

TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
Approved Minutes
Wednesday, May 20, 9:00 a.m.

1. CALL TO ORDER:

The meeting was called to order at 9:05 am by Chair Power.

2. PRESENT:

Chair Pat Powers, Chief McNeil, DOJ¹ Representative Jane DeWolfe (left at 10:42 am), Rion Microys, Councillor Byron Mersereau, CAO² Barr, and Executive Assistant, Amy MacManus, as recording secretary

3. REGRETS:

4. ADDITIONS TO AGENDA:

- Audit of Police Department
- Ongoing search for a Board Member
- Dispatching

5. APPROVAL OF AGENDA:

Motion BoPC 2015-05-20-1:

It was moved by DOJ Representative Dewolfe, seconded by Councillor Mersereau that the agenda dated May 20, 2015 be approved with the additions. CARRIED.

6. APPROVAL OF MINUTES: April 15, 2015

Motion BoPC 2015-05-15-2:

It was moved by Rion Microys, seconded by DOJ Representative Jane DeWolfe that the minutes dated April 15, 2015 be approved as presented. CARRIED

7. PRESENTATIONS: None

8. BUSINESS ARISING:

a) Update from Council

Council summarized previous ongoing items. Chair Power reported that the Easter Eggstravaganza Committee appreciated the support provided by the Police Department. CAO Barr reported that in the past draft minutes were being included in the Town Crier. Going forward, only approved minutes will be included. Chair Power reported that she will be sitting on the Annapolis Valley Regional Library Board. The Library Board thought it would be to their benefit to have a Council member. Councillor Mersereau noted that there was going to be follow-up from the previous meeting about the unsafe tree adding that there is

¹ Department of Justice

² Chief Administrative Officer

discussion required around homeowner responsibility and snow removal. Council reviewed the draft budget and Chief McNeil provided clarification. Councillor Mersereau stated that the largest expenses are salaries and wages and that further discussion is required once final figures are available.

b) Strategic Initiatives Update

The Board discussed the strategic initiatives. Councillor Mersereau stated that item #9 was slightly modified and that there still needs to be discussion regarding scheduling and staff hours. CAO Barr stated that the Initiative should have firmer targets and measurements. It was decided that the document will be revisited in September once more data is available.

Motion BoPC 2015-05-15-3:

It was moved by Chair Power, seconded by Rion Microys that the Strategic Initiative be adopted as presented with the exception of item #5 which is subject to further review in September. CARRIED

c) Occurrence Tracking Report

The Board reviewed the report and trends have been identified in the three year period that was analyzed. Continued tracking and examining of trends going forward was suggested. It was decided that this item be removed from the ongoing Business Arising Agenda as it will be looked at in September under item #6 in the Strategic Initiatives Update.

d) Board Member Vacancy

The Town has twice advertised for a Board Member but the position has not been filled. Pat suggested that they think about who they can approach to sit on the Board. It was decided to expand the scope from “business person” to all residents of Annapolis Royal. CAO Barr will re-write the advertisement.

9. DEPARTMENT REPORTS:

a) Chief's Report

Chief McNeil read out stats listed on the report. The Board had some questions regarding the numbers. Clarification was provided. Chief McNeil also explained that there were 31 calls on the report but the actual report is higher because Criminal Record checks are no longer on the PROs print out. Rion Microys suggested that Police Checks are recorded in the report.

b) Departmental Financials April 30, 2015

The Board had extensive discussion regarding the draft budget and department financials.

c) Patrol Sheet Car 433

The Board discussed.

10. NEW BUSINESS:

a) By-law Enforcement of Town Policies - Dog By-law

The Board conferred about revision of by-laws. It was decided that the matter would be

addressed by Council in their by-law review process.

The Board discussed the Dog By-Law. Some changes were suggested to the By-Law. "Control" was deemed to be a problematic word as it is open to interpretation.

b) 2015-2016 DRAFT Budget

The Board reviewed the budget. The matter of an administrative position for the Department was discussed.

e) Dispatching:

Chief McNeil informed the Board that he wants to switch answering services for dispatch to Bridgewater Police Department which would be on a TMR-2 radio. The Board had questions regarding the practicalities, implications and costs associated with changing dispatching services. Chief McNeil answered queries and stated that the cost will be roughly the same overall and the Department would have to pay a monthly rate. The Board asked that Chief McNeil obtain a few comparative quotes regarding dispatch services.

f) Audit of Police Department

Some discourse on when an audit might be done on the Annapolis Royal Police Department. It was discussed that an audit is desirable and that Fred Sandford would be contacted to ascertain when the next one is planned.

11. IN CAMERA: N/A

12. NEXT MEETING: June 10, 2015

13. ADJOURNMENT

Motion BoPC-2015-05-20-4:

It was moved by Deputy Power, seconded by Councillor Paquette that the meeting be adjourned at 11:00 am. CARRIED

Chair Deputy Mayor Pat Powers

Recording Secretary Amy MacManus