

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING**

**April 13, 2011
Minutes**

.Present: Chair Jim McGinis, Councillor Pat Power, Councillor Holger Mueller-Sparenberg, Business Representative Brian Keevill, Chief Burt McNeil, Ex-officio Phil Roberts, Peter Wyman and Administrative Assistant Monica Mills as recording secretary.

REGRETS: Vice Chair Jane DeWolfe.

CALL TO ORDER : Chair Jim McGinis called the meeting to order at 9:00am.

ADDITIONS/DELETIONS TO AGENDA

April 13, 2011

- Speed bumps (New Business item #3.)
- Location of the Lion's Club Canteen Bus

APPROVAL OF AGENDA

It was moved by Councillor Power, seconded by Brian Keevill that the agenda dated April 13, 2011 be approved with the additions.

APPROVAL OF MINUTES

March 16, 2011

- page 1, approval of agenda should be Councillor Power not Councillor Fearon
- page 1, item 5, second sentence should read, "...they will"
- page 5, second paragraph should read Mileboard Corner not Malboro Corner.

It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that the minutes dated March 16, 2011 be approved as amended.

PRESENTATIONS - Mr. David Walker, President NSAPB (Nova Scotia Association of Police Boards) The presentation has been rescheduled for the next meeting.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Meeting with Officers	Chair McGinis reported that he had met with the constables. He added that they were prepared to sign the contracts.	Chair McGinis	
2. DOJ Audit	Chair McGinis reported that due to resignation of the Department of Justice Auditor, the Department of Justice audit would be rescheduled.	Chief McNeil	
3. Signage Usage	Chief McNeil stated that he would discuss ordering the new signs with Public Works Superintendent, Kevin McLean. He added that he had spoken with the Department of Transportation regarding Mileboard Corner and they required a study prior to making a decision on signage.	Chief McNeil	
4. Contract Status	Topic was discussed in item #1.	Town	
5. Municipal Parking Tickets	The board discussed the parking tickets. Chief McNeil reported that there was still work to be done on the ticket before they would be able to issue them.	Chief McNeil	
6. Status of recruitment for Cpl's vacant position.	The Board discussed the status of the recruitment process. Chief McNeil reported that he had received three candidates that fit the criteria. It was decided that the hiring committee would meet next week to review the applicants.	Chief McNeil	
7. Schedule of Open House community meetings in the new ARPD office	The Board discussed scheduling an open-house in conjunction with the Town's open-house. It was decided to schedule the open-house for May 9, 2011 from 10:00am - 3:00pm. Councillor Mueller-Sparenberg suggested that an advertisement be placed in the Town's newsletter and a special flyer should be created and delivered to the businesses to encourage their attendance.	Chief McNeil	
8. PROS Inputting Update	Chief McNeil stated that a PROS course is scheduled in June and that he and Constable Cliff Thompson will be attending.	Chief McNeil	
9. Review of Police Budget to date	Review of the Police Budget will occur during the May's meeting.	Board	

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	Chief McNeil presented his report. See Appendix A.	Chief McNeil	
2. March Stats	This item was covered in the Chief's Report.	Chief McNeil	
3. Chief's Overtime for Approval	Discussion will occur at the next meeting.	Chief McNeil	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Management of staff overtime 2011-2012	Councillor Power stated that a concentrated effort to minimize overtime was essential. The board discussed the various reasons that overtime was accrued.		
2. Changes to Summary Offence Ticket Procedures, effective April 1st	Chief McNeil stated that there had been some provincial changes to the summary offence tickets. There are now three separate court dates for the following categories, youth offences, young offender offences and adult offences. He added that the previous tickets gave the offender thirty days before they had a court appearance and that has now been changed to sixty days.		
3. SPEED BUMPS	Peter Wyman presented some research on removable speed bumps. He noted that they would be a relatively easy way to slow traffic down. Chair McGinis noted that the main reason that speed bumps were not considered was due to difficulties with snowplowing; the removable speed bumps would eliminate this. Councillor Mueller-Sparenberg and Peter Wyman agreed to compile information that would be presented to Council.		
4. Lion's Club Canteen Bus	Councillor Power informed Chief McNeil that after much consideration		

	it was decided by Council that the best location for the Lion's Club Canteen Bus would be in the lower parking lot beside Petite Parc. She added that for that four day period the Police Department could park their vehicles in their old parking spaces.		
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OTHER:

The Board discussed membership of the Board of Police Commissioners.

IN CAMERA It was moved by Brian Keevill, seconded by Councillor Mueller-Sparenberg that the meeting move in camera at 10:15 am.
(One item to be discussed)

NEXT MEETING

May 18, 2011 at 9:00 am

ADJOURNMENT

It was moved by Brian Keevil, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned at 10:45 am.