

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
May 11, 2011
Minutes**

CALL TO ORDER: Chair McGinis called the meeting to order at 9:01 am.

Present: Chair Jim McGinis, Councillor Pat Power, Councillor Holger Mueller-Sparenberg, Business Representative Brian Keevill, Ex-officio Mayor Phil Roberts, Chief of Police Burt McNeil, Administrative Assistant Monica Mills as recording secretary.

Regrets: Vice Chair Jane DeWolfe

ADDITIONS/DELETIONS TO AGENDA

May 11, 2011

-surveillance cameras (item #3, New Business)

APPROVAL OF AGENDA:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Power that the agenda of May 11, 2011 be approved. Motion carried.

APPROVAL OF MINUTES

April 13, 2011

It was moved by Councillor Power, seconded by Business Representative Keevill that the minutes of April 13, 2011 be approved. Motion carried.

PRESENTATIONS:

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
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1. Meeting with Officers	Chair McGinis stated that he had met with the constables and that there were no issues to report. They have both signed their contracts and the contracts have been forwarded to CAO Boyer.	Chair McGinis	
2. DOJ Audit	Chair McGinis stated that he had talked with Fred Sandford from the Department of Justice concerning the audit. He was informed that the DOJ will audit the police department by the end of June. He added that it is an audit of the procedures and policies of the department.	Chief McNeil	
3. Signage Usage	Chief McNeil reported that the new 40km/hr speed signs have been erected on St.George and St.Anthony streets. He added that signs that read "New" will soon be erected by Public Works. He added that he and Kevin McLean, superintendent of Public Works, will be obtaining quotes for speed bumps. Chief McNeil reported that it has been brought to his attention that some residents of St.James Street were requesting the street be changed to a one-way street. He will research this further and report back to the Board.	Chief McNeil	
4. Contract Status	This item was discussed under item #1.	Town	
5. Municipal Parking Tickets	Chief McNeil stated that he would have an update by the next meeting.	Chief McNeil	
6. Status of interviews for Cpl's vacant position.	Councillor Mueller-Sparenberg, Chief McNeil, Brian Keevill and CAO Boyer were on the hiring committee. Councillor Mueller-Sparenberg stated that both candidates were strong. It was decided that the leading candidate should come to the Town of Annapolis Royal for face-to-face interviews and testing.	Chief McNeil	
7. Open House community meeting in the new ARPD office	Chief McNeil stated that the open house was well received. He noted that approximately twelve people attended. He added that they will be scheduling another open house in September or October.	Chief McNeil	
8. PROS Inputting Update	Chief McNeil reported that Cst. Thompson would be attending his PROS course next week. Chair McGinis clarified that the officers input their reports into the PROS system and than Chief McNeil reviews each report. Currently, the other two constables are inputting Cst. Thompson's reports. With his completion of PROS training, Cst. Thompson will input his own reports.	Chief McNeil	

9. Review of Police Budget to date	The Police budget was unavailable for review. It shall be sent to the Board members for review upon its completion.	Board	
10. Speed bump inquiries	This item was discussed under Item #3.		

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	The Board discussed the Chief's report. Many of the items had been previously covered in the agenda. Chief McNeil stated that he would provide copies of the Policies, objectives and goals that the Board had developed for the department to be discussed at the next Council meeting. Motion: It was moved by Councillor Mueller-Sparenberg, seconded by Brian Keevill that the Chief's report be approved. Motion carried.	Chief McNeil	
2. March Stats	The March statistics were discussed in the Chief's Report.	Chief McNeil	
3. Chief's Overtime for Approval	Chief McNeil reported that he has overtime but the report is not ready for approval.	Chief McNeil	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Annual site rental DND North Mountain	The Board discussed the DND North Mountain rental.	Chief McNeil	
2. NSCPA/NSAPB Conference Sep 15-17 Bridgewater	Chair McGinis stated that this is a worthwhile conference and he recommended that someone from the Board should attend.		
3. Surveillance cameras	Brian, walking past Café Compose, but didn't see camera. That was a		

	realty camera. Not a town. Only wharf, dental clinic, by the Source. The company will be contacted regarding the cameras.		
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OTHER:

- Councillor Power stated that both she and Councillor Mueller-Sparenberg would be attending the UNSM conference. She added that there would be a session on Police Advisory Boards.
- Mayor Roberts added that the Environment Committee had requested school zone signage and/or 35km/hr speed limits be posted on Champlain drive. Chief McNeil stated that he will be addressing the issue.
- Another addition from the Environment Committee was the vandalism along the French Basin Trail. Chief McNeil stated that the officers will patrol the area via bicycle. Chair McGinis recommended that a notice be placed in the newsletter requesting that anyone who has information regarding vandalism to please inform the Police Department.
- The Skatepark will be opening June 25, 2011. There will be no light to discourage night time use. Chief McNeil recommended erecting signage that reads, "Open from Dawn until Dusk".

NEXT MEETING

June 15 2011 at 9:00 am

ADJOURNMENT

It was moved by Councillor Mueller-Sparenberg, seconded by Brian Keevill that the meeting be adjourned at 9:56 am.