

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

**Date:** October 17, 2023  
**Time:** 3:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Commissioner Paul Calder, Chair  
Commissioner Hal Davidson, Vice Chair  
Commissioner, Charlie Chambers  
Commissioner George Baker  
Commissioner Sandy Fairbanks

**Members Absent** Commissioner Holly MacDonald  
Commissioner Angela Ryan Bourgeois

**Staff Present** Dwayne Pike, Chief of Police  
Tim Hunter, Deputy Chief  
Jason MacDonald, Chief Administrative Officer  
Natalie LeBlanc, Municipal Clerk

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**1. Call To Order**

The Chair called the meeting to order.

**1.1 Territorial Acknowledgement**

The Chair gave the Territorial Acknowledgement.

**1.2 Amendments to Agenda**

Commissioner Davidson requested that RCMP Consultation be added to the agenda.

**1.3 Approval of Agenda**

**Moved By Commissioner Fairbanks**

**Seconded By Commissioner Chambers**

**To approve the agenda with the addition of 3.5 RCMP Consultation.**

**Motion Carried**

**1.4 Approval of Minutes - May 30, 2023**

**Moved By Commissioner Baker**

**Seconded By Commissioner Fairbanks**

**That the minutes of the May 30, 2023 meeting be approved as circulated.**

**Motion Carried**

**2. Business Arising**

There was no business arising.

**3. Discussion / Information Items**

**3.1 Strategic Planning**

Chief Pike reviewed the memo included in the agenda package. Information item only at this time.

**3.2 Police Governance Conference Update and Discussion**

Commissioner Davidson briefed the Board on some of the items discussed at the Canadian Association of Police Governance Conference he attended in August, particularly around the roles and responsibilities of the Board, Board member orientation and training, and the length of Board member appointments.

**Moved By Commissioner Davidson**

**Seconded By Commissioner Fairbanks**

**That staff review the Bylaw Respecting the Amherst Board of Police**

**Commissioner, specifically around the length of Board appointments, and provide a report at the next meeting.**

**Motion Carried**

**3.3 Training for Board – Resources**

Chief Pike reviewed his memo included in the agenda package. The Board agreed there is a need for member orientation and training. Information item only at this time.

**3.4 Chamber Letter**

Correspondence included as part of the agenda package. Information item only.

**4. Verbal Updates**

**4.1 Therapy Dog**

Deputy Chief Hunter gave a verbal update on the new therapy dog they are waiting to take possession of. Information item only.

**4.2 Armoured Vehicle**

Chief Pike advised that they are for now holding off on acquiring the armoured vehicle. The CAO asked if there was budget approval for this, had the Board approved this purchase, and further had Council approved it. Chief Pike replied that the one they were anticipating to purchase was at the cost of \$1.00 however it was realized that it was in Edmonton and needed a transmission therefore the purchase was put off. Chief Pike added that such a vehicle would only be used for emergencies and that he expected operational maintenance costs to be minimal. The CAO added that there would also be a level of services expectation, and that communication with the public would have to be well done to avoid any negativity. Commissioner Davidson suggested that a procedure for armoured vehicle usage be developed if and when one is acquired.

**4.3 Auxiliary Policing**

Chief Pike provided a verbal update on the Auxiliary Policing program, indicating the costs related to it such as equipment, uniforms and training will be the biggest costs. He will be including these costs in the 2023/24 budget with the hope of implementing this program once the budget is approved.

**4.4 Camera Program - Pike**

Chief Pike provided a verbal update on the surveillance camera registry program, indicating that at this time staff are researching any obstacles that could come into play once the program is implemented. Information item only.

**4.5 Capital Budget Updates**

**4.5.1 Vests**

Deputy Chief Hunter reported that a successful bidder has been selected, with an expected time of delivery of the vests in mid-January 2024. He added this is light body armour with a 5 year expiration date and that he hopes that when requests for proposals are done next time that they will receive proposals for heavy body armour with a 10 year warranty. Commissioner Davidson expressed his concern with expired vests and any related liability. The CAO asked what does expired mean. The Deputy Chief replied it means they are no longer covered under warranty.

#### **4.5.2 Recording System**

Deputy Chief Hunter reported that the new recording system has been ordered and built and that they are now waiting for it to be installed.

#### **4.5.3 Carbines**

Deputy Chief Hunter reported that the carbines were tendered for and order with an expected shipping date of February 2024. The Chair asked how many have been ordered, DC Hunter replied that four were ordered which means they will now have 14 in total.

#### **4.6 SCEU - Pike**

Chief Pike reviewed his memo included in the agenda package. Information item only.

#### **5. Chief's Report**

Chief Pike reviewed his report included as part of the agenda package. Information item only.

#### **6. In Camera**

**Moved By Commissioner Davidson**  
**Seconded By Commissioner Fairbanks**  
**To go in camera.**

**Motion Carried**

#### **7. Next Meeting**

The date for the next meeting will be determined at a later date.

#### **8. Adjournment**

**Moved By Commissioner Fairbanks**  
**To adjourn the meeting.**

**Motion Carried**

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Natalie LeBlanc  
Board Secretary / Municipal Clerk

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Paul Calder  
Chair