

AGENDA

**Bridgewater Board of Police Commissioners
November 7th , 2024
BPS Community Room**

Order

Additions/Deletions to Agenda

Declaration of Conflict of Interest

Training

Drone Demonstration

Minutes

October 3rd , 2024

Correspondence & Information

24-041 Letter – By Law Enforcement - Lunenburg

24-042 Letter – DOJ – Advisory Services from the Public Safety Audit Function

Old/Unfinished Business

Additional Officer Program Update

Crossing Guards

24-037 Orientation Booklet - Patey

New Business

BPS Range

PC Meeting Location

24-043 October Month End

Next Meeting

December 5th , 2024

Adjournment

There will be an in-camera meeting held immediately following this meeting to deal with a matter under the Municipal Government Act Section 22(c) Personnel.

MINUTES
BRIDGEWATER BOARD OF POLICE COMMISSIONERS
October 3rd , 2024

Minutes of the Regular Meeting of the Bridgewater Board of Police Commissioners held on Thursday, October 3rd , 2024 at the Bridgewater Police Service, 45 Exhibition Drive, Bridgewater, NS, commencing at 5:30 PM with Board Chair Darren Lipsett presiding.

Those in attendance: Commissioners Andrew Tanner, Cheryl Fougere, Diane Spencer and Palma Champoux.

Also present: Chief Scott Feener, Deputy Chief Danny MacPhee, CAO Mark Flint and Recording Secretary, Patty Sleep.

Regrets: Fay Patey, Mike Conklin, Cheryl Fougere departed at 6:20pm.

ORDER

Call to order at 5:30PM

ADDITIONS/DELETIONS

DECLARATION OF Conflict of Interest

AGENDA

Moved by Commissioner Tanner and seconded by Commissioner Spencer, the October 2024 Agenda be accepted. MOTION CARRIED.

TRAINING

Policing Standards

See notes below, under Doc 24-039 – Policing Standards.

MINUTES

- 24-022** Moved by Commissioner Fougere and seconded by Commissioner Spencer to approve the Minutes of the September 5th, 2024 regular meeting as circulated. MOTION CARRIED.

CORRESPONDENCE & INFORMATION

WCB-2025 Statement

doc # 24-035

WCB sends a statement and assessment to the Town of Bridgewater annually.

The statement outlines usage which dictates surcharges, rates, etc. reflected on BPS Operational Budget.

SOT Update/4 years

doc # 24-036

The Bridgewater Justice Centre ran a four-year SOT analysis which to determine revenue owed to BPS since the pandemic.

As can be seen on the chart attached, the outstanding, four year balance is \$500,000.00.

A portion of these fines will be collected when individuals attend Access NS to renew their driver's license.

Province Modernizes Policing Standards

doc # 24-039

News release entitled 'Province Modernizes Policing Standard' was received from the Department of Justice.

All 11 police agencies (10 municipal and RCMP) will be mandated to operate under a certain standard in terms of polices, specialized services, sharing of information, etc.

Furthermore, a copy of the embargoed policing standards was received. The draft outlines a five part, 39 sections of policy the DOJ will focus on.

All agencies will undergo an audit in the next year. This draft policy will allow agencies to update current policies and create the areas lacking.

The audit protocol is as follows: a letter is sent to the Board Chair to appoint a contact person within the agency. Audit Chair will present to the Board and explain how it will be rolled out, giving agencies plenty of notice to prepare.

UNFINISHED/OLD Business

Email to Police Commission

doc # 24-040

An email, which was overlooked in the September meeting, was added for discussion.

The email raised concerns about safety around the LGBTQ plus community.

Following the September meeting, Chief Feener had conversations with attending guests who were asking questions as to what has been happening with the email as well as safety in the community.

Guests were advised of ongoing staff training on various topics including front line officers dealing with hate crimes.

Board members asked the Chief's opinion on whether or not our community is a relatively safe one? He believes it is and the email stemmed from an isolated incident which involved an individual with mental health issues.

Chief Feener further stated, incidents involving physical violence are substantially lower than ever due to the lack of drinking establishments.

Commissioner Spencer stated, each individual has their own idea of 'safe' as it is their personal perspective. Further, those who feel threatened need to know how to speak out and feel safe about doing so, without concerns of fear of retaliation.

CEO advised, the Town is in the process of hiring an individual to deal with anti-race issues, which will hopefully make an impact.

Citizen Rep – Champoux

Citizen Representative Palma Champoux was sworn-in as new citizen representative at the beginning of the meeting.

Palma sat on the PC Board in the past and had an opportunity to re-join.

Welcome Palma!

NSCPA Fall Conference Update

Chief Feener, D/C MacPhee, Board Chair Darren Lipsett and CAO Mark Flint attended the NSCPA/NSAPG Fall conference in Sydney, Cape Breton.

The theme of the conference was models of policing.

Guest speakers were brought in from across the Canada which were very educational. The presentation from the Police Chief from Surry, provided the largest source of information to the police leaders in terms of provincial policing.

Also, the Ottawa Chief provided insight from both the RCMP and Municipal policing perspectives.

A presentation from a Crisis Intervention group. There is a 1-800 line in place where, in most situations, de-escalation of a situation is possible and a follow up appointment arranged with a counsellor the very next day.

This initiative has reduced the number of wait time hours by staff members accompanying patients, drastically.

NEW BUSINESS

Fay Patey – 3rd Term

- 24-023** Move by Commissioner Spencer and seconded by Commissioner Tanner, to recommend to Council to appoint Fay Patey for her third consecutive term (October 2024-October 2027) on the Bridgewater Board of Police Commissioners. MOTION CARRIED.

Orientation Draft

doc # 24-037

The Orientation draft booklet, presented by Fay Patey, will be deferred until the November meeting where Commissioner Patey can speak to it.

Board members are asked to please read the draft booklet and bring forth any suggestions at the November meeting.

September Month End

doc # 24-038

The September monthly report has been circulated to the board.

Crossing Guards

The hiring of crossing guards for Bridgewater Elementary and Junior High remains an issue.

The difficulty is the limited number of hours this position offers; one hour per day, ten hours biweekly.

Deputy CEO, Mark Flint will discuss with CEO Tammy Crowder to suggest exploring the possibility of hiring a security company for this task. Security personnel are in the general vicinity at the John Howard Society, so perhaps the extra hours could be used at the crosswalks.

