POLICE ADVISORY BOARD
Town Hall – Council Chambers
Tuesday, November 24, 2026
6:00pm

AGENDA

1. Call to Order

2. Approval of Agenda

   Motion:
   That the PAB approve the agenda as circulated.

3. Approval of Minutes – November 17, 2026

   Motion:
   That the PAB approve the minutes as presented.

4. Presentation
   4.1. Accountability Tools for Police Advisory Boards – Chris MacNeil

5. Closed Session

   Motion:
   That the PAB move into closed session to receive a presentation.

6. Adjournment

A meeting of the Police Advisory Board (PAB) was held in person on Tuesday, November 17, 2026, starting at 6:00pm.

PRESENT

Chairing the meeting: Janet Davis, Mayor Gail Smith, Councillors Jonathan Archibald and Bernadette Knapp, S/Sgt. Jim Gilmour, Cpl. Pascal Boudreau, RCMP; Citizens-at-large, Jo-Ann Hightower, Brenda Ford, Chief Administrative Officer Waye Mason, and Recording Secretary, Sara Marceau.

1. CALL TO ORDER

Chair Davis called the meeting to order at 5:59pm.

2. APPROVAL OF THE AGENDA

261117.01 It was moved and seconded to approve the agenda as circulated. **Motion carried.**

3. APPROVAL OF THE MINUTES

3.1. Approval of the Previous Meeting Minutes

September 29, 2026

No errors or omissions were noted, and the minutes were considered approved.

Councillor Knapp asked for someone to follow up on Dane Berringer as NS Justice representative.

ACTION: Staff to follow up with email to Dane Berringer.

Chair Davis and Mayor Smith met with the Department of Justice (DOJ) to discuss joining the Commissionaires and Police Advisory Boards (PABs). They noted that Middleton is doing an excellent job of making information available on its website.

4. NEW BUSINESS

CPL Boudreau provided a brief overview of statistics and activities from the past seven weeks.

- Another individual was taken into custody over the weekend.
- On October 14, the SKU Unit executed a search warrant related to a prohibited firearm and seized a large quantity of ammunition.
- On October 13, another search warrant was executed within town limits.

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- There was a good turnout for the Remembrance Day ceremonies.
- Project Red Ribbon: The Mothers Against Drunk Driving (MADD) campaign will continue until January.
- Cram the Cruisers: The initiative will take place in partnership with Independent and Foodland.

4.1. Review Visitors

Chair Davis asked members to share their opinions on allowing members of the public to attend and speak at Police Advisory Board (PAB) meetings.
The following comments and suggestions were shared:

- **Brenda:** Had no concerns with allowing members of the public to attend and speak.
- **Jo-Ann:** Was undecided but suggested that anyone wishing to speak should provide advance notice or submit a request to be invited.
- **CAO Mason:** Felt that the public cannot be excluded and suggested making a motion to request a staff report on the matter.
- **Councillor Archibald:** Supported opening meetings to the public but recommended establishing clear restrictions and guidelines. He felt the public should have the opportunity to speak and noted that restricting access could create further issues or give the impression that the Board has something to hide.
- **Councillor Knapp:** Supported allowing the public to attend and listen. If someone has a question, the Board could determine how best to address it.
- **Mayor Smith:** Mentioned attending a conference on public safety and was unsure of the proper procedure. However, she felt the public should be able to attend.
- **S/Sgt. Gilmour:** Agreed that the public should be allowed to attend.

The Mayor suggested contacting someone from the Nova Scotia Federation of Municipalities (NSFM) to see if a member of the Military Police could attend the next PAB meeting as a guest.

Jo-ann suggested that anyone wishing to speak should submit a request in advance and asked whether a sign-in process or advance notice would be appropriate.

Recording Secretary Marceau suggested that any comments or questions from citizens be added to the meeting agenda.

ACTION ITEM:

- Recording Secretary Marceau will begin adding a section Anything by Citizens to the PAB meeting agenda.

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4.2. Policing Priorities

The question was raised as to whether more time should be spent discussing the matter.
Consensus: No.

4.3. November 24, In Camera Session

The Board will meet with Chris McNeil to review the audit. The discussion will take place during an in-camera session.

- CAO Mason advised that the meeting must be advertised as a regular meeting, with a motion made at the meeting to move into an in-camera session.

ACTION ITEM:

- Prepare the agenda for the November 24 meeting.

5. ANYTHING BY MEMBERS

Councillor Archibald noted that community engagement had previously been discussed as a training opportunity. Should this be something the committee revisits? Specifically, should there be opportunities for the public to engage directly with the Police Advisory Board (PAB)

Councillor Knapp raised concerns that public engagement could create the impression that the public can direct police operations, which is not within the committee's authority.

Recording Secretary Marceau suggested exploring the possibility of holding a Conversations with Committees, rather than Conversations with Council, as an opportunity to encourage public engagement and discussion.

