



ATTENDING

Chairman Dan Sparkman, Mayor Jeff Cantwell, Councillor Carl Oldham, Jim Morgenstern, Jim Sponagle, Chief Administrative Officer Erin Beaudin, Sgt. Stephen Power, and Recording Secretary Dan Stovel

ALSO ATTENDING

S/Sgt Paul Coughlin - RCMP Kings District, Compliance Officer Blair MacMurtery, and interested members of the public

ABSENT WITH REGRETS

Valerie Boyce, and Meg Townsend

CALL TO ORDER

The Chairman called the meeting to order at 10:05 am.

1. APPROVAL OF AGENDA

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

Additions:

- 6a. Crosswalk at Main & Linden
- 6b. Letter to Minister of Justice

AGENDA APPROVED WITH ABOVE NOTED CHANGES

CARRIED

2. APPROVAL OF THE MINUTES

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE RCMP ADVISORY BOARD MEETING OF JUNE 30, 2015 BE APPROVED.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

a. Function of the Advisory Board (CAO)

- At the last meeting of the RCMP Advisory Board there was some discussion surrounding the mandate of the RCMP Advisory Board and it was requested that a comparison be done between the mandate outlined in the Police Act versus the mandate outlined in the Town of Wolfville's RCMP Advisory Board Bylaw. A comparison chart was developed to highlight a few issues:
 - In looking at the Police Act, the overarching mandate of the Advisory Board is to provide advice to Council in relation to the enforcement of law, maintenance of law and order and the prevention of crime in the Municipality (excluding RCMP complaints, discipline, personnel conduct or internal management issues). In comparison, the Town's Bylaw states that the Town of Wolfville will follow what is stated in the Police Act
 - The biggest difference is that the Bylaw does not specifically speak to ensuring that community needs and values are reflected in the priorities, objectives and goals. The Police Act specifically speaks to ensuring that community needs and values are embodied in what the Town of Wolfville does
 - Two of the Police Act mandates are not in scope with the RCMP Advisory Board mandate as they deal specifically with RCMP internal management, and they are therefore not applicable as mandates to the RCMP Advisory Board. Jim Sponagle

confirmed that those functions remain with Canada and not with the Town of Wolfville

b. Formalized Process for local policing priorities (CAO):

- At the last meeting of the RCMP Advisory Board, it was requested that staff develop a Standard Operating Procedure (SOP) to aid in identifying the annual policing priorities. This request was put forward due to the fact that the current process is somewhat adhoc
- The process developed looks to engage both the Advisory Board and Council in a more effective way
- Attached at [Appendix A](#) is the Draft SOP for review by the RCMP Advisory Board
- Sgt Power welcomed the clarification and transparency the SOP brings to the process of establishing Policing Priorities, but raised the concern that Insp MacNaughton has yet to review the document
- CAO highlighted that Insp MacNaughton could bring forward any concerns, and the board could have a special meeting to address any concerns, but in the absence of having any concerns the SOP would stand without a requirement for the board to meet again. The board can reconvene for further discussion if required

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE RCMP ADVISORY BOARD POLICING PRIORITIES STANDARD OPERATING PROCEDURE (SOP 210-800) BE APPROVED, SUBJECT TO ANY ADDITIONAL REVIEW BROUGHT FORWARD BY INSPECTOR MACNAUGHTON CARRIED

c. Tracking Data (Compliance Officer):

- A tracking tool for Enforcement Case File tracking has been put in place in order to capture details regarding the complainant, investigative issues and actions resulting from the investigation
- Details are posted to a closed Group within 'MangoApps' – the Town of Wolfville's internal collaborative planning tool for Staff
- Since the Compliance Officer has started with the Town of Wolfville, there have been 101 complaints registered through the tracking system
- At any given time there is the ability to view all of the complaints raised whether they be closed issues or currently active complaints
- Jim Morgenstern observed that the tracking system outlined the process but that there need to be a continuation of work on performance measures.

ACTION: Staff to further investigate the development of performance measures as data is collected.

