

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
August 11, 2010
Draft Minutes**

A meeting of the Board of Police Commissioners was held on Wednesday, August 11, 2010 in Council Chambers at Town Hall. In attendance were Chair Jim McGinis, Deputy Mayor Doug Shaffner, Councillor Kathie Fearon, Mayor Phil Roberts, Chief Burt McNeil, Member at large Jim MacIntosh, Department of Justice Appointee Jane DeWolfe and Administrative Assistant Lynn Moar as recording secretary.

Regrets: Business Representative Brian Keevill

CALL TO ORDER

Jim McGinis called the meeting to order at 9:05 a.m.

ADDITIONS/DELETIONS TO AGENDA

August 11, 2010

There were no additions or deletions to the agenda

APPROVAL OF AGENDA

It was moved by Jim MacIntosh, seconded by Jane DeWolfe, that the agenda dated August 11, 2010 be approved as presented. Motion carried

APPROVAL OF MINUTES

June 16, 2010

It was noted that the minutes of June 16th should note regrets by Doug Shaffner and that the spelling of DeWolfe should be corrected.

It was moved by Jane DeWolfe, seconded by Kathie Fearon, that the Board of Police Commissioners minutes dated June 16, 2010 be approved, as amended. Motion carried.

PRESENTATIONS

There were no presentations

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Training & Conference	Chief McNeil noted that Constables Foster and Campbell have completed their sexual assault interviewing course. They noted that the course was well rounded and that the techniques taught would help them in all interviews.	Chief McNeil	
2. False Alarm Report	There were no false alarms reported in July. Chief McNeil noted that the occurrences report appears to show fewer occurrences, but that all warning tickets are now being bulk filed under one occurrence number.	Chief McNeil	
3. Basement Renovations	The renovations are slated to begin in September. Deputy Mayor Shaffner explained that a second doorway will be added for access to the police department and a second washroom. The access to the public washroom will remain as is. He noted that the \$7,000 allocated to excavation will not need to be used and that money will be used to make the entrance changes so that the overall cost should see no increase.	Deputy Mayor Shaffner	
4. Meeting with Officers	Chair McGinis spoke with Constable Foster. He noted that due to vacations he had not spoken to the other officers, but felt that things were going along well.		
5. Speed Limits in Town	<p>Chief McNeil reported that residents seem to be getting used to the new crosswalks in town, but that he had picked up a mobile speed sign and will set up by the crosswalk to show motorists their speed as they pass by.</p> <p>He feels that once they are aware of the change, most will slow down. He noted that the device that measures the speed of the vehicles is not calibrated like a radar gun, so tickets will not be given</p>	Chief McNeil	

	<p>out. However he still feels that the unit, on loan from Kings County Citizens on Patrol, will act as a deterrent and make people more aware.</p> <p>He also noted that there will probably have to be another study done with respect to making the intersection at Hwy 201 and Hwy 8 a three way stop. He has spoken to Joe Crowell, the provincial traffic authority but has had no reply back.</p>		
6. Legal Aid and protection for the officers from ARPD	Chair McGinis will ask Chief Administrative Officer Boyer the status of this matter. It is the hold up to having contracts signed by officers.	Chair McGinis	
7. Review of Draft Work Plan	It was agreed that the Work Plan is a helpful document in giving the Board and the department something to refer to for projects.		

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. June/July	<p>It was noted that since the break and enter events in June, it has been quite quiet in Town. Natal Day was very successful, with 4 people working both day and night shifts thanks to the cadets from Ravensburg College being here on work experience.</p> <p>Ravenburg College is a law and security school. While graduates can go directly into the military police from there, they still must fulfil all the tests etc. for other police forces. As long as the College has students available for work experience from this area, the town should be able to benefit during the summers. Chief McNeil noted that all it cost us was a few shirts and pairs of pants and that we are a good location for work experience as all three officers have coach trainer designations.</p>		

