

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
February 16, 2011
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, Business Representative Brian Keevill, Peter Wyman, Administrative Assistant Monica Mills as recording secretary.

Regrets: N/A

ADDITIONS TO AGENDA:

APPROVAL OF AGENDA

February 16, 2011

It was moved by Vice Chair DeWolfe, seconded by Business Representative Brian Keevill, that the agenda dated February 16, 2011 be approved. Motion carried.

APPROVAL OF MINUTES

January 12, 2011

Business Representative Brian Keevill noted that on page 8, line 7 that the increase in North Mountain rental must be inaccurate. (\$1296 to \$1298) Councillor Power stated that the correct number was from \$1296 to \$2880. The minutes have been amended.

It was moved by Business Representative Keevill, seconded by Councillor Mueller-Sparenberg, that the Board of Police Commissioners minutes dated January 12, 2011 be approved as amended. Motion carried.

PRESENTATIONS

There were no presentations

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Training & Conference	Chief McNeil reported that Cst.Foster has completed his SOCO training and has been supplied with a kit by the Cape Breton Regional Police. Chief McNeil also reported that he had been in contact with Sgt. Patten of the RCMP New Minas I-Dent department and a meeting has been arranged with Cst.Foster for next week regarding policies. Chief McNeil stated that he would have an afternoon course next week and he anticipates some training courses in March. Fire arms recertification will occur in the spring during the same time as Bridgewater. Councillor Power asked if the one of the two constables would receive CPIC training. Chief McNeil replied that it was a long process and that is why they hope to hire a trained individual for the current vacancy. He added that initially the constable would have to receive CPIC level one training, which would concern the reading of records. The individual would need to gain three to four years experience at this level prior to gaining records management training.	Chair McGinis & Chief McNeil	
2. False Alarm Report	Chief McNeil reported that there were six false alarms reported, two being at the legal aide office. The issue was that the contact information that police dispatch possessed had not been updated by the owners. Councillor Power asked how many false alarms were individuals permitted before they received a fine. Chief McNeil replied that three in a twelve month period were permitted and added that the fine was approximately \$200.00. Chair McGinis stated that the Town should send a letter to legal aid to notify them of their status.	Board	
3. Basement Renovations	Chief McNeil reported that the renovations have been completed and that the RCMP would be here today to wire the computers. He added that the computers would be moved downstairs today and the furniture would be moved over the weekend.	Chief McNeil	
4. Meeting with Officers	Chair McGinis had had discussions with all of the constables and that everything was fine. He noted that the contracts have remained unsigned. Cst. Foster and Cst.Campbell would like the addition of the wording "mutually agreed to" in reference to legal representation. Chief McNeil reported that he was informed by the insurance company that they (the insurance company) would provide legal aid, in the event that they did not have legal aid with the necessary expertise than the insurance company	Chair McGinis	

	would find a lawyer with such expertise. Councillor Power asked what could be done to expedite the process. Chair McGinis replied that he could have a discussion with the constables and if they were in agreement a meeting could be arranged between the involved parties.		
5. Speed Limits in Town	Chief McNeil reported that the signs will have to be ordered but he was under the understanding that Public Works have gone over their budget for signage. Vice-Chair DeWolfe suggested that the signs may have to wait until the new budget in April. Councillor Power stated that it would be a good idea to continue to place reminders in the monthly newsletter. Chair McGinis reported that there was no information from the Department of Highways regarding the proposed stop sign.	Chief McNeil	
6. Legal Aid and protection for the officers from ARPD	Chair McGinis stated that this topic was covered under item 4. of the agenda.	Chair McGinis & Chief McNeil	
7. DOJ Audit	Chief McNeil reported that the administrative audit has not been scheduled yet. He is awaiting communication from the Department of Justice. Chair McGinis stated that this was something that the Department of Justice had to arrange. Chief McNeil reported that he was discussing the audit with Fred Sanford at a chief's meeting last month and he was told that the Department of Justice confirmed that they were on the list but that the Department of Justice was currently tied up with other issues.	Chair McGinis, Chief McNeil	
8. Community Meeting	Chief McNeil stated that the meeting would be held on February 17, 2011 at 7:30 pm at Ye Olde Towne Pub. He added that his son would be unable to make the presentation on "Loss Prevention" and that he was waiting to hear if his son had arranged a replacement presenter. The meeting would still occur without the loss prevention presentation. Chair McGinis noted that it would still be a good opportunity for citizens to voice opinions and comments.	Chief McNeil	
9. Municipal Parking Tickets	Chief McNeil reported that he had contacted Mr. Charles Cranton and that he is currently updating the ticket as per the recommendations of the Yarmouth Court. Once the changes are completed the ticket can be printed and implemented.		
10. Fire Arms By-Law No.111	No update.		