- CAO - The challenge that we have right now is baseline data. The Town essentially has data from when the Compliance Officer started and as we move forward, we will certainly be able to provide performance data
- Since January 19, 2015 there has been 101 cases, of which 73 cases have been closed
- Jim Morgenstern – What would be useful is at some point to develop a series of measures. The discussion of what measures could take place now even without the data to populate those measures. This is about making decisions based on evidence-based information. A continuing

concern that we have some basis for actually making decisions on what's working and what is not working

- Jim Morgenstern – if the tracking system is to be used for performance measures, they are only effective if people can complain. There is a need to facilitate the process of ensuring that people are aware of the process for making complaints
- Jim Morgenstern raised the following recommendations:
 - Website:
 - Issue: Community members on event nights are frustrated and angry when it comes to making complaints and they simply want to get in touch with someone in authority to register their complaint
 - Recommendation: Update the Town of Wolfville Website. The current Town of Wolfville website is not conducive for finding the name of who has the authority to receive complaints

ACTION: Staff to investigate the feasibility of updating and enhancing the Town of Wolfville website so as to more clearly identify the contact for registering complaints

- Use of the term 'Bylaw'
 - Issue: Individuals who are looking to make a complaint or register a concern understand that they are talking about a Bylaw, but the term Bylaw does not appear in any of the Town's departments, nor is it connected with any of the Town staff. Blair MacMurtery is identified as a "Compliance Officer" and the Town no longer has Bylaw Enforcement officers
 - Recommendation: It should be made easier for community members to identify the Town Staff in a position of authority for enforcement of Bylaws

ACTION: Staff to investigate more clearly identifying the contact in a position of authority for enforcement of Bylaws whether it is through the Town of Wolfville website and/or Social Media

- Telephone Access / Voice Mail:
 - Issue: Ensure that when community members actually reach the Compliance Officer, there is not just a simple voice message
 - Recommendation: Amend Compliance Officer's voice mail to indicate that the caller has reached the person responsible for Bylaw Enforcement, and that if the caller has a concern, they should leave their name, number along with a brief description of the complaint and a promise that the Compliance Officer will get back to the caller within 48 hours

ACTION: Compliance Officer to look into amending voice message when out of office to more clearly identify his position as being the one to receive complaints from community members.

- Councillor Oldham put forward the idea of establishing a "Hotline" during periods of increased activity that may lead to Bylaw Compliance Complaints

- Jim Sponagle observed that setting up a service to the public is difficult to set up for just a set period of time and not have available all the time, as it leads to expectations that the service will always be there
- As a general comment, Councillor Oldham observed that Compliance Officer is doing a good job – very visible out and about in the community

d. Selection/Appointment of Vice-Chair

- Councillor Oldham nominated by Mayor Cantwell
- After the third nomination, there be no other nominations put forward, Councillor Oldham was appointed Vice Chair of the RCMP Advisory Board.

4. ANNUAL PERFORMANCE PLAN

Sgt Stephen Power reported the following highlights (Wolfville specific) of the Annual Performance Plan, noting that the Plan is a large plan that also incorporates all of Kings District. An update of the four priorities was provided:

- Road Safety
 - Targeting distracted drivers – an initial target of 95, and at this point halfway through the year, the RCMP have achieved 87 so well under way with this initiative
 - Impaired Driving by Drug charges – a target of 6
 - Deploying Strategic Checkpoints – a target of 480 for the year, and achieved to-date 474
 - Safe driving Presentations – a target of 10, pretty well on target for the year
- Crime Reduction
 - Prolific Offender Program is ongoing and is front of mind for everyone everyday
 - Hybrid hub – blended model of police and health and education is a work in progress and is well in hand
 - Creating a Youth advisory group for both Kings East and Kings West – meetings ongoing and on schedule
 - Implemented a Kings district Victim services program
- Cybercrime
 - Safe cyber environment for youth
 - Cybercrime training for investigators is on track
 - Cyber safety presentations throughout Kings District Schools, including internet safety and cyberbullying
- Enhancing connections with First Nations communities
 - Educational programs in place
 - Inter-agency committee is in its early stages and receiving positive feedback that feed into public safety goals
 - Taking on a request for a Public Safety Plan that can be adapted to whatever challenge is presented

5. RCMP REPORT – QUARTERLY UPDATE

RCMP Update – Sgt Stephen Power provided an update on what the RCMP have been doing over the last quarter:

- Noted that August is not the busiest month of the year, report from September has not yet been run as it cannot run until end-September

