

TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
Approved Minutes
Wednesday, November 18, 2015 at 9:00 a.m.

1. **PRESENT:** Chair Deputy Mayor Pat Power, Chief Burt McNeil, Rion Microys, Councillor Byron Mersereau, CAO¹ Gregory Barr, and Executive Assistant Amy MacManus as Recording Secretary

2. **REGRETS:** DoJ² Representative Jane DeWolfe

3. **CALL TO ORDER:** Chair Power called the meeting to order at 9:04 a.m.

4. **ADDITIONS TO AGENDA:**

- Under Section 11, In-camera: Personnel Matters
- Under Section 8, Business Arising: Police Review
- Under Section 10, New Business: Breathalyzer

5. **APPROVAL OF AGENDA:**

MOTION BoPC#-2015-11-18-01

It was moved by Rion Microys, seconded by Councillor Mersereau to approve the agenda as amended. Motion carried.

6. **APPROVAL OF MINUTES:** 14 October 15

MOTION BoPC#-2015-11-18-02

It was moved by Councillor Mersereau, seconded by Rion Microys to approve the minutes of the meeting held October 14, 2015 with the following amendments: That under Section 8, Business Arising: Strategic Planning Initiative that CAO Barr's and Chief McNeil's names be added as those who will work on the 2016 Strategic Planning Initiatives; that under Section 8, Business Arising: Response to Misappropriation to Town Funds that the "s" be removed from the word "letters". Motion carried.

7. **PRESENTATIONS:** N/A

8. **BUSINESS ARISING:**

a) Update from Council

Deputy Mayor Power summarized Police Department related topics that were discussed at the last Council meeting: during the Mayor's report he spoke about the Municipal Awareness Week event at AWEC in which Chief McNeil participated- a draw was held for a student to be a Chief of Police for the Day; the winter parking ban start dates and regulations will be publicized; Council is going to go ahead with a crosswalk being added to Highway 1, linking the trail system; and the police review was also mentioned.

b) Strategic Initiatives Update

No update.

¹ Chief Administrative Officer

² Department of Justice

c) Radio System

Chief McNeil informed the BoPC³ that the new system is not yet up and running. There were some glitches in the setup but hopefully they will be up and running by the end of November. The Board discussed the new system.

d) Board of Police Commission vacancy

The Board discussed potential individuals to fill the vacancies. Deputy Mayor Power has not yet been able to speak with Bill Macdonald.

e) Police Review

The Board discussed the documents that were sent by the Department of Justice for a police review. The documents are not step-by-step instructions. BoPC members discussed what is required for the police review, how to proceed, and some options that may be possible for a police force in Annapolis Royal. CAO Barr to contact Kelly Rice in Westville for a copy of their *Terms of Reference*. Staff will look for the past police review documentation and Chief McNeil will look to see what relevant documentation is in the Police Department files. BoPC members and CAO Barr will meet December 2nd at 9:30am to discuss a first draft of the *Terms of Reference*.

9. DEPARTMENT REPORTS:

a) Chief's Report

Chief McNeil summarized the report and his activities for the month. The BoPC discussed.

b) Departmental Financials October 31, 2015

The Board discussed the financials and Chief McNeil answered questions.

10. NEW BUSINESS:

a) By-law Enforcement of Town Policies

This is being addressed at a management team level. CAO Barr provided an update to the Board. Councillor Mersereau noted that there is a step that needs to be addressed for the Summary Offence Tickets in order for by-laws to be enforceable.

b) Breathalyzer

Chief McNeil stated the Director of Finance advised him there are funds available in the Capital Budget. The Board discussed and noted the budget allocation approved by Council for this item was \$6000.00 whereas the updated cost estimate net of a \$5000.00 Provincial Government contribution is approximately \$10,000

MOTION BoPC#-2015-11-18-03

It was moved by Councillor Mersereau, seconded by Rion Microys to recommend to council that they authorize an expenditure excess of \$4000.00 over the initial \$6,000.00 in the capital budget allocation for the purchase of an intoxilizer due to an increase in cost. Motion carried.

Late additions to the meeting:

Police Chief McNeil mentioned that the September 2015 Council meeting minutes stated that Mayor Tompkins discussed the belief it is illegal for a police car to park and do surveillance with the headlights

³ Board of Police Commissioners

of. Chief McNeil relayed that this is not illegal. It is important that clarification on these topics is addressed and is accurate.

Deputy Mayor Power: Noted that she was unable to attend the Nova Scotia Association of Police Governance meeting earlier in the month but as soon as she receives the minutes she will relay the information to the BoPC.

MOTION BoPC#-2015-11-18-04

It was moved by Rion Microys, seconded by Councillor Mersereau to move the meeting in-camera at 10:37a.m. Motion carried.

11. IN CAMERA:

- a) Contract Negotiations
- b) Personnel Matters

MOTION BoPC#-2015-11-18-05

It was moved by Rion Microys, seconded by Councillor Mersereau to move the meeting out of camera at 11:00 a.m. Motion carried.

12. NEXT MEETING: December 16, 2015

13. ADJOURN

Chair Power adjourned the meeting at 11:00a.m.

Chair Deputy Mayor Power

Recording Secretary Amy MacManus