Commissioner Spencer suggests installing speed bumps and flashing lights in front of the schools to slow motorists down. This had been discussed in the past, with the traffic authority not convinced it was necessary.

Bridgewater Board of Police Commissioners
Regular Meeting
October 3rd, 2024

NEXT MEETING

The November meeting date to be determined and announced at a later date.

ADJOURNMENT

- 24-024** Motion to adjourn regular meeting by Commissioner Tanner
Meeting adjourned.
- 24-025** Moved by Commissioner Spencer, Seconded by Commissioner Tanner –
to approve the Chief to hire one (1) full time Constable over compliment
and within budget. Motion Carried.

Patty Sleep
Recording Secretary

Darren Lipsett
Board Chair



119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia
Canada B0J 2C0

townoflunenburg.ca

TOWN OFFICE
902-634-4410

ELECTRIC UTILITY
902-634-4410

FIRE DEPARTMENT
902-634-8343

PUBLIC WORKS
902-634-8992

RECREATION
902-634-4006

FACSIMILIE
902-634-4416

16 October 2024

Tammy Crowder
Chief Administrative Officer
Town of Bridgewater
60 Pleasant Street
Bridgewater, NS B4V 3X9

POL 24-041

Dear Ms. Crowder:

Re: By Law Enforcement Officer

I would like to take this opportunity to extend my sincere thanks to the Town of Bridgewater and the Bridgewater Police Service for their outstanding collaboration and support throughout our partnership in providing bylaw enforcement. The dedication demonstrated by S/Cst. Richard and your entire team have been very much appreciated.

I am writing to inform you, however, that the Town of Lunenburg now has a full-time bylaw enforcement officer. As such, we no longer require the services of Special Constable Jerome Richard. Please consider this letter as formal notice per our agreement.

While this marks a change in our bylaw enforcement arrangements, I sincerely hope we can continue collaborating on joint initiatives that will benefit both of our communities in the future.

Thank you once again for your partnership and understanding.

Sincerely,

Hilary Grant
Interim Chief Administrative Officer
902-634-4410 ext 228
hertitagedev@townoflunenburg.ca

UNESCO *World Heritage Site*



1690 Hollis Street
PO Box 7
Halifax, NS B3J 2L6

Phone: 902-225-0416
Fax: 902-424-0700
Email: Hayley.Crichton@novascotia.ca

File 24-042

Public Safety and Security Division

MEMORANDUM

TO: Nova Scotia Police Leadership
FROM: Hayley Crichton, Executive Director – Public Safety and Security Division
DATE: October 24, 2024
RE: Advisory Services from the Public Safety Audit Function

Chiefs, Deputies, and RCMP Colleagues,

Further to the release of the Nova Scotia Policing Standards on September 17th, 2024, I am writing to advise that staff from the Public Safety Audit Function (PSAF) will soon begin travelling the province to meet with you, the chairs of your police boards, and/or your Chief Administration Officers to have in-depth discussions regarding PSAF's roles and responsibilities.

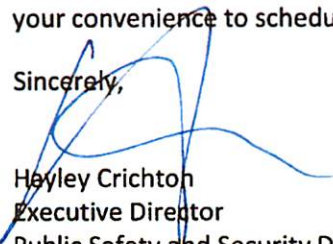
As you know, and pursuant to s. 6(e) of the Nova Scotia *Police Act*, Public Safety and Security Division (PSSD), on behalf of the Attorney General and Minister of Justice Barbara Adams, is responsible for assessing the adequacy and effectiveness of police agencies through "a system of audits, reviews and inspections and any other means the Minister determines appropriate". PSSD has established PSAF as a separate and independent unit which is primarily mandated to complete audits of police agencies' conformance with the *Police Act*, *Police Regulations*, and Nova Scotia Policing Standards.

However, and per Minister Adams, PSAF's audits are not scheduled to commence until September 2025, so for the next year PSAF is offering advisory services to police agencies and police boards across Nova Scotia. Advisory services are less involved than full audits and are provided for by way of ss. 6(c) and 6(d) of the *Police Act*. Importantly—and unlike audits—the topics of advisory services are selected by the respective police agency or board, rather than by PSAF, which allows you or your board to drive the scope and context within which the associated policies and procedures are reviewed by PSAF.

Police agencies or their boards are welcome to request advisory services regarding a wide range of topics, but we anticipate that the most common requests will be for help assessing states of readiness to adhere to the Nova Scotia Policing Standards.

You will be notified by PSAF's Managing Auditor Chris MacNeil (Chris.MacNeil@novascotia.ca) when PSAF plans to be travelling through your part of the province, but please also feel free to contact Chris at your convenience to schedule a meeting date and time that works best for your operational needs.

Sincerely,


Hayley Crichton
Executive Director
Public Safety and Security Division
Nova Scotia

Cc: Chris MacNeil, Managing Auditor, Public Safety Audit Function

Bridgewater Police Commission Board Member Orientation Guide 2024



September 2024
Fay Patey Consultations

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INTRODUCTION

The Legal Framework for Police Boards

Section 55 of the *Police Act of Nova Scotia* speaks to the role and function of a board as civilian governance and an administrative role for the adequacy and effectiveness of police service provision in our community. For perspective, the Board identifies the priority (administrative) and the Chief makes the (operational) decision on how to manage the issue. An example of this would be as a Board, we determine speeding is an issue in a certain area of town. We, the board, cannot direct the Chief to set up a radar unit at the corner of (example) Main St and Front St. The Chief will implement an operational strategy to address the priority. A Board may request updates.

There is sometimes confusion as to the role of legislation, regulation and policies that are created to assist us in our role. It's easiest to consider these as a tiered system.

In Nova Scotia, the legal framework for Police Boards is structured in a hierarchy:

1. **Legislation:** This is the primary law, created by elected officials in our provincial legislature. It sets out broad rules and principles. (*The Police Act of Nova Scotia*)
2. **Regulation:** These are detailed rules created under the authority of the *Police Act*. They provide specific guidelines on how the law will be implemented. For instance, there is a regulation on Police Board Members Code of Conduct which we will share later in this document.
3. **By-Laws and Policies:** These are guiding principles or strategies developed by Councils, police departments and police boards to interpret and implement legislation and regulations. Policies help ensure that laws and regulations are applied consistently and effectively. For example, *The Nova Scotia Police Act* requires that Police Boards have a policy to direct the Chief on Extra Duty Employment. Other policies are created that are not mandatory under the legal framework but do provide guidance to have adequate and effective policing.