- Nothing to cause concern from a macro view
- Have implemented an operational plan at the end of August/early September to maximize police and public safety
 - In the plan, Supervisors are highly engaged
 - When parties/events are observed growing early in the evening, the approach is to not wait for a complaint to arise but to approach the party organizers and let them know that the RCMP are aware of the ongoing activity – a Proactive approach to engage with the community
 - No ‘hotspots’ for prolific offenders have yet been identified within the Town of Wolfville
 - Follow-up activity also includes a further visit the next day
- Since the last weekend of August additional police officers have deployed to address the increased influx of students into Wolfville
- Jim Morgenstern raised the question as to what the opportunities are for the RCMP to intervene when coming upon a house party. The question posed so as to try and understand the range of options available to the RCMP.
 - Sgt Power: number one concern is Police and Public safety. Temper that concern with maintaining the public peace
 - After that concern, the goal is to gather evidence

6. ROUNDTABLE DISCUSSION

a. Rainbow Crosswalk

- Sgt Power brought forward the letter sent to him as the Town of Wolfville’s traffic authority from the Provincial Traffic Authority regarding the ‘Rainbow Crosswalk’ at Main St and Linden Ave. (see [Appendix B](#))
- Brought to the Advisory Board with the request that the crosswalk be painted to meet the [Motor Vehicle Act](#) (MVA) requirements
- Chair asked if the crosswalk was considered to be unsafe and in reply, Sgt Power indicated that statement was correct – the crosswalk is considered to be unsafe and people could be in increased danger in using the crosswalk
- Mayor Cantwell inquired as to whether parallel white bars on either side of the rainbow crosswalk help meet the Provincial Traffic authority requirement
- Councillor Oldham observed that the crosswalk was poorly done with fading colours. Two white stripes on either side with brighter colours would still clearly identify it as a crosswalk
- CAO indicated that the correspondence did go to Council and it was deferred to Committee of the Whole for further discussion
- Jim Sponagle observed that the [Motor Vehicle Act](#) (MVA) does provide a definition of crosswalk. Not an issue that has come to the Department of Justice

b. Letter to Minister Whalen, September 15, 2015

- Letter speaks to the noise issue and seeks support for having the RCMP enforce the Town of Wolfville’s Noise Bylaw, on the Town’s behalf
- Letter sent September 15, 2015 and is with Department of Justice for consideration
- Currently under review within the Minister’s office
- Section 31c of the Police Act does state that with the permission of the Minister, Police can support/enforce the Noise Bylaw

- Coming up with a way in which to enforce the Town's Noise Bylaw
- Expect a response to the letter within the next week or two and will keep the Advisory Board advised
- Sgt Power raised the following points:
 - Whatever the response to the letter, we cannot ticket our way to Compliance
 - RCMP are out there, intercepting and ticketing where appropriate
- CAO indicated that the Town is limited with the Town's resources and looking at this as having another tool in which to support compliance to the Town's Bylaws. One more step to synergize our performance
- Jim Morgenstern raised the issue of educational enforcement continuum. There have been a wide range of educational efforts put forward. There is the notion behind educational training leading to behavioural change; however, people understand the bylaws and choose to get around them
- Councillor Oldham observed that this has been an ongoing issue for a long time. Always an issue due to the new group of students arriving each year
- Jim Morgenstern indicated that there are sophisticated ways in which to avoid charges. Clear indication that people understand their behaviour is inappropriate and they come up with ways to avoid charges. Enforcement has to go hand-in-hand with education
- Mayor Cantwell – keep at the education and enforcement. Landlords brought to the table as they are often the purveyors of the action by their tenants

c. Communications

- Jim Morgenstern offered the comment regarding the absence of a Communication Plan in regards to policing services which is a tremendous disservice to the RCMP
- Perception is that the Town's view is that this is "just another Saturday night in Wolfville"
- There must be more focused effort on Communicating about the consequences of these actions
- Recommendation raised that there should be some kind of Press Release or announcement from the Mayor regarding the fact that there is an ongoing investigation to resolve an issue that may have been identified
- A prominent announcement on the webpage for contact numbers to raise Complaints
- A proactive approach is being made by the Town and RCMP to face Homecoming Week
- Councillor Oldham – a small population within Wolfville that has issues with Students. It is actually a small area of town where problems occur. Personally does not believe that issues today are as bad as they were ten years ago. The issues will never go away as the Town of Wolfville is a University Town
- Chair, Councillor Sparkman, highlighted that it is not the Board's goal to make the Town quiet
- Jim Morgenstern – People, while not directly affected, are aware of the issues that are taking place in the Town of Wolfville
- Chair observed that the Town needs to examine ways in which to improve communications with the public to support Town of Wolfville and RCMP activities
- Jim Morgenstern – there is not an expectation that the RCMP will update on specific cases, but recommended that there be a statement by either the Mayor or Chair of the committee to the public so that they are aware. Residents believe that there is nothing happening