Brenda brought up a concern that has been raised about a homeless encampment along the Harvest Moon Trail, off the old railway tracks. There are reportedly three tents, with garbage accumulating throughout the area. Residents have expressed concerns about the conditions and say they are afraid to use the trail because of the encampment. This is raising safety concerns and affecting residents' ability to comfortably enjoy the trail.

- Mayor Smith is awaiting a response from the Recreation Coordinator, who is scheduled to return from vacation on November 19.

Mayor Smith stated she heard from the women at Subway, and they wanted to express their thanks to the police officers for going into Subway at that time of night. They truly appreciated the officers' presence.

6. NEXT MEETING DATE

Tentative January 12th at 6:00pm.

7. ADJOURNMENT

Chair Davis declared the meeting adjourned at 6:45pm.

_____ _____

CHAIR RECORDING SECRETARY

DRAFT

Department of Justice Police Audits

ACCOUNTABILITY TOOLS FOR POLICE ADVISORY BOARDS

NOVA SCOTIA

Agenda

- Legal Authorities and Role of:
  - Minister of Justice
  - Public Safety Audit Function (PSAF)
- PSAF Audits:
  - Scope
  - Risk-Based Planning
  - Notification Letters to Findings, Recs, and Responses
  - Follow Up
- Broader Police Board Training Available From:
  - PSSD's Police Strategies Section
  - CONTACT.POLICINGSTRATEGIESSECTION@novascotia.ca

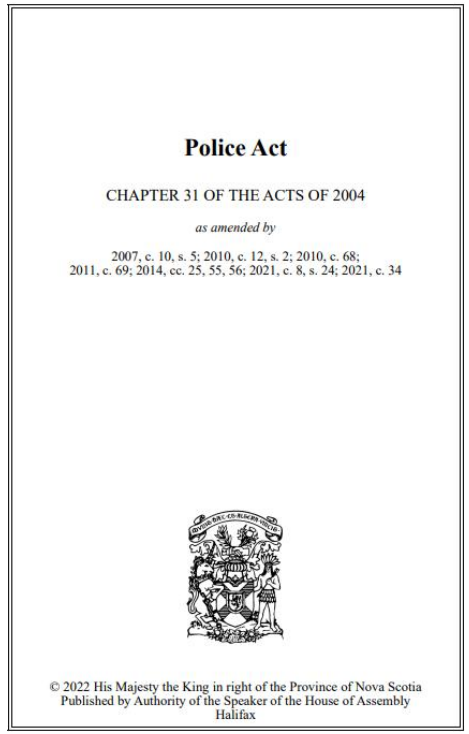


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NOVA SCOTIA

Ministerial Authorities and Mandate

- NS Minister of Justice's Constitutional Authority over Policing:
  - **Section 92(14)** of the *Constitution Act of 1867*: "Administration of Justice"
  - **Section 3** of Nova Scotia's *Police Act:* "The Minister is the constituted authority for the administration of justice within the Province…"
- Nova Scotia *Police Act* **Section 5(1):**
  - "The Minister shall ensure that an adequate and effective level of policing is maintained throughout the Province."
- Nova Scotia *Police Act* **Section 5(3)(a):**
  - "(3) For the purpose of subsections (1) … the Minister may … (a) issue a directive … to a police department"
  - Nova Scotia's Policing Standards were issued by way of s. 5(3)(a) directive, to help ensure an adequate and effective level of policing is maintained.



Police Act

CHAPTER 31 OF THE ACTS OF 2004

as amended by

2007, c. 10, s. 5; 2010, c. 12, s. 2; 2010, c. 68;
2011, c. 69; 2014, cc. 25, 55, 56; 2021, c. 8, s. 24; 2021, c. 34

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Authority for and Role of Audit Function

- Legislative Authority under Nova Scotia *Police Act*
  - **Section 6(e)**: "The Minister may … determine the adequacy and effectiveness of police services … through **a system of audits**…"

- Province has committed FTEs, in a discrete unit, who primarily audit police services to determine their adherence to the *Nova Scotia Policing Standards*
  - Audit-related information is presented both up to the Minister of Justice and to applicable Police Board(s), per their shared responsibilities under the *Act*
  - Both governance bodies are then able to use the information to help them fulfil their legislated obligations
  - We also provide advisory services and conduct inspections in appropriate circumstances

Public Safety Audit Function (PSAF)

- A Unit within the NS DOJ's Public Safety and Security Division (PSSD)
- Built on evidence-based standards and guidance
- Similar to other professional internal and external audit functions
- Using consistent approaches
- With guided quality assurance and improvement program

