

**Town of Annapolis Royal  
Board of Police Commissioners Meeting  
Approved Minutes  
Wednesday, July 10, 2013**

1. **CALL TO ORDER:** Chair Pat Power called the meeting to order at 9:00 am.
2. **PRESENT:** Chair Pat Power, Jerri Costa, Jane DeWolfe, Brian Keevill, Councillor Byron Mersereau, Police Chief Burt McNeil, CAO Carol St-Amour, Recording Secretary Bourke, Heidi Richellis and Blaine Schumacher.
3. **REGRETS:** None
4. **ADDITIONS TO AGENDA:** None
5. **APPROVAL OF AGENDA:**  
**MOTION 1**  
It was moved by Jerri Costa, seconded by Councillor Mersereau to approve the agenda as presented. **CARRIED.**
6. **APPROVAL OF MINUTES: June 12, 2013**  
**MOTION 2**  
It was moved by Councillor Mersereau, seconded by Jane DeWolfe to approve the minutes of the Board of Police Commissioners meeting for June 12, 2013 as amended - Page 2, Item 9ii, Third Paragraph, delete the word “an” prior to the words “as auxiliary officers”. **CARRIED.**
7. **PRESENTATIONS: H. Richellis**  
Heidi Richellis advised that on July 13<sup>th</sup>, 2013 between 11:00am-3:00 pm the TNR (Trap, Neuter and Release) Group are holding an event for the purpose of raising funds to be used towards the trapping, neutering and release of feral cats. It would be appreciated to have police presence at the event. It was noted the organization is based in Annapolis County.

Heidi Richellis stated that some students are speeding along Champlain and School Streets and also along St George Street; often problems occur after first class; they are speeding around the corners and stunting and usually it is the same cars. Heidi suggested better signage, more police presence, perhaps warnings followed by tickets. There are ARRA students crossing the roads chasing balls, there are senior citizens in the area and pets. Blaine Schumacher stated this is not inadvertent speeding this is deliberate stunting.

Heidi commented on issues she received from others; that the Police have to improve public relations; unmarked vehicle being used; police cruiser used for personal use; police driving police vehicles and not policing on foot.

Chair Power advised police officers are out on their bikes now; can target educating the students; have a higher visibility of police where issues are becoming apparent

Chief of Police McNeil reported as far as the police presence in the of area being discussed, there were 6 tickets issued between March to May, approximately 8 or 9 speeding tickets in the school zone on St. George Street and between the signs on Champlain Street. A traffic survey was undertaken on Champlain Street with the police in rental cars, and the highest speed was 48 kilometers; quite often because of the sound of the exhaust there is a perception the vehicles are speeding. A police car was hidden on School Street near the ARRA parking lot. As far as relationship with students, the police have a good rapport with 95% of the students. Police Chief McNeil advised the department requires a complaint and then the police can go and talk to the person involved; it would be useful to include the car color and license plate if possible; just call the police department, it is that simple. Deputy Mayor Power suggested one of the solutions would be a presentation at both schools early in the school year.

Heidi Richellis and Blaine Schumacher departed the meeting at 9:33 am.

Councillor Mersereau emphasized if someone would provide a description of the car and ideally a license plate number the police can track them down and suggested this item be placed as an article in the next Town Crier. Police Chief McNeil stated that if people do not report incidents the police do not know they are happening.

## **8. BUSINESS ARISING:**

### **(1) Update from Council**

Chair Power advised that at the last regular meeting of the Town Council held June 17, 2013, Town Council passed the budget for the 2013/14 fiscal year which included the approval for the purchase of a new police vehicle and the Town adopted a smoke free policy for Town owned vehicles. The Police Chief Report for the month of June was presented at council.

### **(2) Police Dept Tour, 16 July at noon**

Chair Power advised the tour of the police department is scheduled to be held July 16<sup>th</sup> at noon and Chief Police McNeil will be present for the tour.

### **(3) Police car tender results**

Police Chief McNeil advised he e-mailed the Board of Police Commissioner's regarding the tenders for the police vehicle and who was awarded the tender. Chair Power noted the lowest tender was received from Connell Motors. Chair Power commented the vehicle was awarded without a proper analysis of the tender results; the Police Chief was the best person to do the analysis. Police Chief McNeil stated there were only 3 tenders submitted. Councillor Mersereau advised he reviewed the tenders submitted and had one criticism, which was that after tenders were opened, the requirements of the Town's Procurement Policy in respect to evaluating the bids and awarding the tender were not followed; if that had happened he believes the outcome would be the same. Councillor Mersereau noted it appeared that the bid that was accepted came closest to meeting the specifications and was the lowest bid.

Chair Power inquired as to their service reputation, and Police Chief McNeil advised all those matters were taken into account. Police Chief McNeil stated the CAO directed him to get the tenders out. Chair Power noted normally the CAO and DOF are present when tenders are opened; Recording Secretary Bourke was in attendance and recorded the tenders. Chair Power advised that at this point for future reference proper procedures must be followed.

## **9. DEPARTMENT REPORTS:**

### **(1) June Department Financials**

The Income and Expense Statement for the Fiscal Year Period April 01 2013 to June 30, 2013 were reviewed and discussed.

### **(2) Chief's Report**

The Chief of Police Report for the month of June 2013 was reviewed and discussed. It was noted there were 68 calls in month of June, a continual increase in numbers.

## **10. NEW BUSINESS:**

### **(1) Unmarked police car usage**

Police Chief McNeil provided copies of the mileage incurred for the unmarked police vehicle for the months of May and June 2013. Councillor Mersereau requested clarification on the current practice whereby some nights the officer on call takes the unmarked car home in case of a call-out and subsequently the faster response time. Brian Keevill noted the only other choice is the police officer has to travel from home to the Police Department to get a vehicle, then go out on the call. Police Chief McNeil suggested when a third party is making complaints on behalf of another party, this is getting into an area of harassment noting someone is doing this on behalf of council. Chair Power noted the Police Chief did exactly what was requested. Chair Power advised Town Council considered maintaining one police car for the department; prior to making the decision requested a log of the vehicles use to properly assess the need. Chair Power expressed appreciation to the Police Chief for logging the mileage and this may serve to resolve the issue. CAO St-Amour read the approved motion from a Special Council Meeting of May 11, 2013 regarding the unmarked police vehicle.

Chair Power noted there are public events being held during the summer months that require a higher police profile, both visibility and availability by officers of the department.

Chair Power advised that there was an article in the newspaper referring to the closure of the Annapolis Court House. Chief McNeil noted there is an accessibility issue and it is a heritage building. Chair Power advised it is important to support the existing court house as it serves all of Annapolis County. Both Town Council and Annapolis Royal Police Department should be on file offering support to keep the Court House open by writing a letter to Ross Langley, Minister of Justice.

Chair Power confirmed that approval has been made for administrative assistance for the Police Department for 9 hours a week. Police Chief McNeil advised there are no courses available at this time as the Police Headquarters has been moved to Dartmouth and there is no firm commitment on classroom time. Police Chief McNeil noted security clearance is required prior to someone performing administrative work within the police department.

**11. IN CAMERA:**

**(1) Personnel Issue**

Chair Power advised there is no need to go in-camera at this time.

**12. NEXT MEETING: September 11, 9 am**

**13. ADJOURN**

**MOTION**

It was moved by Jerri Costa, seconded by Jane DeWolfe to adjourn the meeting at 10:25 am.

**CARRIED.**