**IN SUMMARY,
LEGISLATION
SETS THE
FRAMEWORK,
REGULATIONS
PROVIDE
DETAILED RULES
WITHIN THAT
FRAMEWORK,
AND POLICIES
GUIDE THE
IMPLEMENTATION
OF THOSE
RULES.**

It's important to note that legislation uses two specific words "shall" and "may". The use is important to understand the difference when we look at how Government tells us what our role is as a Board. For clarity the word **shall** is used meaning it is imperative and it MUST be done. **May** is a permissive word and is giving the board the option to do this, but it isn't mandatory.

Composition of the Bridgewater Police Board

There are various compositions of Boards that are permitted under our overarching legislation. Bridgewater Police Commission is a seven-member board. Section 44(3) of the *Nova Scotia Police Act* outlines the composition as:

Section 44 (4) A seven-member board appointed pursuant to subsection (1) consists of

- (a) three members of council appointed by resolution of the council;
- (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

The rationale for the board composition is so that there was a balance of persons from within the Community and the Council. It was to ensure neither a board that was a subset of council members nor would it be a board of community members without an understanding of the role a policing plays in the broader responsibilities of a Municipal Government.

Bridgewater Police Commission Board Members

*** Placeholder awaiting Municipal election

The most recent Bridgewater Police Organizational Chart is attached as **Appendix A**.

Bridgewater Police Commission Board Meetings

Commission meeting requirements can be found in the provincial legislation and regulations as well as in the by-laws of the municipality. You will see more persons at Board meetings than the appointed Commissioners. There is a recording secretary and the meetings are open to the public.

The Chief and Deputy (or their representative) provide updates and reports to the Board. They are invited to the Board meetings as per Section 44(6) of the *Police Act* and Section 4e of the *By Law*. A Town Council representative (CAO or Deputy CAO) may be present to answer liaison questions and have engaged dialogues.

Section 51 of the *Act* outlines the need for and role of an In-camera meeting. This is usually conducted after the regular meeting. This meeting is closed to the public as it speaks to confidential matters such as personnel, conduct, contract negotiations or matters that are either under investigation or before the courts (considered security of police operations).

We are required to meet once every three months, but the Bridgewater Police Commission has committed to meeting the first Thursday of the month, September through June of each year. Our Board secretary will provide the agenda and supporting documentation one week in advance of the meeting. Commissioners may ask for items to be added to the agenda.

LEGISLATION

The Nova Scotia Police Act is the overarching guidance for police service provision in the province of Nova Scotia. The *Act* does get regularly updated. The *Act* speaks to what the Board responsibilities are and provides for Regulations made subsequent to the *Act* that support operational and administrative efficiency and effectiveness.

In simple terms, the *Act* outlines the Chief and Members operational expectations and the Board's Administrative oversight for accountability.

All board members are encouraged to access the most recent legislation through the Nova Scotia Legislature website.

<https://nslegislature.ca/sites/default/files/legc/statutes/police.pdf>

We have provided the most recent version of the Act section, as it relates to Municipal Police Boards in **Appendix B** for your review.

Nova Scotia Police Act Regulations¹

Section 45 (1) of the Police Act requires that Board members take an Oath and adhere to a Code of Conduct.

As a new board member, your oath will be administered at your first board meeting.

We have included the Code of Conduct as **Appendix C** as this provides clear direction of how the board will operate and the importance for confidentiality of matters discussed at the meeting.

By-Law for the Town of Bridgewater - Bridgewater Police Commission Bridgewater Police Commission Policies

Section 56 of the Nova Scotia Legislation states that as a Board we MUST have Policies on (1) Extra Duty Employment and (2) Off Duty Employment. These policies were made in consultation with the Chief of Police.

They can be found in **Appendix D and E** respectively.

The board may choose to create Policies on other matters as it relates to the board activities and priorities.

¹ https://novascotia.ca/just/regulations/regs/polregs.htm#TOC2_18

STRATEGIC PLANNING

Strategic Planning is the purview of the Board to be completed in consultation with the Chief of Police. Section 55 of the *Police Act* refers to the Board Functions which include determining the priorities, objectives and goals respecting police services. Section 56 of the *Act* makes it mandatory that a Strategic Plan and a Business Plan are completed for the police service.

The most recent Planning process commenced in 2022. Here is a one-page summary of the priorities. The Commission will provide you with the full Plan when you receive this Guide. The Board will be starting discussions for the next planning process in the fall of 2024 to be implemented in May of 2025.





STRATEGIC PLAN 2022-2025

PRIORITY ITEMS

In 2022, the Bridgewater Board of Police Commissioners (BPC) undertook an extensive internal planning exercise to workshop its priorities for its new three-year strategic plan.

The contents, developed with the support of Bridgewater Police Service and Town of Bridgewater staff, produced the following priorities.

BPC then initiated a community engagement effort to take the draft priorities to stakeholder organizations and the broader public - this work confirmed that the priorities which BPC had identified were indeed reflective of the issues perceived by the community and the opportunities that exist to optimize policing services.

- CRIME REDUCTION**
 - DOMESTIC VIOLENCE
 - MENTAL HEALTH SOLUTIONS AND RESULTING SERVICE IMPACTS
 - YOUTH DRUG USE
- SAFE COMMUNITY**
 - PUBLIC AWARENESS/COMMUNICATION
 - TRAFFIC ENFORCEMENT
- INNOVATIVE OPERATIONS**
 - SHARED SERVICES
 - INTELLIGENCE-LED POLICING
- GOVERNANCE**
 - FISCAL RESPONSIBILITY
 - BOARD ADVOCACY

BRIDGEWATER POLICE COMMISSION BUDGET 2024

Section 53 (1) of the Police Act requires the Chief to submit a Budget to the Board for approval. The Board will review and can make requests line by line on the Budget before it is approved by the Board as a whole. The Board then has the responsibility to submit the Budget to the Bridgewater Town Council for approval. The Town Council will approve or deny the budget and request a new budget be submitted but cannot be questioned on a line-by-line basis.

