

TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS  
Approved Minutes of Meeting Held  
**Wednesday, February 11th, 9:00 a.m.**

1. **CALL TO ORDER:** Chair Power called the meeting to order at 9:05am.
2. **PRESENT:** Chair Pat Power, Jane DeWolfe, Councillor Byron Mersereau, Police Chief Burt McNeil and Recording Secretary Dawn Bourke.
3. **REGRETS:**
4. **ADDITIONS TO AGENDA:**
5. **APPROVAL OF AGENDA:**  
**MOTION # BoPC-2015-02-11-01**  
Moved by Jane DeWolfe, seconded by Rion Microys, it was agreed to approve the agenda with the following additions: New Business c) Eggstravaganza; and New Business d) Update on Conference. **CARRIED**
6. **APPROVAL OF MINUTES: January 15, 2015**  
**MOTION # BoPC-2015-02-11-02**  
Moved by Rion Microys, seconded by Councillor Mersereau, the minutes of the Board of Police Commissioners meeting held January 15, 2015 were approved as amended: New Business Item 10b) delete “will be meeting” and insert “have met” ; In Camera 11) delete “none” and insert “Personnel Matter”. **CARRIED**
7. **PRESENTATIONS:** None
8. **BUSINESS ARISING:**
  - a) **Update from Council**  
Chair Power advised the motions from the January Council meeting were in the February Town Crier. Chair Power noted that at the February Committee of the Whole meeting a fair amount of time was spent on the Towns financials; interviews for the Chief Administrative Officer position have taken place; nominations for volunteers for Volunteer Week were completed; many compliments to public works for snow removal; a presentation was made from Ted Ashdown of King’s Theatre Society regarding upcoming renovations.
  - b) **Strategic Initiatives Update**  
Councillor Mersereau advised that Chief McNeil, Brian Keevill and himself, met as scheduled, to update the Strategic Initiatives of the Police Board. Councillor Mersereau advised that the notes from the meeting will be circulated to the people on task force for any revisions for accuracy, and subsequently presented to the Board. It was agreed to place Strategic Initiatives Update on the agenda for the next meeting.

Rion Microys advised that she spoke with Michelle McGowan from the schools, and was advised there are police programs in the schools presented by the RCMP and suggested Chief McNeil call the schools or RCMP for dates when they will be at the schools and attend at the same time. Chief McNeill advised that the ARPD go into the schools when contacted; make presentations to the younger children and the O2 class and high school students; are responsible for the lock down drills; and have a presence at the schools on a regular basis. Rion Microys suggested her point is that it is the responsibility of our force to be proactive and not to rely on the RCMP. Councillor Mersereau noted that there are items regarding working with the schools and liaising with the schools that tie in with some of the strategic initiatives.

**c) Occurrence Tracking Report**

Chief McNeil advised that he can print the Occurrence Tracking Reports for the years 2012, 2013, 2014 up to the current date, and when printed will have them circulated.

Chief McNeil noted that he has a new printer but it has to be hooked up to PROS by the RCMP. Chief McNeil advised that there are two other two computers that need to be replaced to match the PROS system and it is our responsibility for purchase of the hardware. Chief McNeil mentioned that he has quotes for the 2 computer.

9.

**DEPARTMENT REPORTS:**

**a) Chief's Report**

Chief McNeil reviewed the Chief's report for January 2015. Chief McNeil will speak with Superintendent of Public Works McLean regarding the snow piles at intersections. Councillor Mersereau advised that the turnover of the school from the School Board to the Town is April 1, 2015. Chief McNeil noted that there was no allowance for student parking at AWEC, so the students are parking on the Champlain Street heading towards School Street, and to date he has not had any complaints

**b) Departmental Financials April 1, 2014 to January 31, 2015**

Discussion was held regarding the financials. It was noted that line item 01-22124Z Police EAP was not a budgeted item. Chair Power advised that contract negotiations are still being worked on.

10.

**NEW BUSINESS:**

**a) By-Law Enforcement**

Chair Power advised that Council is interested in having the Board of Police Commissioners review relevant Town By-laws that could be enforced by the Police Department. Councillor Mersereau mentioned that at the strategic initiatives meeting, discussion was held regarding the job description for Police Constables and the Police Chief; both of which include wording regarding enforcement of provincial and federal legislation and Town By-laws. Councillor Mersereau suggested this should be worked out between the Board of Police Commission and the Annapolis Royal Police Department in terms of the job descriptions, as it is part of the job.

