneth Brian Gilbert, aged 75 have both been charged with possession of Cocaine for the purpose of trafficking and possession of Methamphetamine for the purposes of trafficking. A search of the vehicle they were travelling resulted in the seizure of a quantity of crystal meth and cocaine. Both are were remanded into custody and later released by the courts. They are scheduled to appear in court at a later date for appearance/plea.

Stolen Vehicle – Arrest – May 17th: A 30-year-old Amherst woman has been arrested and remanded into custody in relation to a vehicle theft that occurred during the early morning hours of May 20th, 2024. Shortly before 6:00am, the owner of a GMC Terrian reported that his vehicle was stolen from their residence on Mission Street in Amherst. The vehicle was later tracked to an address in Springhill and was observed by Cumberland RCMP and fled from police. Shortly afterwards, the vehicle was located in Amherst and the accused was arrested nearby. During the investigation, a second set of keys for a Dodge Ram was located and police learned that these keys had been stolen a few days earlier in the same area. An APD member canvassed the area with the keys in attempts to locate the vehicle that the keys belonged to. The vehicle and the owners were located and the keys were returned. Jessica Dawn SCOTT, aged 30 of Amherst is facing numerous charges that include committing an indicatable offense with face covered, theft of a motor

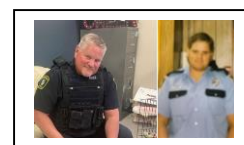
vehicle, possession of break-in tools, possession of stolen property over \$5000, Fleeing Police and operating a motor vehicle in a manner dangerous to the public. Scott was remanded into custody and appeared in court on May 21st, 2024 and was released from custody on conditions.

PERSONNEL:

Retirement of Cst David Hirtle: Constable David Hirtle, who has been with the Amherst Police Department for 15 ½ years has retired effective April 19, 2024. A graduate of the Atlantic Police Academy in 2004, Cst Hirtle was hired by the Miramichi Police Force in early 2005 until he came to the Amherst Police Department in September of 2008. Constable Hirtle was a Department Drug Recognition Expert and for quite some time, took responsibility for department audits and quality control regarding impaired driving investigations and was one of our primary field trainers for Police Cadets and newly hired police officers. Prior to his retirement, Cst Hirtle was nominated for his 15-year Nova Scotia Police Long Service Award, for his 15 years of Policing in the Province of Nova Scotia. We wish Dave all the best in his future endeavors!



Staff Sergeant Brian Gairns – Milestone: Staff Sergeant Brian Gairns celebrated 35 years of service with the Amherst Police Department on May 3rd, 2024. Brian was hired in May of 1989 and has worked with APD for his entire career after he graduated from the Atlantic Police Academy. In his earlier years he worked in the drug position before resuming patrol duties and working his way up the ladder to Staff Sergeant in July of 2019.



OPERATIONAL STATS – APRIL 2024

Occurrences:	542	Criminal Code Charges:	85
Impaired by Alcohol:	2	CDSA:	1
Impaired by Drug:	1	CBCA:	0
Traffic Tickets:	48	PPA:	4
Traffic Written Warnings:	6	Vehicle Checks:	167
LCA:	0	Foot Patrol Hours:	49 hrs, 26 min
Bike Patrol Hours:	-	Parking Tickets:	1
Parking Warnings:	0		

OPERATIONAL STATS – May 2024

Occurrences:	624	Criminal Code Charges:	61
Impaired by Alcohol:	2	CDSA:	4
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	22	PPA:	1
Traffic Written Warnings:	1	Vehicle Checks:	127
LCA:	1	Foot Patrol Hours:	61hrs, 49 min
Parking Tickets:	3	Parking Warnings:	0