We have attached the 2024 Budget for your review here. Budget related discussions happen regularly during Board meetings but the planning for the Annual Budget will start in late 2024 and early 2025 for submission to Town Council in the spring for the next fiscal year (schedule determined by the Town Council)

Approved 2024/2025 Operating Budget – Police



Account Number	Account Name	Budget 24/25 Fiscal	Fiscal 24/25 Budget Assumptions
REVENUE			
Police Fees for Services			
01-14200-290	Police Fees for Service	600,000.00	
	Police Fees for Services Total	600,000.00	
Other Police Revenue			
01-15900-505	Police Other Revenues	115,000.00	
	Other Police Revenue Total	115,000.00	
Own Sources - Policing			
01-15200-292	Policing of Private Functions	6,000.00	
01-15200-294	Police - Special Events Overtime	3,000.00	
	Own Sources - Policing Total	9,000.00	
Fines			
01-14300-050	Parking Meters Revenue	22,500.00	
01-15200-286	Police Court Fines	125,000.00	
01-15200-287	Parking Fines	7,000.00	
	Fines Total	154,500.00	
Community Fundraising			
01-15900-498	Donations - Youth Programs	0.00	
	Community Fundraising Total	0.00	
Services provided to other Gov			
01-15900-496	Prov of NS - School Safety Resource Officer	100,000.00	

01-15900-501	Prov of NS - Local Intelligence Officer	132,939.00
01-15900-504	Prov of NS - Street Squad	100,000.00
01-15900-517	DOJ Seconded Position (DRE)	132,939.00
Services provided to other Gov Total		465,878.00

TOTAL REVENUE

1,344,378.00

EXPENSES

Police Commission

01-22110-141	Legal Services	7,000.00
01-22110-142	Professional Services/Fees	5,000.00
01-22110-270	Board Expenses	8,000.00
Police Commission Totals		20,000.00

Administration

01-22120-105	Police Chief Remuneration	170,477.00
01-22120-109	Chiefs Expenses	2,500.00
01-22120-110	Salaries - Secreterial	84,568.00
01-22120-132	IT Support	88,011.00
01-22120-133	Computer Software Updates & Licensing	13,000.00
01-22120-210	Insurance - Police Liability	76,032.00
01-22120-299	Civillian Employee Clothing	3,000.00
01-22120-310	Dry Cleaning	500.00
01-22920-458	Support NCO Officer	144,928.00
Administration Totals		583,016.00

Crime Prevention

01-22120-104	Workers Compensation - Top Up	15,000.00	
01-22120-115	Salaries Dispatchers	626,525.00	
01-22120-117	Deputy Chief	157,303.00	
01-22120-119	Salary - Secretary	0.00	
01-22120-120	Salaries - Constables	2,440,671.00	
01-22120-123	Acting Pay	0.00	no longer paying acting pay
01-22120-125	Cadet/Auxillary Stipend	4,000.00	
01-22120-130	Statutory Holiday	145,085.00	
01-22120-160	Travel	4,000.00	
01-22120-201	DOJ Seconed Position (DRE)	142,940.00	
01-22120-288	Overtime - Special Events	3,000.00	
01-22120-290	Court Time	20,000.00	
01-22120-291	Call Out & Overtime	70,000.00	
01-22120-292	Overtime for Seconded Positions	13,000.00	
01-22120-293	Dispatch Overtime	15,000.00	
01-22120-294	Shift Differential	0.00	no longer paying shift diff
01-22120-301	By-Law Constable	25,304.00	
01-22120-303	Provincial Gov - Street Squad	132,939.00	
01-22130-180	Police Dog Supplies and Vet Costs	1,500.00	
01-22130-181	Police Dog Purchase	12,000.00	purchase of new dog
01-22190-330	Investigational Expenses	18,000.00	
Crime Prevention Total		3,846,267.00	

Community Policing

01-22120-129	School Safety Resource Officer (SSRO)	132,939.00
01-22130-150	Projects - Youth Programs	1,000.00

		Community Policing Total	133,939.00	
Training				
01-22150-140	Professional Development - Police	30,000.00		
01-22150-300	Conventions	5,000.00		
01-22150-301	Membership Fees	1,700.00		
Training Total		36,700.00		
Police Station				
01-22160-122	Leased building	197,935.00		
01-22160-123	Building Expense - Taxes	59,176.00		
01-22160-124	Labour - Lighting	7,610.00		
01-22160-126	HVAC Maintenance	2,000.00		
01-22160-131	Grounds Maintenance	7,000.00		
01-22160-145	Equipment Operation/Maintenance	4,000.00		
01-22160-150	Office Supplies	11,000.00		
01-22160-190	Maintenance & Repairs	10,000.00		
01-22160-206	Electrical Services	35,928.00	Increased by 6.5%	
01-22160-208	Water & Sewer	1,050.00	Increased by 5%	
01-22160-210	Insurance - Building	3,060.00	Increased by 8%	
01-22160-215	Janitorial Services	15,000.00		
01-22160-235	Kitchen & Janitorial Supplies	5,000.00		
01-22160-861	Small Equipment/Office Furniture	2,500.00		
Police Station Total		361,259.00		
Police Automotive Services				
01-22140-196	Radio Expenses	16,500.00		
01-22170-042	2013 Honda CRV - SR# 2HKRM4H39DH109809	1,500.00		
01-22170-044	2016 VW Jetta leased - SR# 3VWD07AJ4GM350981	0.00		
01-22170-045	2015 Ford Taurus - SR# 1FAHP2MK2FG164202	0.00		
01-22170-062	2018 VW Tiguan #03686	2,500.00		
01-22170-063	2017 Ford Interceptor - SR#1FAHP2MK5HG134081	0.00		
01-22170-064	2018 Ford Taurus Interceptor AWD	0.00		
01-22170-065	2017 Dodge Durango 4WD - K9 Unit	3,000.00		
01-22170-066	2019 Dodge Durango SR#1C4RDJFG4KC820251 - Car 105	0.00		
01-22170-067	2019 Dodge Durango SR #1C4RDJFG6KC820252 - Car 107	3,000.00		
01-22170-068	2020 Jeep Compass 4x4 - SR#17428	1,500.00		
01-22170-069	2021 Dodge Durango SR#92758	0.00	removed from fleet	
01-22170-070	Honda CRV-SCEU Leased Vehicle	2,000.00	buy out	
01-22170-071	2021 Hyundai Tucson - GIS	7,000.00		
01-22170-072	New Tesla Electric Car	1,500.00		
01-22170-073	New Patrol Car for 22-23	3,000.00	Dodge durango sr #98005	
01-22170-074	2022 Dodge Durango	2,500.00	durango sr # 875441	
01-22170-075	2023/24 Patrol Car	2,000.00	electric truck	
01-22170-076	24/25 SCEU Vehicle Lease	8,000.00		
01-22170-077	24/25 Electric Patrol Car	1,500.00		
01-22170-078	24/25 K9 Vehicle	1,500.00		
01-22170-209	Fuel - Police	55,000.00	Decrease due to more EV's in fleet.	