11. Status of recruitment for Cpl's vacant Position	Chief McNeil reported that an advertisement had been placed on carrerbeacon.com and through a New Brunswick paper. He had received some phone calls but has yet to receive any résumés.		
12. Yearly Assessment for the Chief Officer.	Item moved in camera	Chair McGinis	
13. Review of Police Budget to date.	Chair McGinis asked if there were any comments or concerns regarding the Police Budget as it stands. He noted that the department was still \$69,000.00 under budget at the present time. Recruitment costs have already been included in the budget. Councillor Power stated that she had requested from DOF Robinson a monthly detail of the budget. One question that Councillor had was the \$740.00 in vehicle maintenance; she asked if this was due to outfitting the new police vehicle. Chief McNeil replied in the affirmative adding that the car would remain unmarked. Councillor Power asked about the Police Equipment expense (\$1200.00). Chief McNeil explained that was due to the basement renovations. Councillor Power stated that "lock up" expenses would go over for the month of January as well. She also noted that phone costs would exceed the budget. Chief McNeil replied that that was also due to the basement renovations. Councillor Power also said that the "stand-by" budget was also close to exceeding. Chief McNeil stated that there was \$642.00 remaining for the next two months. He explained that for every eight hours of stand-by you receive one straight-time hour. Chair McGinis stated that given the fact that the department was down one member, they would balance each other.		

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	Chief McNeil stated that the Town was relatively quiet. Chair McGinis noted a number of things in the report were previously covered in the meeting. Chief McGinis stated that he had spoken with Jackie Longmire and she stated that she would help clean up some files when her token		

	was renewed.		
2. December Stats	Chief McNeil gave a brief explanation of the statistics for the benefit of Peter Wyman. He noted that the statistics were automatically updated to a national database, which facilitated with police checks. Chief McNeil that all information entered into the police department computer automatically gets uploaded to the national Stats Canada database. Councillor Power asked how many residents take advantage of the property checks. Chief McNeil replied there were a few. The checks involve the police checking the doors of the residence and walking around the property.		
3. Chief's Overtime for Approval	Chair McGinis explained that the Chief does not get paid overtime but receives time in lieu of. Chief McNeil replied that his report was not up to date but that he is around approximately 700 hours. Chair McGinis stated that it would be helpful for the board if the report is unavailable to have an estimate of the amount.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Resignation of Assistant Jackie Longmire	Moved in camera.		
2. Minister's Award for Leadership in Crime Prevention	Chair McGinis reported that he felt that the ARPD did not meet the criteria required for the policing award.		
3. Priorities, Objectives & Goals as set out in Sec.55(3)(a) &(b) of the Police Act.	Chair McGinis stated that it was a requirement in the Police Act that a board in conjunction with the Chief of Police set out priorities, objectives and goal respecting policing services in the community. He added that last year he and Brian Keevill met with Chief McNeil and they discussed what programs that they felt would be necessary. He stated that the meeting last year occurred in the late summer; he felt that this should be addressed earlier this year. This meeting should be a yearly event, and it should be things that are realistic and measurable in a		

	timely fashion. Chair McGinis requested two volunteers from the Board of the Police Commissioners to meet with Chief McNeil to develop and document priorities, objectives and goals for the police department. Councillor Mueller-Sparenberg and Brian Keevill volunteered to meet with the chief. Chair McGinis asked Mayor Roberts if he could also attend, so that he may address Town concerns. Chair McGinis requested that the results be brought to the March meeting for discussion.		
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OTHER

N/A

It was moved by Jane DeWolfe, seconded by Councillor Mueller-Sparenberg that the meeting move in camera at 10:06 am.

IN CAMERA

1. Personal Matters
2. Personal Matters

NEXT MEETING

March 16, 2011 at 9:00 am.

ADJOURNMENT

Moved by Jane DeWolfe, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned at 10:45am.