

**1TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS MEETING  
MINUTES  
January 20, 2010  
9:00 a.m.**

A meeting of the Board of Police Commissioners was held on Wednesday, January 20, 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, Business Representative Brian Keevil and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: CAO Amery Boyer, Department of Justice Appointee Rion Microys and Jane DeWolfe

**CALL TO ORDER**

Jim McGinis called the meeting to order at 9:00 a.m.

**APPROVAL OF AGENDA** January 20, 2010

*It was moved by Doug Shaffner, seconded by Kathie Fearon, that the agenda dated January 20, 2010 be approved as presented. Motion carried*

**APPROVAL OF MINUTES** December 16, 2009

*It was moved Jim MacIntosh, seconded by Doug Shaffner, that the Board of Police Commissioners minutes dated December 16, 2009 be approved, as amended. Motion carried.*

**BUSINESS ARISING**

- {a} Training and Conference – Corporal Chase and Constable Foster are taking the Datamaster training this week. The online portion of the training was completed before the in-class training. This training will allow them to give the breathalyser test at the ARPD office and it will no longer be necessary to transport suspects to Digby or Bridgetown to have the test administered. Chief McNeil believes that he has located a Datamaster machine that the Department can borrow.

Constable Foster may be attending a coaching course in April.

- {b} False Alarm Report – The report was reviewed with no issues noted.

- {c} X-Wave and Blackberries – Chief McNeil said that this issue has been put on hold while he explores other options through Valley Communications. If Annapolis Royal is able to have dispatch through Valley Communications than the CPIC issue is

resolved with access through the Kentville Police Service CPIC portal that is currently operational through Valley Communications. Chief McNeil said that the approximate cost for the switch and CPIC access is \$5400.00. He is currently waiting for a report from the radio technician regarding the repeater located at North Mountain. Chief McNeil said that the radio frequencies would have to be changed but he did not see that being an issue.

- {d} Foodbank Space Update – A date for the move has not been set. Chief McNeil and Corporal Chase continue to work on the design and what renovations will be required. All of the information will be forwarded to Jost Architects for review. Chief McNeil said that the public washroom will have to be closed because of security issues.

The funds available for the proposed renovations will be clarified with the Director of Finance. Chief McNeil said that it is necessary for the Department to move and past audits of the Department have indicated the same.

- {e} CPIC Audit – The audit response has been completed and forwarded back to CPIC Coordinator Olive Mazerolle.
- {f} Meetings with Officers – Jim McGinis met with all of the officers except Constable Foster who was on training at the time. No issues or concerns were reported. Chief McNeil is also holding similar meetings with the officers and has made it clear that if there are any issues or concerns that the meetings are the place for discussion. The meetings will continue on a monthly basis.
- {g} Other – The fire lane parking issues at ARRA were discussed at the last meeting of Council. Mayor Roberts said that he has spoke to the Recreation Director who will advise all of the program instructors to remind the participants about the fire lane. Chief McNeil said that he is keeping an eye on the problem and warning tickets will be issued if necessary.

## **DEPARTMENTAL REPORT**

The report for December was reviewed with no issues noted.

## **NEW BUSINESS**

- {a} Chief's Report – Chief McNeil provided a written report that highlighted the following items:

Auxiliary – Danny Cress has taken oath as an auxiliary member and the Department is expecting 2 students from Ravensberg College for the summer. The students are required to do 180 of on-the-job training to complete their policing foundations course. The students will take oath as auxiliary members and will work with Constables Foster and Campbell.

PROS – Michelle Flynn came to the office on January 12 and reviewed some

PROS issues with the members.

Schedule – A new schedule was proposed during an office meeting. That new schedule is now in place and seems to working well.

{b} Organization Chart – Kathie Fearon has created an organizational chart that shows the relationship between the Police Board, Police Department and Town staff. Some reference. minor changes will be made to the chart and it will stay on file for future

{c} Oath of DOJ Appointee – Jane DeWolfe’s application has been approved by the Human Resources Committee but still requires final approval from the Minister. The oath will be taken as soon as final approval is confirmed.

{d} Outreach Programs to Seniors and Schools – Chief McNeil said that he has been in process of contact with the principals of both schools and student programs are in the being established. Constable Campbell and Corporal Chase have been assigned as the liaisons for AWEC and Constable Foster and Chief McNeil will act as the liaisons for ARRA. Chief McNeil has received some information from MADD regarding drugs and driving and an interest has been shown by both schools to have the video shown to students.

Chief McNeil plans to attend the next seniors meeting with the RCMP Senior Coordinator Sharon Elliott. He said this is a good way to hear the concerns of the seniors and to encourage a neighbourhood watch program especially at the seniors housing complex.

Jim McGinis suggested that a member be assigned to attend critical incidents meetings at the schools and possibly have a member sitting on the critical incidents committee.

Mayor Roberts suggested that such programs be added so that members are kept busy and occupied even during times of little criminal activity. It was also suggested that the bikes be used on a regular basis during spring, summer and fall. Chief McNeil said that he will be encouraging increased bike and foot patrols.

{e} Terms of Office – A letter was received from the Department of Justice indicating that the term of office for Board members was now going to be worked into the Police Regulations. The following terms were proposed:

Municipal appointees	4 years
Citizen appointees	2 years
Ministerial appointees	length at minister’s discretion

All of the appointees can be re-appointed for further terms. Jim McGinis said that there have been some comments by other Boards indicating that the term for the citizen appointee should also be for 4 years. Mayor Roberts asked Jim MacIntosh and Jim McGinis if they were interested in continuing on the Board

until January  
indicated that  
that it was healthy  
basis.

2011 when a review of the membership would be completed. Both  
they would remain, as is, until January 2011. All members agreed  
for the Board to have new members appointed on a regular

The possibility of increasing the Board to 7 members was discussed and all of the  
details will be obtained from the Department of Justice. This issue will be  
brought back to the next meeting for further discussion. Business  
Representative Brian Keevil has expressed an interest in becoming a citizen  
appointee of the Board.

{f} Other – **Surveillance Cameras** – The cameras have been working sporadically and  
are not dependable as an investigative tool.

*It was moved by Jim MacIntosh, seconded by Kathie Fearon to recommend to Council that the  
surveillance cameras at St. Anthony Street, Victoria Street and the Wharf be repaired so that they  
are functioning and recording properly. Motion carried.*

**NEXT MEETING** - February 10, 2010 at 9:00 am

#### **ADJOURNMENT**

*It was moved by Doug Shaffner that the meeting adjourn.*

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Jim McGinis, Chair

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Jackie Longmire, Recording Secretary