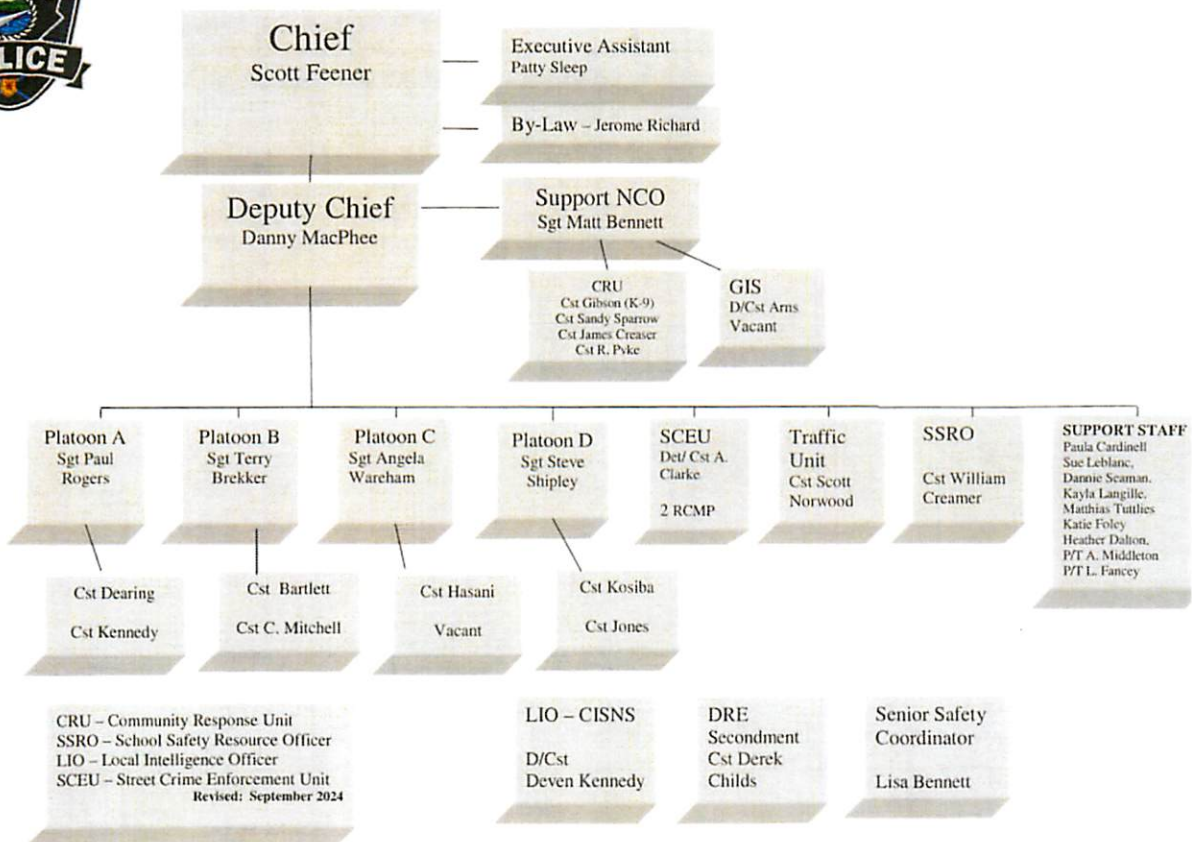
01-22170-210	Insurance - Police Automotive	45,715.00	Increased by 8%
01-22170-999	Vehicle Maintenance - Other	500.00	
Police Automotive Services Total		158,215.00	
Detention & Custody			
01-22190-360	Lockups & Detention	30,000.00	
Detention & Custody Total		30,000.00	
Other			
01-22120-295	Private Duty	6,000.00	Decrease based on experience
01-22120-297	Clothing & Kit	30,000.00	
01-22120-998	Senior Safety Contribution	8,372.00	
01-22140-175	Telephone Services	12,000.00	
01-22140-176	Cellular Telephone Costs	9,000.00	
01-22140-177	Internet/Network Access	8,000.00	
01-22190-307	Computer Hardware/IT Peripherals	29,000.00	
01-22190-350	Small Equipment - Police	20,000.00	
01-22210-712	Police Operating Reserve	200,000.00	
Other Total		322,372.00	
Law Enforcement			
01-22120-300	Local Intelligence Officer	132,939.00	
01-22200-332	Prosecution Attorney	10,000.00	
01-22200-376	DNA Testing	7,000.00	
01-22200-333	P.R.O.S.	22,500.00	
01-22210-999	Other	1,500.00	
Law Enforcement Total		173,939.00	
Crossing Guards			
01-22930-100	Crossing Guard - Labour	6,911.00	
01-22930-450	Crossing Guard Cost	500.00	
Crossing Guards Total		7,411.00	

TOTAL EXPENSES

5,673,118.00

Appendix A – Bridgewater Police Organizational Chart

- Effective September 20204



Appendix B - Legislation Summary Nova Scotia Police Act, Section 44

MUNICIPAL BOARD OF POLICE COMMISSIONERS

Requirement for board of police commissioners

44 (1) Every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.

(2) Where a municipal police department is established pursuant to Section 36, the board consists of five or seven members.

(3) A five-member board appointed pursuant to subsection (2) consists of

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

(4) A seven-member board appointed pursuant to subsection (1) consists of

- (a) three members of council appointed by resolution of the council;
- (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

(5) Where a municipal police department is established pursuant to Section 84 or 85, unless provided otherwise in the agreement, the board consists of

- (a) two members from each municipal council appointed by resolution of that council;
- (b) two members from each municipality appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

(6) The chief officer and the chief administrative officer of the municipality must receive notice of the meetings of the board and are entitled to attend such meetings but not to vote.

(7) A member of a board may be dismissed by

- (a) the Minister, if the Minister appointed the member; or
- (b) resolution of municipal council, if the council appointed the member. 2004, c. 31, s. 44.

Operation of board

45 (1) Each member of a board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by regulation.

(2) A chair and vice-chair of the board shall be chosen by the members of the board at the first meeting in each year.