Chief McNeil advised that the Annapolis Royal Police Department does enforce Town By-laws; it has never been said the Department will not enforce Town By-laws; the Department needs to be equipped appropriately for by-law enforcement, specifically with regards to animal enforcement cages, kennels, dog crates etc.; provincial law supersedes Town By-laws; Town By-laws should take into consideration provincial/federal statutes; the Town should consider increasing the budget for legal fees because the Town is responsible for prosecution fees.

Chief McNeil advised that with respect to the dog bite to Councillor Paquette's dog, the owner was advised that the cost of the vet bill is a civil matter and not a criminal matter. Chief McNeil advised that Mr. Smith never spoke to any members of the police force and Councillor Paquette understood that the recovery of any vet bills was a civil matter and that the costs of the vet bills had been paid by the person whose dog caused the bite. Chief McNeil advised that the complaint was recorded and given a file number and the only reason a report was filed was because it is a rescue dog. Chief McNeil noted that there is a Code of Conduct for elected officials; no bullying and harassment of employees and this type of thing has gone on for too long.

Chair Power noted that the Town has an agreement with the County to provide the services of the Animal Control Officer, who takes care of the animal complaints; and further if the animal was loose and not under control, the complaint should have been made to the County Animal Officer. Chief McNeil advised that on weekends and in the evenings, the County Animal Control Officer may be difficult to reach.

Chair Power read section 2.3 of the Dog By-law as follows: Notwithstanding clause 2.1(a) of this section and the definition of runs at large, it shall not be an offence where a dog is without a leash provided that at all time the dog is under the continuous and effective control of its owner or some other person.

Chief McNeil suggested the by-law state "that every dog walked within Town limits be on a leash". Rion Microys noted that if the Police Department is responsible for enforcing certain by-laws, there should be input from the Police Chief. Chair Power advised that the dog bite was the instance that led to the review of Town By-laws and the enforcement of the By-laws. Chair Power noted that the Town By-laws cannot supersede provincial or federal legislation, and this should be taken into consideration when reviewing the By-laws. Rion Microys suggested to implement the review that one By-law be selected per month to review. Chief McNeil selected the Dog By-law as the first by-law to review.

Chair Power noted that on behalf of the Board of Police Commissioners, Town Council will be advised that By-law Enforcement was discussed at this meeting; that the Chief and police staff are responsible for the enforcement of certain By-laws; and where Provincial law supersedes Town law, provincial will rule; and the Police Chief is to be included in the review process of any by-laws that the Police Department has to enforce.

Rion Microys suggested now that the Board is aware that by-law enforcement it is a part of the job of the police department, consideration could be given to helping out Lawrencetown as previously requested.

b) **2015-2016 Budget**

Chair Power advised that the 2015-2016 budget is in the draft stages.

c) **Eggstravaganza**

Councillor Mersereau commented that at a recent Marketing & Economic Development Committee meeting discussion was held regarding the upcoming Eggstravaganza scheduled to be held April 4, 2015 ; very complimentary to the police presence in the past; expressed a desire for more police presence if it could be arranged. Discussion was held and it was suggested to contact the RCMP or the Annapolis Royal Fire Department as they may be able to provide a presence and/or assistance. April 4<sup>th</sup>, 2015. Byron, maybe get a volunteer from fire department.

d) **Conference Calls**

Chair Power advised that she was in attendance at the NSAPBG by conference call; there were about 40 members from police advisory boards; recommended more cooperation between boards and police commissions; Greg McArthur is new Chair of Provincial Board; everyone has been made aware of the fall conference; the type of information available; and the networking opportunities.

Chair Power noted that a lady from the Digby Advisory Board is going to invite Chair Power to one of their Advisory Board meetings and in return would like to sit in at one of our commission meetings. Councillor Mersereau mentioned that the Advisory Board for the RCMP and Police Commissions for municipal units are different.

11. **IN CAMERA:** None

12. **NEXT MEETING:** March 11, 2015

13. **ADJOURN**

**MOTION # BoPC-2015-02-11-03**

Moved by Jane DeWolfe the meeting adjourned at 10:55 am. **CARRIED**

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Chair Pat Power

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Recording Secretary Bourke