

TOWN OF ANNAPOLIS ROYAL
Board of Police Commissioners
April 11, 2012
9:00 a.m.

Present: Chair Power, Vice Chair Keevill, Secretary Mueller-Sparenberg, DOJ Representative DeWolfe, Chief McNeil, Jerri Costa

Regrets: ex-officio Mayor Roberts

CALL TO ORDER: The meeting was called to order at 9:00am by Chair Power.

APPROVAL OF REGULAR MINUTES: March 15, 2012 and March 23, 2012

Motion 1:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Brian Keevill that the minutes dated March 15, 2012 and March 23, 2012 be approved. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

- Administrative Review, New Business #3
- Animal Control Invoice, New Business #4

APPROVAL OF AGENDA

Motion 2:

It was moved by Jerri Costa, seconded by Brian Keevill that the agenda dated April 11, 2012 be approved with amendments. Motion carried.

PRESENTATIONS: none

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
1. Update on Corporal Hire	Chief McNeil stated that the hiring committee (Brian Keevill, Deputy Mayor Mueller-Sparenberg and Chief McNeil) recommended Ken Dearman to Committee of the Whole for the vacant position. He added that they felt that this candidate would contribute greatly to the position, as well as, to the community. Chief McNeil noted that Ken Dearman did not have PROS ¹ or CPIC ² training. Brian Keevill stated that he had presented the Board's selection to the Committee of the Whole. Deputy Mayor Mueller- Sparenberg stated that the Committee of the Whole discussed the matter in camera. He added that the matter must now be presented to the Municipal Advisors prior to a decision being made by Council. Chair Power added that she was very pleased with the number of applicants for the position.		
2. March Dept Financials	The Board reviewed the March financials. Jane DeWolfe noted that, even though it was incomplete, the budget looked good. Deputy Mayor Mueller-Sparenberg noted that the fuel budget would become more expensive due to the rising cost of fuel.		
3. Police Manual and Department By-law	The matter was tabled until May.		

¹ Police Reporting Occurrence System

² Canadian Police Information Centre

Departmental Reports

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	<p>The Board reviewed the stats for the month of March. Jane DeWolfe noted that the stats appeared for more serious crimes. Chief McNeil stated that the crimes were not as severe as they appeared; it was how they were labelled in PROS.</p> <p>Motion 3: It was moved by Jane DeWolfe, seconded by Jerri Costa that the Chief's Report be adopted. Motion carried.</p>		
2. March Stats	This item was discussed in the Chief's Report.		
3. Dept Overtime for Approval	<p>Chief McNeil presented his overtime for the Board's approval. He noted that he had used 9 hours lieu time and 32 hours of sick time. Chief McNeil asked if Council had decided whether there would be a flat rate fee for stand-by. Chair Power replied in the affirmative, adding that no flat rate fee had been determined by Council. Chief McNeil stated that he would like Chair Power to speak with the two constables regarding the matter. Chair Power asked if there were overtime sheets for the rest of the Department. Chief McNeil replied in the negative. He added that he approved the constables overtime.</p>		

New Business

Item	Decision/Action	Responsibility	Target Date
1. New shift Scheduling	<p>Chief McNeil stated that he had reviewed the schedule provided by Councillor Shaffner. It involved seven days on, two days off and eight days on and four days off, with the understanding that the constables would use one lieu or vacation day on the last shift of each rotation. He added that it seemed okay in theory but eight day work week was too long. He noted that a 12 hour schedule would cost the Town more money with overtime. Chief McNeil stated that in his opinion the current schedule was fine and cost the Town less money. He added that he would continue to use Constable Thompson as a casual employee, as this would keep down overtime costs. Brian Keevill suggested using a ten hour schedule but cutting an hour from the beginning of the shift and the end of the shift. Chief McNeil and Brian Keevill will meet to discuss the idea. Chief McNeil added that he had an issue with administration approaching the constables over payroll matters, these matters should be brought to his attention. He added that in accordance with the Police Act, he was in charge of the Police Department. He added that the constables were looking into unionization and perhaps other jobs, as they are the least paid police force in Canada and they are currently very frustrated. Brian Keevill asked if Chair Power was meeting with the officers. She replied that she was able to meet with Constable Foster, but was unable to meet with Constable Campbell.</p>		

<p>2. Correspondence re NSAPB³</p>	<p>Chair Power explained that the correspondence was regarding a vacancy on the NSAPB. David Walker, president of the NSAPB, is inviting a member of a provincial board to fill the vacancy. Chair Power stated that it would be beneficial for someone to serve on the Board as many of Annapolis Royal's Police Board members were inexperienced.</p> <p>Motion 4: It was moved by Jerri Costa, seconded by Deputy Mayor Mueller-Sparenberg that Chair Power applies for the vacancy on the NSAPB. Motion carried.</p>		
<p>3. Administrative Review</p>	<p>Chair Power stated that this item was for the information of the Police Board. She stated that the Municipal Advisors for the Town will be meeting with staff and will be making recommendations to Council. This is part of the process with hiring a new CAO⁴. She added that this would be an administrative review of the department, unlike an operational audit which was completed by the DOJ⁵ last year. Deputy Mayor Mueller-Sparenberg stated that every police chief that comes to the department should have a blank slate, with an operational audit and administrative review completed prior to their filling the position.</p>		
<p>4. Dog control</p>	<p>Administrative Assistant Mills stated that the current procedure with stray dogs is to contact Town Hall prior to calling the By-Law Enforcement Officer as it costs the Town each time he is called. She added that there is a dog registry that helps to identify the owner of the stray dog. Chief McNeil requested a copy of the registry to facilitate his department.</p>		

Motion 5:

It was moved by Jerri Costa, seconded by Jane DeWolfe that the meeting move in camera at 10:08am. Motion carried.

IN CAMERA

- personnel matter

³ Nova Scotia Association of Police Boards

⁴ Chief Administrative Officer

⁵ Department of Justice

Motion 6:

It was moved by Jerri Costa, seconded by Jane DeWolfe that the meeting move out of in camera at 11:02am. Motion carried.

NEXT MEETING: May 16, 2012

ADJOURNMENT

Motion 7:

It was moved by Jerri Costa, seconded by Jane DeWolfe that the meeting be adjourned at 11:02am. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Chair Power		
Approved for website by Chair Power		
Sent to webmaster		