(3) Where a member of a board is unable to carry out the member's duties by reason of illness, absence or any other reason the person or the body 26 police 2004, c. 31 that made the initial

appointment may appoint some other person to act as or be a member of the board in place or stead of the absent member

Remuneration

46 The council may provide for the payment of a reasonable remuneration to the members of the board who are not members of the council.

No action lies

47 No action or other proceeding for damages shall be instituted against a member of a board for any act done in good faith in the execution or intended execution of the member's duty or for any alleged neglect or default in the execution in good faith of that duty.

Powers of board and liability of members

48 A board may contract and may sue and be sued in its own name, and the members of the board are not personally liable under any contract made by the board. 2004, c. 31, s. 48.

Meetings

49 The board must hold a board meeting at least every three months.

Quorum

50 A majority of the members of the board constitutes a quorum.

Public and private meetings

51 Meetings of the board are open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations may be conducted in private and, where the matter relates to a complaint against or the discipline of the chief officer, the chair may request that the chief not attend and the chief shall not attend

Board may advise or direct chief officer

52 On behalf of the board, the board chair or the chair's delegate may give advice or direction, in writing, to the chief officer on any matter within the jurisdiction of the board under this Act, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.

Annual budget of police department

53 (1) The board shall annually cause the chief officer to prepare a budget for the police department.
(2) The board shall ensure that the budget prepared pursuant to subsection (1) is consistent with those matters referred to in subsection 55(3).
(3) The budget prepared pursuant to this Section shall be submitted to council by the board for approval.

Training of board members

54 The members of a board shall undergo any training that may be provided for members of the board or required by the Minister or by the regulations.

Function of board

55 (1) The function of a board is to provide (a) 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

(b) the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department, but the board shall not exercise jurisdiction relating to

(c) complaints, discipline or personnel conduct except in respect of the chief officer of the municipal police department;

(d) a specific prosecution or investigation; or

(e) the actual day-to-day direction of the police department.

(2) With the approval of the Minister, the council, by by-law, may prescribe

(a) the additional or more specific roles and responsibilities of a board; and

(b) the rules and regulations governing proceedings of a board, and the board has sole jurisdiction over the matters so delegated to it.

(3) Without limiting the generality of subsection (1), a board shall

(a) determine, in consultation with the chief officer, priorities, objectives and goals respecting police services in the community;

(b) ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;

(c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;

(d) ensure that police services are delivered in a manner consistent with community values, needs and expectations;

(e) act as a conduit between the community and the police service providers;

(f) recommend policies, administrative and organizational direction for the effective management of the police department;

(g) review with the chief officer information provided by the chief officer respecting complaints and internal discipline;

(h) ensure a strategic plan and business plan is in place; and

(i) ensure the department is managed by the chief officer according to best practices and operates effectively and efficiently.

Extra-duty and off-duty employment

56 (1) Every board shall establish a written policy respecting extra duty employment by members of its police department and the policy shall

(a) define extra-duty employment;

(b) provide that requests for a member of the police department to be employed on extra duty be made to the chief officer;

(c) require that a member of the police department engaged in extra-duty employment be in uniform except where the chief officer determines that plain clothes are required; and

(d) require that at all times while on extra duty the member of the police department is under the orders of the police department and no one else.

(2) Every board shall establish a written policy respecting off duty employment by members of its police department and the policy shall

(a) define off-duty employment;

(b) set policy guidelines regarding permitted and prohibited off-duty employment;

(c) prohibit a member of the police department from engaging in the business of serving civil process documents or in the private investigator or private guard business; and

(d) prohibit a member of the police department from being in uniform while engaged in off-duty employment.

(3) The chief officer shall determine whether employment is extra-duty employment or off-duty employment and whether a particular kind of off-duty employment is permitted or prohibited within the off-duty police policy.

Appendix C – Regulation for Police Board Code of Conduct.

The *Nova Scotia Police Act* Regulations are made under subsection 97 (1). Section 79 of these Regulations provides for Board of Police Commission Code of Conduct. The Bridgewater Police Commission shall adhere to the requirements of this Regulation, as noted:

79 (1) A board member must do all of the following:

- (a) uphold the letter and spirit of the code of conduct set out in this Section and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board;
 - (b) unless they have a reasonable excuse, attend every board meeting;
 - (b) not interfere with the police department's operational decisions and responsibilities or with the day-to-day operation of the police department, including the recruitment and promotion of officers;
 - (d) keep confidential any information disclosed or discussed at a board meeting;
 - (e) not claim to speak on behalf of the board unless authorized by the chair of the board to do so;
 - (f) discharge their duties loyally, faithfully, impartially and according to the *Act*, any other Act and any regulation, rule or by-law;
 - (g) discharge their duties in a manner that respects the dignity of individuals and is in accordance with the *Human Rights Act* and the *Canadian Charter of Rights and Freedoms*;
 - (h) not use their position inappropriately to advance their interests or the interests of any person or organization with whom or with which they are associated;
 - (i) immediately resign from the board if applying for employment with a police department, including employment on contract or on fee for service;
 - (j) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the board or the police department;
 - (k) if their conduct or performance is the subject of investigation or inquiry, temporarily withdraw from all board activities and duties as a member of the board until the completion of the investigation or inquiry.
- (2) If the chair or the majority of the board determines that a board member has breached the code of conduct for board members, the board must record that determination in its minutes.
- (3) On determining that a board member has breached the code of conduct for board members, the board may take one or more of the following actions:
- a) issue a reprimand to the board member;
 - (b) order a period of suspension for the board member;
 - (c) recommend to the Minister or the council that the board member be dismissed under subsection 44(7) of the *Act*.