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- Chair – RCMP statistics presented today can be shared with public community members.

ACTION: Staff to follow-up with ways in which to better communicate with the Public regarding policing activities within the Town of Wolfville.

7. QUESTION PERIOD

No questions put forward from the public in attendance.

8. ADJOURNMENT

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MEETING BE ADJOURNED AT 11:41 AM. **CARRIED**

Approved at the December 1, 2015 RCMP Advisory Board Meeting.

As recorded by Dan Stovel, AA Corporate Services.

Attachments:

- [Appendix A](#) RCMP Advisory Board Policing Priorities SOP
- [Appendix B](#) NS TIR Letter dated August 4, 2015



STANDARD OPERATING PROCEDURE

Policing Priorities	
Standard Operating Procedure 210-800	Supersedes SOP No. N/A
Effective Date: 2015-09-28	Approved by Management on: ##

1.0 Purpose

This Procedure outlines the procedures for the Town of Wolfville's RCMP Advisory Board for establishing Policing Priorities.

2.0 Scope

The Town of Wolfville's RCMP Advisory Board Standard Operating Procedure (SOP) applies to all Committee members of the RCMP Advisory Board, the Chief Officer and the Chief Administrative Officer for the Town of Wolfville.

3.0 References

- 3.1 [Police Act – Chapter 31 of the Acts of 2004](#)
- 3.2 [Nova Scotia Police Regulations](#)
- 3.3 [RCMP Advisory Board Bylaw – Chapter 87](#)

4.0 Definitions

- 4.1 **Board** means the Wolfville RCMP Advisory Board for the Town of Wolfville.
- 4.2 **Chief Officer** means the chief of police of a police department and includes an officer acting as chief of police.
- 4.3 **Council** means the Council of the Town of Wolfville



STANDARD OPERATING PROCEDURE

5.0 Procedures

5.1 Policing Priorities:

5.1.1 Consultative Process:

As outlined in the Nova Scotia Police Act, through the broad consultative process, one of the Board's primary functions is to assist in setting longer-term policing priorities and programs for the community.

5.1.2 Setting Programs and Strategies:

The Board ensures programs and strategies are set in place by the Chief Officer to reach the goals; ensures community needs and values are reflected in the policing priorities; and acts as a conduit between the community and the police.

5.1.3 Establishing Yearly Policing Services Priorities:

The Board will establish Policing Services Priorities (see Example at [Appendix B](#)) based on the Town's Fiscal Year; April 1 to March 31.

At the regular December meeting of the Board, the Chief Officer will present the RCMP's priorities for input and discussion.

Staff will present the priorities established at the December Board meeting to Council at the regular January Committee of the Whole for discussion. Council does not need to approve the policing priorities in order to move forward.

If Council has any concerns, or differing views, of the established priorities a special meeting of the Board and Council may be called.

The Policing Service Priorities will be approved at the March meeting for the following Fiscal Year (see [Appendix A](#)).

5.1.4 Evaluating Priorities:

The Board has the ability to set the priorities, evaluate and be provided information regarding the status and outcome of priorities by the Chief Officer. This provision of updates by the Chief Officer will be done on a quarterly basis at each of the RCMP Advisory Board Meetings.

5.1.5 Responsibility:

The Chief Officer is solely responsible for designing and implementing the strategies to reach the priorities; however, this does not mean that the Board cannot have discussion with regard to the process.



STANDARD OPERATING PROCEDURE

5.2 Review Period:

This procedure will be reviewed every four years from date of approval.

