

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
June 13, 2012**

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

PRESENT: Chair Power, Vice Chair Keevill, Secretary Mueller-Sparenberg, Chief McNeil, CAO St-Amour, Ex-officio Mayor Roberts, Jane DeWolfe, Jerri Costa, and Sandi Millett-Campbell as recording secretary.

REGRETS: none

ADDITIONS/DELETIONS TO AGENDA

APPROVAL OF AGENDA

Motion 1:

It was moved by Jerri Costa, seconded by Deputy Mayor Mueller-Sparenberg that the agenda dated June 13, 2012 be approved. Motion carried.

APPROVAL OF MINUTES: May 16, 2012

Motion 2:

It was moved by Deputy Mayor Mueller-Sparenburg, seconded by Vice Chair Keevill the minutes dated May 16, 2012 be approved with changes. Motion carried.

PRESENTATIONS none

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Introduction of new CAO	Chair Power introduced the new CAO, Carol St-Amour to the board. CAO St-Amour's position is 50% so when scheduling permits she will attend the meetings.	Chair	
2. May Dept. Financials	The Board reviewed the financials.	Chair	
3. Update on Corporal Hire	Chief McNeil reported that Corporal Dearman signed the letter of offer and	Chief McNeil	

	will start on July 2, 2012. Chief McNeil has registered Corporal Dearman to take the PROS ¹ training June 25-29 in Halifax if the department can issue the token on time.		
4. Dept Administrative Review	Chief McNeil will contact Fred Sanford to see when the Administrative report will be made available. The board discussed the Policing Review. CAO St-Amour stated that she will start the next step plan for the Policing Review and bring forward to Council.		
5. Discussions re Police Manual & Department by-law	Discussion was tabled until July when all of the information will be compiled and provided to Board members in advance of the July meeting.		

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	The board reviewed the Chief's report. See attached report. Motion 3: It was moved by Jane DeWolfe, seconded by Jerri Costa that the Chief's Report be submitted as presented. Motion carried. Motion 4: It was moved by Deputy Mayor Mueller-Sparenburg, seconded by Vice Chair Keevill that the Chief's Monthly Report will be distributed in the Council agenda on a monthly basis. Motion carried.	Chief McNeil	
2. May Departmental Stats	This item was discussed in the Chief's Report.	Chief McNeil	
3. Department Overtime for Approval	Motion 5: It was moved by Secretary Mueller-Sparenburg, seconded by Jane DeWolfe the approval for the Chief's usage of stand-by time as submitted. Motion carried.	Chief McNeil	

¹ Police Reporting Occurrence System

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Shift Review, Pay Period 11	The board discussed that Chief McNeil will provide a report directly to the CAO with all payroll reports and shift scheduling.	Chair	
2. NSAPB package, Fall Conference	Chief McNeil and Chair Power will attend the fall conference in Wolfville.	Chair/ Chief	

IN CAMERA

NEXT MEETING: July 11, 2012

ADJOURNMENT:

Motion 6:

It was moved by Jane DeWolfe, seconded by Vice Chair Keevill that the meeting be adjourned at 10:05am. Motion carried.