Appendix D – Extra Duty Employment Policy

**BRIDGEWATER
BOARD OF POLICE
COMMISSIONERS**



Subject: Board of Police
Commissioners
By-Law #: 20-003
Approval Date: March 2020
Revision Date: March 2024

Extra Duty Employment

1	PURPOSE	The Police Act of Nova Scotia mandates that the Board of Police Commissioners shall establish a written policy respecting extra-duty employment by members of its police service
2	DEFINITIONS	Extra-duty employment shall mean all police-related duties, sanctioned by the Chief of Police, other than that normally provided by the Bridgewater Police Service
3	POLICY	a) The Chief of Police shall establish an Administrative Policy to provide direction to the members of the Bridgewater Police Service regarding Extra Duty Employment b) requests for a member of the Bridgewater Police Service to be employed on extra duty must be made to the chief officer; c) a member of the Bridgewater Police Service engaged in extra-duty employment be in uniform except where the chief officer determines that plain clothes are required; and d) at all times while on extra duty the member of the Bridgewater Police Service is under the orders of the police service and no one else.
4	REFERENCES	Police Act of Nova Scotia, s 56 (1)
5	APPENDICES	Copy of Bridgewater Chief of Police Policy on Extra-Duty Employment.
6	APPROVAL DATES:	Adopted: March 2020 Reviewed: Revised: March 2024
7	CONTACT:	BPC@bridgewaterpolice.ca

Appendix E – Off Duty Employment Policy

**BRIDGEWATER BOARD
OF POLICE
COMMISSIONERS**



**Subject: Board of Police
Commissioners**

By-Law #: 20-001

Approval Date: March 2020

Off-Duty Employment

1	PURPOSE	The Police Act of Nova Scotia mandates that the Board of Police Commissioners shall establish a written policy respecting Off Duty Employment by members of its police department
2	DEFINITIONS	Off-duty employment shall mean all paid or remunerated work or employment which a member of the Bridgewater Police Department, (officers and civilian) engage while not working for the Bridgewater Police Department.
3	POLICY	a) members of the Bridgewater Police Department are prohibited from engaging in the business of serving civil process documents or in the private investigator or private guard business; and b) members of the Bridgewater Police Department are prohibited from being in uniform while engaged in off-duty employment. c) the Chief of Police shall establish an Administrative Policy to provide direction to the members of the Bridgewater Police department regarding permitted and prohibited Off-Duty Employment d) the Chief of Police shall determine if a particular kind of off-duty employment is a true or perceived conflict of interest, and if the off duty employment is permitted or prohibited within the off-duty police policy.
4	REFERENCES	Police Act of Nova Scotia, s 56 (2)
5	APPENDICES	Copy of Bridgewater Chief of Police Policy on Off Duty Employment.
6	APPROVAL DATES:	Adopted: March 2020 Reviewed: Revised:
7	CONTACT:	BPC@bridgewaterpolice.ca



DOL 24-043

Monthly Report - October 2024

PERSONNEL & ADMINISTRATION:

Chief Feener attended the Southwest Nova Sexual Assault meeting with Dept of Health and Transition House.

The swearing in ceremony for Halifax Police Chief, Don MacLean was held this month. Chief Feener attended. A meeting with NSFM was held afterwards. Chief Feener and Chief Rob Walsh attended.

Chief Feener participated in Hub 1, as well as an in-person meeting at the Best Western with Schools Plus, RCMP, Health and Correction Services.

Chief and Deputy Chief met with the Public Prosecution Service for electronic transfers of Disclosure.

Chief Feener spoke and answered questions at the final Senior Safety Academy session held at the Bridgewater Fire Hall.

In mid-October, the Chief and Deputy Chief met with Department of Community Services to discuss local issues.

Chief and Deputy met with the Department of Justice in late October regarding the Additional Officer Program

Interviews for the position of police constable is complete, with three successful candidates: Cst Charles Bruce, Cst Chris Basteo and Cst Ava George. All of which have accepted positions. Csts Bruce and George started in October, while Cst Basteo joins BPS in mid-November.

During implementation and training of our new hires and until we reach full strength, our specialized units will remain vacant.

The firearms transition continued this month. Almost complete, with the exception of one new hire and those who are off-duty currently.

BPS members, along with O.P.P and RCMP Tech. Crime, executed two Search Warrants in the Town of Bridgewater. This is an ongoing, North American investigation.



Monthly Report – October 2024

FINANCIAL - September ending:

	September 2024	YTD	2023/24 Budget
Parking Fines	\$ 1430.00	\$ 6805.00	\$ 7,000.00
Parking Meter Revenue	\$ 2822.35	\$13,052.26	\$ 22,500.00
Provincial Act Fines	\$ 3,256.93	\$22,322.60	\$125,000.00

Traffic Enforcement Unit

Not available

Senior Safety Coordinator

Attached, please find the monthly report for September, submitted by Ms. Lisa Bennett.

SSRO

Attached, please find the monthly report for October submitted by Cst Will Creamer.

CID

Attached, please find the monthly report for October, submitted by D/Cst Jodi Arns.

K-9 Unit

Attached, please find the monthly report for October submitted by Cst Morgan Gibson.

Respectfully submitted,



Chief Scott Feener



SSRO - October Report

School Matters:

- Daily foot patrols in school zone area of PVEC. To do address safety around substance abuse issue and overconsumption.
 - o In total 41 students identified and dealt with school repercussions for being under the influence. These students also offered wrap around support on their return for substance issues.
 - These students are not captured in the Police Occurrences.
- PVEC students are identifying other areas of concerns outside of the school zone.
 - o Areas of interest. A camp by a daycare, the gazebo by John Howard, and “the 3 points” park behind old movie theatre.
 - Students shared the game is to make it to all three in a day while high and get back on a bus without getting caught.
 - o Extra foot patrols to take place.
- PVEC – 3 separate assaults took place. No victim in assaults want a police investigation. Follow up did take place by Vice-Principal and Cst. CREAMER to prevent future incidents between parties involved.
- PVEX Day – Cst. CREAMER at PVEC during this event between calls for service.
- BJHS / PVEC – Attended SAC meetings

Police Occurrences:

- PVEC – Student book bag located abandoned in woods. Other students under the influence. Students taken to office and parents contacted. Bookbag checked to return to owner. Owner confirmed. Also located 28 grams of dried cannabis marihuana – packaged in dime bags labels pink or purp. Student identified and follow up taking place.
- PVEC – drug use in woods across from PVEC reported. Patrol made to the area. Students located under the influence. BONG seized for destruction. Parents of students under the influence contacted with assistance of school.
- PVEC – PVEX – 8 students detained for drug related offences. Report of another student with head injury in the river not moving. General Patrol assisted with foot patrols of woods. Parent of another student in the area spoken to and they confirmed they are not here picking anyone up other than their son. This person then took the student with a head injury and drove to Walmart. With assistance of general patrol a traffic stop was conducted and EHS attended and transported injured student to SSRH.
- PVEC – student having audio and visual hallucinations requesting to talk to Cst. CREAMER and asking for help. Students transported to SSRH. Parent meet Cst. CREAMER at the hospital.



