

**TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS MEETING  
Unapproved Minutes of Meeting held  
Wednesday, February 12th, 2014, 9:00 am**

- 1. CALL TO ORDER:** Chair Power called the meeting to order at 9:00 am.
- 2. PRESENT:** Chair Pat Power, Councillor Byron Mersereau, Jane DeWolfe, Brian Keevill, Police Chief Burt McNeil, CAO Carol St-Amour, Recording Secretary Dawn Bourke.
- 3. REGRETS:**
- 4. ADDITIONS TO AGENDA:** none
- 5. APPROVAL OF AGENDA:**  
**MOTION #BoPC-2014-FEB-12-1**  
It was moved by Councillor Mersereau, seconded by Jane DeWolfe to approve the agenda as presented. **CARRIED.**
- 6. APPROVAL OF MINUTES:** January 15, 2014; and January 30, 2014  
**MOTION #BoPC-2014-FEB-12-2**  
It was moved by Councillor Mersereau, seconded by Brian Keevill to approve the minutes of January 15, 2014 as presented. **CARRIED.**  
**MOTION #BoPC-2014-FEB-3**  
It was moved by Jane DeWolfe seconded by Councillor Mersereau to approve the minutes of January 30, 2014 as presented. **CARRIED.**
- 7. PRESENTATIONS:** None
- 8. BUSINESS ARISING:**
  - i. Update from Council**  
Chair Power advised that further discussion will be held regarding the proposed stop sign at St. George and St. Anthony streets as a little more consultation is required before proceeding; the position for a new board member is being re-advertised; a letter has been forwarded to the Union of Nova Scotia Municipalities regarding the appointment to the Joint Police Services and Community Safety Advisory Committee.
- 9. DEPARTMENT REPORTS:**
  - i. Chief's Report**  
Police Chief McNeil reviewed his report for the month of January 2014.
  - ii. 2014-2015 Budget First Draft for Review**  
Discussion was held regarding the 2014-2015 Budget First Draft.

Police Chief McNeil noted the Police Department pays 38% towards heating, electricity and cleaning costs based on the square footage which is budgeted the same as the Administrative Department which he felt has more square footage and was also budgeted at 38%. Police Training and Courses should be increased from the \$2,500. with a detailed breakdown of the courses/training required for the upcoming year.

Councillor Mersereau distributed a budget spreadsheet that included previous years actuals. Discussion was held regarding prosecution fees. Police Chief McNeil advised this is the Province's share of the tickets the ARPD writes.

Chair Power welcomed Jackie Longmire as the Administrative Assistant to the Police Department.

The Administrative Assistant budgeted amount should be increased as the numbers do not calculate correctly.

**iii. Annapolis Royal Police Department Strategic Plan**

Councillor Mersereau advised this is an update, a response to outstanding issues, and the next step in the process is to work up a new list. Councillor Mersereau, Brian Keevill and Chief of Police McNeil are going to meet March 6, 10 am at the Ye Olde Towne pub to compile the yearly initiatives not the strategic plan. Councillor Mersereau noted the meeting will focus more on tactics than strategy. It was agreed to present the initiatives for discussion at the next meeting of the Board.

**10. NEW BUSINESS:**

**i. Upcoming meeting with the Minister, Department of Justice**

Next Wednesday afternoon there is a meeting scheduled with Minister of Justice Lena Diab and David Walker, Chairman for the group, who are looking for agenda topics. Chair Power asked if there are any specific items to be brought forward for this agenda. Agenda items the Board of Police Commissioners would like to see addressed are the Boot on the Streets Initiative and the commitment to 2015; modernizing the legislation as to who does what needs to be clearer within the Police Act and Regulations; the courts should be looking at the time between charges and trial dates and that is an issue for the courts; in terms of the way they handle cases, how many times do the police officers sit in court and the crown prosecutors holds it over, need to communicate for efficiency as police officers are witnesses for the crown, which relates to costs for police wages; update Service Standards to work efficiently with witnesses as to not waste police time.

**ii. Recommendations and Response re: Department of Justice Audit 2011**

Discussion was held regarding the Recommendations and Responses from the Department of Justice Audit 2011 noting the responses are the most recent.

It was moved by Brian Keevill, seconded by Jane DeWolfe to move in camera at 10:40 a.m.  
**CARRIED.**

**11. IN CAMERA: 10:40 am**

- i. Reason c) Personnel Matter

**MOTION #BoPC-2014-FEB-12-5**

It was moved by Brian Keevill, seconded by Jane DeWolfe to come out of in camera at 10:55 am. **CARRIED.**

**12. NEXT MEETING: March 12, 2014**

**13. ADJOURN**

**MOTION #BoPC-2014-FEB-12-6**

It was moved by Brian Keevill, seconded by Jane DeWolfe to adjourn the meeting at 10:56 a.m.  
**CARRIED.**

---

Chair Pat Power

---

Recording Secretary Bourke