

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
May 16, 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, Ex-officio Mayor Roberts, Jerri Costa, Administrative Assistant Monica Mills as recording secretary.

REGRETS: Jane DeWolfe

ADDITIONS/DELETIONS TO AGENDA

- in camera item personnel matter (2)
- new police hire, Business arising #4.

APPROVAL OF AGENDA

Motion 1:

It was moved by Jerri Costa, seconded by Vice Chair Keevill that the agenda dated May 16, 2012 be approved with additions. Motion carried. Motion carried.

APPROVAL OF MINUTES: April 11, 2012

Motion 2:

It was moved by Secretary Mueller-Sparenberg, seconded by Vice Chair Keevill that the minutes dated April 11, 2012 be approved. Motion carried.

PRESENTATIONS none

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Update regarding NSAPB Appointment	Chair Power reported to that she had put her name forward for the vacancy on the NSAP Board. She added that another candidate was successful. Chair Power stated that she had met with David Walker, president of the NSAPB, and he commented that the position was an interim position until September. He added that if Annapolis Royal was still interested they should reapply in September.	Chair	

2. April Department Financials	The Board reviewed the financials.	Chair	
3. Discussions re Police Manual and Department By-law	Chair Power stated that the majority of changes were grammatically and if the Board approved she would make the changes and bring the manual back for Board's approval.	Chief McNeil	
4. New Corporal Hire	Vice Chair Keevill requested an update on the hiring of the new police corporal. Chair Power stated that the hiring process has been suspended pending the Policing Review and the containment of departmental costs. Vice Chair Keevill asked if the Boots to the Streets grant was dependant on the hiring of the new corporal. Chair Power stated that it would be determined by the Department of Justice. She added that the Policing Review process has been started with a letter of request for the review being sent to the Minister of Justice. Chief McNeil added that the Department of Justice acts as a mediator for the process and that Town Council makes the final decision. Mayor Roberts added that the Public Meeting scheduled for tonight would be a good opportunity to gage public opinion. The Board reviewed the process of the Policing Review as was presented to Committee of the Whole on May 9, 2012. Secretary Mueller-Sparenberg stated that Town Council had to do due diligence in exploring all of the options.		

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	<p>The Board reviewed the Chief's report and the statistics for April. Chief McNeil stated that he had attended a two-day training course for Instant Command Systems (ICS). He explained that the courses were designed by EMO¹ to address any event from a parade to a protest. He added that all staff would receive the foundation level of training.</p> <p>Chief McNeil reported that he attended the Chief of Police Conference on May 12-13th. He explained that the Province designed a serious response team to investigate any incidences that may occur when an individual is in the custody of the police. He added that the director of</p>	Chief McNeil	

¹ Emergency Measures Organization

	<p>the group is a former crown prosecutor. Chief McNeil stated that all of the chiefs of police had an opportunity to review the memorandum at the Chiefs Conference. Chief McNeil reported that an additional change was the procedure for the SOCO (Scene of Crime Officer). If a SOCO is required from the Town of Annapolis Royal, the Town will be responsible to pay for the initial 20 hours of the investigation including wages, overtime and room and board. Any costs after that time will be the responsibility of the region where the investigation is occurring.</p> <p>Chief McNeil reported that he met with Vice Chair Keevill to review the police schedule. They determined that there is no issue with the schedule as it accurately depicts the 2080 hours that the Police Department is required to work. He explained that the issue was the administration of the payroll. Chief McNeil explained that it is the practise to hand in the pay roll to administration the Tuesday prior to payday. Staff is paid prior to the hours they work. If a constable is sick on Thursday, they will be paid for that time as pay roll has already been completed. Chair Power asked if the issue could be addressed if the payroll is changed back a week. Chief McNeil replied in the affirmative. Vice Chair Keevill noted that the staff seem content with the current schedule.</p> <p>Chief McNeil presented his request for leave for May 4th and 25th. He added that he worked for Constable Thompson on May 6th, so he would take May 18th off. Chief McNeil stated that he had no overtime to report.</p>		
2. April Departmental Stats	This item was discussed under the Chief's report.	Chief McNeil	
3. Department Overtime for Approval	Chief McNeil had no overtime to report.	Chief McNeil	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target
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			Date
1. New Shift scheduling	This item was discussed under the Chief's Report. Chief McNeil and Vice Chair Keevill reported that the scheduling is not the issue; rather, the administration of the payroll that is the issue. Chair Power requested that she be notified the next time that the Chief Met with the officers. Chief McNeil stated that the constables would be available to meet with Chair Power at any time. Jerri Costa asked if the officers would receive overtime for the meeting with the Chief. Chief McNeil replied in the negative. He added that the Town paid for the meal.	Chair	
2. Update on Policing Review	This item was discussed under item #4 Business Arising. Chair Power stated that she would keep the Board informed of any developments.	Chair/ Chief	
3. Public Meeting, 7pm	Chair Power stated that there would be a Public meeting at 7:00pm. She added that policing costs would be discussed.	Chair	

OTHER

Motion 2:

It was moved by Jerri Costa, seconded by Secretary Mueller-Sparenberg that the meeting move in camera at 9:40 am. Motion carried.

IN CAMERA

- Personnel matter (2)

Motion 3:

It was moved by Jerri Costa, seconded by Secretary Mueller-Sparenberg that the meeting move out of camera at 10:15 am. Motion carried.

NEXT MEETING: June 13, 2012

ADJOURNMENT:

Motion 4:

It was moved by Jerri Costa, seconded by Secretary Mueller-Sparenberg that the meeting be adjourned at 10:15 am. Motion carried.