

**TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS MEETING  
December 15, 2010  
Minutes**

A meeting of the Board of Police Commissioners was held on Wednesday, December 15th, 2010 in Council Chambers at Town Hall.

**CALL TO ORDER**

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

**Present:** Chair Jim McGinis, Councillor Pat Power, Councillor Holger Mueller-Sparenberg, Mayor Phil Roberts, Chief Burt McNeil, Department of Justice Appointee Jane DeWolfe, Charles Cranton and Administrative Assistant Monica Mills as recording secretary.

**Regrets:** Business Representative Brian Keevill

**SWEARING IN OF NEW BOARD MEMBERS:** Councillor Power and Councillor Mueller-Sparenberg were sworn in by Commissioner of Oath Sandi Millett-Campbell.

**APPOINTMENT OF A BOARD CHAIR, VICE-CHAIR & SECRETARY:**

It was moved by Jane DeWolfe, seconded by Councillor Power that Jim McGinis remains as acting chair, that Jane DeWolfe remains as acting Vice-Chair and that Councillor Holger Mueller-Sparenberg be appointed secretary for the upcoming year..

**ADDITIONS TO AGENDA:**

A thank-you card from Jim MacIntosh to Town of Annapolis Royal and Board of Police Commissioners was reviewed.

**APPROVAL OF AGENDA**

December 15, 2010

**It was moved by Vice Chair DeWolfe, seconded by Councillor Mueller-Sparenberg, that the agenda dated December 15, 2010 be approved.  
Motion carried.**

**APPROVAL OF MINUTES**

November 10, 2010

**It was moved by Vice Chair DeWolfe, seconded by Councillor Power, that the Board of Police Commissioners minutes dated November 10, 2010 be approved. Motion carried.**

## **PRESENTATIONS**

There were no presentations

## **BUSINESS ARISING**

<b>Item</b>	<b>Decision /Action</b>	<b>Responsibility</b>	<b>Target date</b>
1. Training & Conference	<p>Chief McNeil reported that CST. Campbell &amp; CST. Foster have completed a four day Mental Health Course. Both constables gained insight into situations involving individuals with mental health issues. A new form is being used by the police force, which shall facilitate in the transferring of information from the involved officer and emergency room staff. The officer who received the initial call will assess the situation and report it to the attending doctor by use of the form, if needed the patient is then sent to Kentville to be assessed by a psychiatric nurse who forwards her assessment to a psychiatrist. The protocol also involves a new phone number to advise the emergency room that police will be on route with a person with mental health issues and the use of a separate "quiet room" where the individual could be held until attended by the physician. Councillor Mueller-Sparenberg asked if the forms were available on-line and could be downloaded as opposed to printed. Chief McNeil replied in the negative, adding that Kentville and Kings County would all be using the same forms so cost could be minimized by contracting the same printer.</p> <p>Chair McGinis asked about qualification for fire-arms. Chief McNeil</p>	Chair McGinis & Chief McNeil	

	replied that they weren't necessary until Spring.		
2. False Alarm Report	There was nothing to report.	Board	
3. Basement Renovations	Chief McNeil reported that the renovations should be completed by Friday, December 17, 2010. There is a need for fire-proof steel door which was not included in the original contract price. Chief McNeil reported that there would be a change order involved with the contractor. The contractor would supply and install the door and Chief McNeil would be responsible for the painting of the new office. Councillor Power asked if there would be a need for new electrical equipment. Chief McNeil replied that there would be no new equipment and that he would be contacting Aliant to arrange a date for phone hook-up and an individual from CPIC (Criminal Police Information Centre) and PROS (Police Reporting Occurrence System) would be arranged to make the necessary connections in time for the transition to the new office.	Chief McNeil	
4. Meeting with Officers	Chair McGinis has met in person with CST. Foster and CST. Chase and reported that everything was fine, he also spoke briefly with CST. Campbell over the phone. Chief McNeil updated the board on the situation with CST. Campbell. She had requested permission to move outside the designated area of residence. Chief McNeil said the request must be out in writing. Chair McGinis stated that a motion would be made regarding the request after it has been received in writing. Due to the Department being short staffed, other members of the force have been covering extra shifts. Councillor Power brought up the fact that a temporary replacement may be needed to facilitate the department, adding that hiring a temporary part-time employee would be less expensive than the overtime that the police are currently working. Chief McNeil will look into finding a temporary replacement.	Chair McGinis	
5. Speed Limits in Town	As per Mayor Roberts request, speed limit signs on Prince Albert Road have been moved by the police force. Chair McGinis questioned if this was in conflict with the Department of Transportation. Chief McNeil replied in the negative, stating that the Police Force erected the signs and are therefore responsible for them.  Mayor Roberts reported that the Environment Committee recommended a draft Vehicle Emissions Policy to Committee of the Whole, which in turn	Chief McNeil	