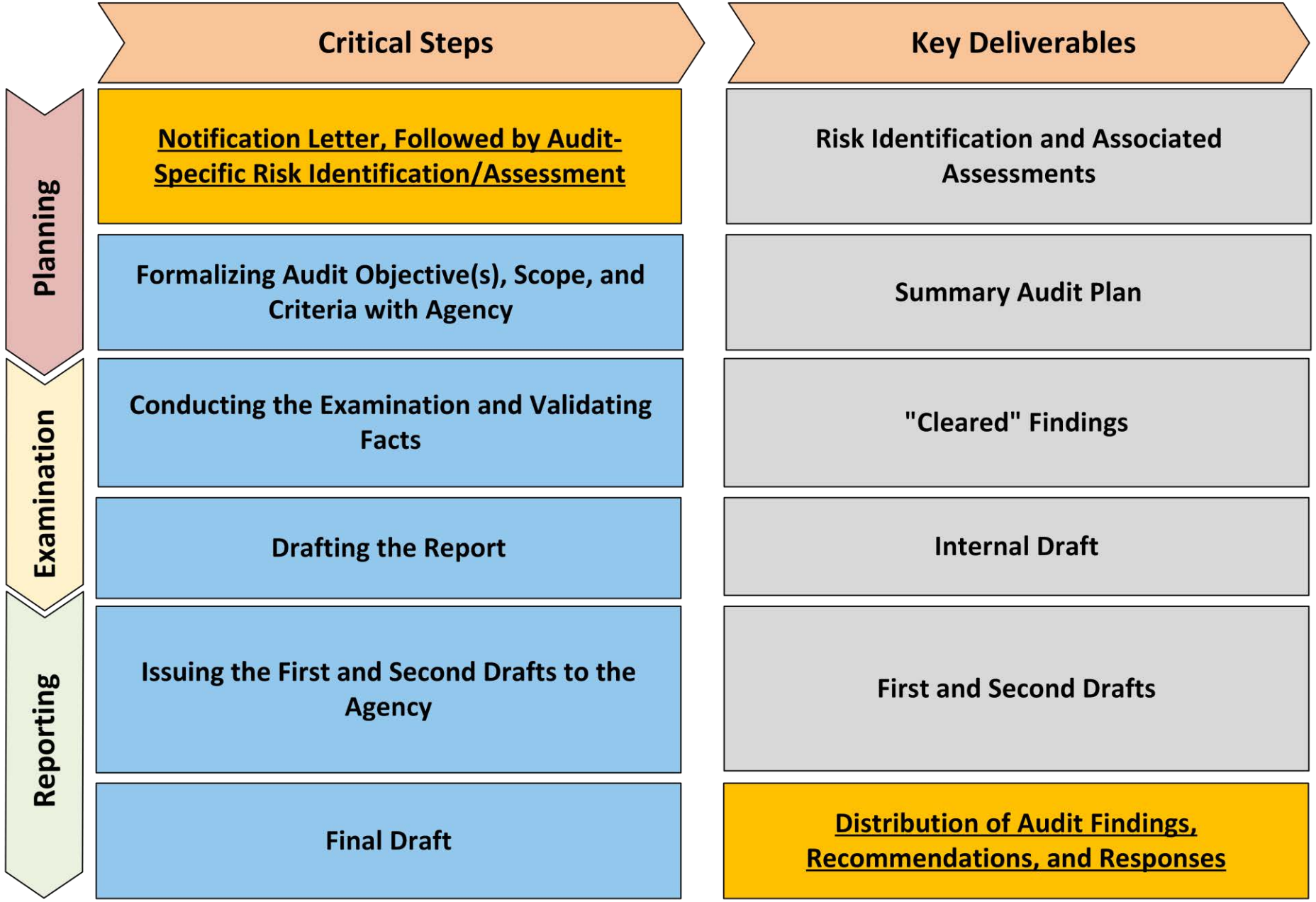
Scope of PSAF Audits

- PSAF audits of police services have initiated and include, but are not limited to, evaluating whether:
  - Their policies, procedures, and/or actions are adequate, effective, and/or compliant with the Province of Nova Scotia's *Police Act*, *Police Regulations*, and the *Nova Scotia Policing Standards*.
- In essence, we check to see if police policies are in accordance with the *Nova Scotia Policing Standards*, and whether police are following their own policies in practice.

Starting Points for Risk-Based Audit Planning

- Legislation/regulations/standards;
- Publicly available data (e.g. UCR, PAS, SiRT, OPCC, CRCC);
- Policies and procedures;
- Police Board meeting agendas, attachments, and minutes;
- Strategic plans, business plans;
- External and internal reports;
- Research studies;
- Media, Hansard, etc.; and/or
- **Meetings/correspondence with police, boards, oversight bodies, & other interested parties.**

Roadmap to Law Enforcement Audits



Finalizing Audits → Follow Up

- Audit Drafts: First → Second → Final
  - Audit team meets with police service to discuss draft(s)
  - Drafts include recommendations for improvement which police respond to
  - Responses to recommendations are included in the final draft

- Presentation and discussion of findings, recommendations, and responses within the DOJ and with applicable Boards

- PSAF staff will generally follow up on audit recommendations one year post release date, then again two years post release date:
  - Results of follow-up work are typically contained in a separate document
  - Follow up can be shortened based on public safety risks
  - Minister can determine at any point in the process if the agency or agencies are non-compliant

Broader Police Board Training

- Available From:
  - PSSD's Police Strategies Section
  - CONTACT.POLICINGSTRATEGIESSECTION@novascotia.ca

Thank you! Any Questions?

(PSAF@novascotia.ca)

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