# TOWN OF ANNAPOLIS ROYAL
# BOARD OF POLICE COMMISSIONERS MEETING
# Minutes July 11, 2012

**CALL TO ORDER:** The meeting was called to order by Chair Power at 9:00 am.

**PRESENT:** Chair Pat Power, Vice Chair Brian Keevill, Secretary Holger Mueller-Sparenberg, DOJ[1] representative Jane DeWolfe, Jerri Costa, CAO St-Amour, ex-officio Mayor Roberts. Chief McNeil (left the meeting at 9:20 am), Administrative Assistant Monica Mills as recording secretary.

**REGRETS:** none

**ADDITIONS/DELETIONS TO AGENDA:** none

**APPROVAL OF AGENDA**
**Motion 1:**
It was moved by Jerri Costa, seconded by Deputy Mayor Mueller-Sparenberg that the agenda dated July 11, 2012 be approved. Motion carried.

**APPROVAL OF MINUTES:** June 13, 2012

- Deputy Mayor Mueller-Sparenberg noted that under New Business #1, it should state …submit a report to the Cao rather than report directly to the CAO.

**Motion 2:**
It was moved by Jerri Costa, seconded by Jane DeWolfe that the minutes dated June 13, 2012 be approved as amended. Motion carried.

**PRESENTATIONS:** none

**BUSINESS ARISING**

| Item | Decision /Action | Responsibility | Target date |
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| 1. Introduction of new corporal | Chief McNeil reported that the new corporal started on July 3, 2012. He ensured that he would notify the corporal that the board members may introduce themselves on Friday, July 13, 2012. | Chair | |

[1] Department of Justice

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| 2. June Dept Financials | The Board reviewed the June Department financials. Jane DeWolfe asked if the percentage of total budget could be included in the print-out. Chief McNeil stated that he had contacted Public Works Superintendent Kevin McLean regarding washing the police vehicles at the Public Works garage. He noted that they do not have a pressure washer; however, the Fire Hall has permitted the usage of their facilities. He added that it was difficult to arrange a time to use the garage. Chief McNeil stated that he had to get the constables to wash the vehicle more frequently.<br>Brian Keevill requested that the new corporal visit and introduce himself to all the Town businesses. Chief McNeil stated that he would encourage all members of the police department to do this. He added that the two Ravensberg College cadets and Greg Morrell were doing bike patrols frequently. He noted that the new corporal was currently renting an apartment in Cornwallis Park, but may be looking at apartments in Granville. | Chair | |
| 3. Discussion re Police Manual & Department By-laws | Discussion had been tabled. | Chief McNeil | |
| 4. NSAPB Fall Conference | Chair Power stated that she and Chief McNeil had been registered for the Fall conference held in Kentville on September 6th – 8th. She added that she had sent the updated Board information to NSAPB for their records. | | |

**DEPARTMENTAL REPORT**

| Item | Decision / Action | Responsibility | Target Date |
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| 1. Chief's Report & June Stats | The Board reviewed the departmental reports. Chair Power requested that Chief McNeil differentiate between summary offence tickets (SOTs) issued in the County and the Town. Chief McNeil added that he believed that all of the SOTs on the report were within Town limits.<br>Jerri Costa asked if there was any progress on the investigation of the vandalism ion the French Basin Trail. Chief McNeil replied in the negative. HE added that the perpetrator(s) were mobile as there were instances of similar crimes reported at Melanson settlement and Mickey Hill. | Chief McNeil | |

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| | **Motion 3:**<br>It was moved by Jane DeWolfe and seconded by Brian Keevill that the Chief's report for June be adopted. Motion carried. | | |
| 2. Department Overtime for Approval | Chief McNeil reported that he had no lieu time to report. He added that he had a lieu time request for two days. The first day was July 10, 2012 and the next day would be July 17, 2012, as he had a Committee of the Whole meeting and Council meeting to attend in the County. He gave the report to CAO St-Amour for approval. | Chief McNeil | |

**NEW BUSINESS**

| Item | Decision / Action | Responsibility | Target Date |
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| 1. 2 hr parking on St George and Victoria Street | Chair Power stated that she would like to see the two-hour parking limits on St George Street and Victoria Street more strictly monitored, once the signs have been posted. Chief McNeil stated that most of the people parking on the streets are employees. Brian Keevill suggested that a friendly reminder be placed on the windshield of parking violators for approximately two weeks after the erection of the no parking signs. Deputy Mayor Mueller-Sparenberg stated that the Chief should write up the notice. CAO St-Amour stated that she would contact Chief McNeil regarding the matter. Deputy Mayor Mueller-Sparenberg stated that the police should use the same method as is used in Digby, where the officers mark tires with chalk. Mayor Roberts added that more police presence regarding parking was required.<br><br>Chief McNeil presented the Board with the DOJ[2] Audit for the Board members review. He requested that the Board return the report after their review. He noted that there were recommendations, some of the recommendations had already been implemented. He added that the audit recommends that the department develop their own policies rather | Chair | |

[2] Department of Justice

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| | than use DOJ policies. Brian Keevill asked why the DOJ was requiring new policies. Chief McNeil stated that he believed it was a liability issue.<br>The Board discussed parking at the market. CAO St-Amour stated that she would be meeting with the Farmers' and Traders' Market association in the afternoon and would discuss parking with them. | | |
| 2. Crosswalk River Drive | Chair Power stated that the matter had been discussed at the Committee of the Whole meeting on July 4, 2012. She presented the Board with the tentative sign. It was noted that it is neon and would hopefully increase the visibility. Mayor Roberts added that it was unfortunate but a flashing light would cost approximately $30,000.00 | Chair/ Chief | |
| 3. August Commission Meeting | Chair Power stated that all of the Council meetings were cancelled for August. She asked if the Board of Police Commissioners would like to cancel the August meeting. The Board agreed. | | |

**OTHER**

**IN CAMERA**

**NEXT MEETING: next meeting September 12, 2012**

**ADJOURNMENT**
**Motion 4:**
It was moved by Brian Keevill, seconded by Jane DeWolfe that the meeting be adjourned at 9:40 am. Motion carried.