- King Street – While on route to PVEC Cst. CREAMER noted a student staggering on side walk. Student was arrested for being intoxicated in a public place. Liquor and Cannabis seized during search after arrest.
- BJHS – Student reported to have run into the roadway and stop a vehicle. Follow up with student took place and conversation about life choices. Further conversation had around concern for student safety.
- PVEC – 3 students heard in single use washroom. 3 Students under the influence. One student was arrested who put up a fight not wanting his, bong, vapes, weed, and dab pens taken. Cst. CREAMER drove home student who was arrested to his mother. School follow up with discipline for all students.
- BJHS – student approached Cst. CREAMER during start of school day expressing concerns about safety online. Cst. CREAMER to have future follow up conversations with this student about online activity.
- PVEC – Student who was arrested last month is in the roadway going into the woods across the street from PVEC. Student is screaming and clearly under the influence of liquor and drugs. Student was arrested. 13 grams of dried cannabis marihuana located. SOT issued under the Cannabis Control Act.
- PVEC – student injured at PVEC. Cleared area and identified staff member to contact parents and EHS has already been contacted.
- PVEC – 3 students located next to the Lahave River. Under the influence of liquor and cannabis. Students escorted to school and parents contacted. School issued consequences for bringing drugs and being under the influence.
- PVEC – 3 students located to being under the influence of liquor. When escorted to the office one student tried to leave the area. That student was arrested for being intoxicated in a public place. A search incident to arrest located 8 grams of dried cannabis, bong, and vapes seized for destruction. School followed up with discipline for being under the influence while at school.

Submitted by Cst Will Creamer



CID October 2024 Report

- Swatting threats and hoax Calls – File involving FBI, RCMP National Security and OPP due to multi jurisdictions involved in Ontario and the U.S.
- Continued work on fraud investigations. New file received - \$12,000 related to cryptocurrency

Submitted by D/Cst J. Arns #22117



K-9 Month End - October 2024

- Ongoing K9 general patrol course with Keiji
- K-9 training is progressing as expected. Started article searches, advanced control and obedience work in addition to Level Three tracking. Tracking is ready for validation as soon as article searching is down pat. As of this week we have added searching for hard surface items such as metal and plastic. Great results to date. Tracking has gone so well that we are doing hard surface tracking, i.e. pavement and gravel. This is above required validation levels.
- Assisted Patrol and other members with PSD Davis for a warrant execution in Town.

Submitted by Cst Morgan Gibson

The LCSSP is a free confidential community-based non-profit service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults (55 years of age+), residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, community outreach projects, educational programs, community presentations and one to one service.

LCSSP September highlights:

- The *Seniors' Mental Wellness toolkit* has been sent off for printing.
- **United Way Funding Grant**- Emergency Food and Essentials – to address immediate food security needs of seniors in our communities. This impacts **210** seniors. Funds were in the form of grocery gift cards in \$50 and \$100 increments. These cards can be used to purchase food, incontinence products and personal care items. All grocery cards have now been purchased and mostly distributed to older adults with an urgent need. The UW Grant feedback survey has been submitted.
- The **second addition** of Seniors Housing newsletter in collaboration with PHA has been distributed throughout the buildings.
- **Fall Seniors Safety Academy** from Sept 20 to October 25 has started and well attended. The sessions are Friday afternoons from 1pm – 3:30 pm at the Bridgewater Fire Hall. Older Adults can register by calling 902-543-3567.
- With the generosity of the United Way's iPhone campaign and the public, 1 phone was distributed to an isolated senior in need which enables them to be connected to services and for safety.
- **September 5** LCSSP Presentation for the Christians Women's Group at the Bridgewater Baptist Church.
- **September 25** LCSSP table at the Alzheimer's Society of NS Community Event held at the Bridgewater Fire Hall. This was very well attended by organizations and the general public.
- **A huge Thank You to the South Shore Multicultural Association for their generous donation of 50 VON's Frozen Favorite Meal certificates of 5 meals each. Their generosity is greatly appreciated.**
- LCSS is working with the YMCA Youth program and Flourish 55+ on an intergenerational project which addresses isolation issues, bridging the generational gap and preserving knowledge for prosperity. The YMCA has secured funding through the Health Foundation to make this venture possible. Seniors and youth will spend time over the next several weeks getting to know each other before creating podcasts to share. It a chance to learn from each other and build on their circle of supports.
- **Special request for used iPhones – Used iPhones are repaired and other working cell phones (android or flip phones) are distributed to seniors, and others in need, to keep them connected to essential service providers, healthcare and emergency services. For isolated older adults this can be extremely important. If you have a cell phone not being used, please consider donating to either the Lunenburg County United Way or LCSSP for redistribution.**





Lunenburg County Seniors' Safety Program Monthly Report –September 2024

Prepared: October 02, 2024

**** The United Way's "Coats for Kids" drive is on the way with drop off at the Bridgewater Mall location. This is a valuable program for adults and kids. If you have gently used winter items please consider donating them to those in need. Thank you!**

- Collaborative Home Visits in August with PHA, RCMP and CCC.
- Collaborative client specific meetings with Western Housing Authority, SSRH/NSHA, CCC, Adult Protection. Mental Health/Addictions and SSODA.
- Collaborations for clients also include St. Vincent de Paul, PHA, SSRH, MLA offices, Service Canada and many more.

Referrals:

New Referrals: 13 Re Referrals: 5 Home/site Visits: 18 Active clients: 69 Closed files: 8

*Multiple new referrals for 1 already active client which are not counted in the above stats.

New Referrals Service Area in Municipal Units (#'s have been rounded either up/down)	%
MODC	22 %
MODL	50 %
Mahone Bay	.5 %
Lunenburg	5.5 %
Bridgewater	22 %

Referral Source:

Community Partner 33% Self/Family 22% RCMP 39.5% BSP 5.5%

Areas of concern: Seniors' Mental Health/Addictions, Adult Protection, Hoarding, Scams/Fraud, Safe/affordable/accessible Housing, Cost of living, Community resources/connections, Health Care (no primary care physician). LCSSP is seeing an increase of complex issues and concerns at the time of referrals/intakes. This translates into clients being active clients longer.

LCSSP Client Emergency Contingency Fund (CECF):

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. **The end of September, 2024 float count balance: \$867.14: unchanged.**

*'Thank you to all Lunenburg County Seniors' Safety Program supporters.
We couldn't do what we do without you.'*