	<p>recommended it to Council which affects the speed limits from the lights on St.George Street to the downtown core and on St.Anthony Street. The Town of Annapolis Royal is committed to reducing its carbon footprint by 2016 and this was one means of measuring the steps that are taken.</p> <p>Chief McNeil reported that Citizens on Patrol did a survey regarding the speeds that cars are travelling in town. 115 vehicles on Prince Albert and 138 vehicles on St.George St were recorded. The highest speed recorded on St.George Street was 69km/hr and 88km/hr on Prince Albert Street; however, the majority of the speeds were within the limit. Chief McNeil stated that realistically these speeds were not too high and that The Citizens on Patrol are planning on coming back and doing another survey.</p>		
6. Legal Aid and protection for the officers from ARPD	Chief McNeil passed the information onto the Constables and received no feedback from the officers. Chair McGinis stated that there was a need to address this information as the officers do not have signed contracts.	Chair McGinis & Chief McNeil	
7. Police Commission By-Law & Police Manual Review	Chair McGinis sent out the proposed policy manual to board members. Discussion was scheduled for January's meeting, Town Council will be reviewing the Police Commission By-law and providing feedback as it is prepared for the first reading.	Chair McGinis, Jane DeWolf & Chief McNeil	
8. DOJ Audit	Chief McNeil reported that the administrative audit has not begun yet, but will commence in the new year.		
9. Community Meeting	The meeting was cancelled due to a scheduling conflict with the Health board. It will be rescheduled in January. Councillor Mueller-Sparenberg recommended holding it on the same night as the proposed Town Open House meetings.		
10. Municipal Parking Tickets	There was discussion regarding the necessity of receiving approval from the Yarmouth Court Administrator. Chief McNeil reported that he sent a letter and was awaiting a reply. He will follow-up with the court administrator and update the board in January's Board of Commissioners Meeting.		

## DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target
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			<b>Date</b>
1. November Occurrence Stats	Chair McGinis requested a complete run down of the stats, as to inform the board members in case they are asked by the public. There were a few minor infractions, such as: motor vehicle violations, theft of items from a vehicle, failure to comply with a parole order. There is an ongoing investigation into the theft of the four snow tires from the storage site.		
2. Chief's Report	Much of the Chief's Report was covered in the discussing of other items on the agenda.		
3. Chief's Overtime for Approval	Motion: It was moved by Jane DeWolfe, seconded by Councillor Power that Chief McNeil's overtime be approved. Motion carried.		

## NEW BUSINESS

<b>Item</b>	<b>Decision / Action</b>	<b>Responsibility</b>	<b>Target Date</b>
Fire-arms By-law	For information purposes. Chair McGinis recommended sending the proposed by-law to Martin Kramer, Chief Fire-arms Officer for the Government of Nova Scotia, for his input, prior to sending it to Council.		
Police Management Survey	Discussion occurred regarding participation in the survey; Vice Chair DeWolfe suggested it would be a good idea, as the results would be beneficial to the Town of Annapolis Royal. Chair McGinis suggested it would be more beneficial for a board member without a police background to fill out the survey. Vice Chair DeWolfe volunteered to complete the survey. Motion: It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that Vice Chair DeWolfe complete the Police Management Survey,		

	Motion carried.		
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**OTHER**

N/A

**IN CAMERA**

N/A

**NEXT MEETING**

January 12, 2011 at 9:00 am

**ADJOURNMENT**

**Moved by Jane DeWolfe the meeting be adjourned.**