	<p>Jim McGinis noted that he had received many positive comments regarding the bike patrols this summer. He noted it is good to have such high visibility of the police department.</p> <p>The mayor noted that after he had relayed a request for an increased police presence at the market he was pleased to see 2 officers there on Saturday. Chief McNeil assured the mayor that the increased presence would continue until the end of August, but that he did not know if it could continue after the cadets were gone.</p> <p>A discussion ensued regarding pets at the farmers market on Wednesdays and Saturdays. It was noted that the signs that prohibit dogs in the area are very small and should perhaps be made portable so they can be put at both entrances to the market. It was also noted that the signs should be changed to reflect “pets” and not just dogs, as in the last few weeks some people have been bringing their pet iguanas to the market. The mayor noted that at one point last year some people came with a small pig on a leash.</p> <p>The mayor noted that the town bylaw simply states that all animals must be under the control of their owners, so he does not see how we can “ban” pets from the market if they are on leash.</p> <p>In the end it was noted that a notice should be published in the Town Crier discouraging patrons from bringing animals to the market.</p> <p>It was moved by Jane DeWolfe, seconded by Kathie Fearon that the Chief of Police’s report dated August 11, 2010 be accepted. Motion carried.</p>	Admin Assistant	
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2. Chief's Overtime for Approval	Chief McNeil noted that he had not printed off his overtime report in time for this meeting and would bring it in September.		
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	<p>The Chief submitted his report to the Board for the period ending August 11, 2010.</p> <p>It was noted that there may be a chance for the department to obtain a "free" unmarked car which is surplus to the Annapolis Maryland Fire Department. They would make a gift of the vehicle to the Town, and the only fees would be the taxes due when it is brought over the border, the fee to have it registered in Canada and any repairs needed. Chief McNeil will keep the Board up to date on the status of the car as he is waiting for more information regarding the mileage and year of the vehicle.</p> <p>The Chief feels it would be a good plan as the current unmarked car owned by the Town has 220,000 kms on it. With the second one added, it would perhaps give the town a couple of years until a new vehicle would have to be bought.</p>		
2. Request for DOJ Audit	Chief McNeil said the file is still waiting to have auditors assigned to it.		
3. Conferences	<p>The Conference Package for the Nova Scotia Chiefs of Police Association and Nova Scotia Association of Police Boards Conference 2010 was supplied for the information of members. After some discussion the following motion was passed:</p> <p>Moved by Councillor Fearon, seconded by James McIntosh that</p>		

	<p>the Chair of the Police Board and the Chief of Police both attend the Conference in September. Motion carried.</p> <p>The Mayor noted that the Town would be the smallest municipality with its own force in attendance and believes it will be good networking for the Chief and Chair to meet representatives of the other Boards in the province.</p>		
4. Police Commission By-Law & Policy Manual Review	<p>Chair McGinis, Chief McNeil and Jane DeWolfe will meet to draft a proposal based on the Bridgewater By-Law and Policy Manual. They will then bring the draft back to the Board to be forwarded to Council.</p>		
5. Budget Authority Public Prosecution Service Middleton Office	<p>A spreadsheet showing the budgeted costs for the Middleton Crown Office was examined by the Board. This information was forwarded because of discussions within the Provincial government regarding the closing of the Bridgetown Office. It was noted that if the Bridgetown office is closed, Annapolis matters will be handled out of Digby which is the same distance.</p> <p>Councillor Fearon noted that with some of the costs shown, ie \$34,000 per month for rent, they “need to smarten up”.</p>		

OTHER

The Mayor brought up a the matter of having a 4 way stop installed at the corner of Victoria and St. Anthony. Chair McGinis asked Chief McNeil to look into the matter.

There was also some discussion about whether or not there would be room for a bike lane on St. Anthony Street now with the new sidewalks installed.

IN CAMERA - None

NEXT MEETING

Councillor Fearon noted that she would probably not be available for a meeting on September 22nd. Chair McGinis asked her to let the Administrative Assistant know for sure and that the meeting could be rescheduled for September 23 if necessary.

ADJOURNMENT

It was moved by James McIntosh that the meeting be adjourned.

Jim McGinis, Chair

Lynn Moar, Recording Secretary