CAO or Town Clerk

Date

Appendices:

- [Appendix A](#) – RCMP Advisory Board – Policing Priorities (FY Approval Process)
- [Appendix B](#) – RCMP Advisory Board – Policing Priorities (Example)

DRAFT

Appendix A – RCMP Advisory Board – Policing Priorities (FY Approval Process)



RCMP Advisory Board – Policing Priorities (Fiscal Year Approval Process)



References:

- A. Nova Scotia Police Act – Chapter 31 of the Acts of 2004
- B. Nova Scotia Police Regulations
- C. RCMP Advisory Board Bylaw – Chapter 87



Notes:

- (1) Schedule for RCMP Advisory Board Meetings subject to availability of Board members – target is to meet Quarterly
- (2) Target date for Approval of FY Policing Priorities is March meeting

Appendix B – RCMP Advisory Board – Policing Priorities (Example)
RCMP ADVISORY BOARD
POLICING SERVICES PRIORITIES
YYYY - YYYY

The RCMP Advisory Board recognizes the importance of the contribution of the Community Policing Model as used by the RCMP to implement community programs required by the residents of Wolfville. The Committee's priorities for YYYY-YYYY are as follows:

Relationship with the Business Community

Continue to work with the Business Community and their representatives in the development and the implementation of programs and a communication strategy that builds on the relationship and assists businesses to protect themselves against crime.

Relationship with Acadia University

Increase the cooperation and joint sharing of resources between the Wolfville RCMP and Acadia University, in particular Acadia Security. Strengthen the relationship with Acadia and Acadia students including the development of a communication strategy.

Relationship with Youth

Continue Community Policing work including DARE and other proactive programs throughout the Town adding an anti-bullying program and taking active intervention in situations of disturbances or unacceptable behavior.

Community Policing

Provide security in Town parks by having visible and effective patrols and ensuring appropriate staffing to meet this objective and Community Policing Programs.

Traffic

That the Wolfville office conduct strategic and directed traffic enforcement in identified problem areas in Wolfville based on complaints from the public regarding ongoing traffic issues in special areas which would include the education and enforcement component.

Crime Reduction

That the Board endorse the concept that crime be reduced by identifying the perpetrators and using the history of identification to prevent crime in the future.

Kings District Priorities

That the Board acknowledges and supports the RCMP Kings District Priorities for YYYY-YYYY.

Approved **Insert Date (submitted for review approval at March meeting)**

Appendix B



Traffic Engineering and Road Safety

Johnston Building
1672 Granville Street
PO Box 186
Halifax, NS B3J 2N2
902-424-3548
Michael.Croft@novascotia.ca

August 4, 2015

Sgt. Stephen Power
Traffic Authority, Town of Wolfville
363 Main St
Wolfville, NS
B4P 1A1

Dear Sgt. Power:

Re: Crosswalk Markings, Town of Wolfville

I am writing you today regarding the unique colour scheme used on some crosswalks within the Town of Wolfville.

It has been observed that a crosswalk on Main Street has been painted with a rainbow design. We commend Wolfville for supporting the LGBTI community and for taking an interest in crosswalk safety, however, we want to bring to your attention that this type of paint scheme does not follow the National and Provincial standards for crosswalk markings provided in the *Manual of Uniform Traffic Control Devices for Canada (MUTCDC)*.

The MUTCDC provides two styles of crosswalks; Twin Parallel Line Crosswalks and Zebra Crosswalks. The lines on both are to be white. A sketch of these markings may be found in Figure C3-7 of the MUTCDC. Application guidelines for these two types of crosswalks may be found in the *Pedestrian Crossing Control Guide*. Both of these publications are published by the Transportation Association of Canada (TAC) and if you do not already have them, are available at the TAC Bookstore.

Traffic Control Devices constitute a system for conveying messages to the road user. The uniformity and consistency of these devices is important so that drivers see the same messages no matter where they drive in Nova Scotia, or Canada for that matter. The use of pavement markings other than white for crosswalks may not be recognized by drivers as a crosswalk or show up properly at night.

If you have any questions regarding the application of traffic control devices, I would suggest either myself or our District Traffic Supervisor in Western District, Joe Crowell. Joe is based in New Minas and can be reached at 902-679-4308 or joe.crowell@novascotia.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Croft".

Michael Croft, P. Eng.
Provincial Traffic Authority

cc: Joe Crowell, District Traffic Supervisor, NSTIR