

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
Approved Minutes
Wednesday, November 13, 2013**

- 1. CALL TO ORDER:** Chair Power called the meeting to order at 9:05 am.
- 2. PRESENT:** Chair Pat Power, Jerri Costa, Jane DeWolfe, Councillor Byron Mersereau, Police Chief Burt McNeil, CAO Carol St-Amour, Recording Secretary Dawn Bourke.
- 3. REGRETS:** Brian Keevill
- 4. ADDITIONS TO AGENDA:**
Business Arising (3.) Quotes for Portable Speed Monitor
- 5. APPROVAL OF AGENDA:**
MOTION 1
It was moved by Jerri Costa, seconded by Councillor Mersereau to approve the agenda as amended. **CARRIED.**
- 6. APPROVAL OF MINUTES: October 9, 2013**
MOTION 2
It was moved by Councillor Mersereau, seconded by Jane DeWolfe to approve the Board of Police Commissioners minutes of the meeting held October 9, 2013 as presented. **CARRIED.**
- 7. PRESENTATIONS:** None
- 8. BUSINESS ARISING:**
(1) Update from Council
Jane DeWolfe inquired if Council passed the recommendation of the Police Board with respect to Chair Pat Power being approved as the representative of the Town of Annapolis Royal to the Nova Scotia Association of Police Governance. Chair Power advised the motion had been passed.

Councillor Mersereau advised that following the meeting with Fred Sanford (Department of Justice) there was discussion by Town Council regarding an internal review for the Police Department. Chair Power noted the Town Council is reviewing the Strategic Plan for the Town. Chair Power advised discussion was held regarding what policing services the community requires. CAO St-Amour noted a general overview of policing services, costs, setting standards of service for the community of Annapolis Royal was also discussed. Police Chief McNeil suggested that a community meeting should be held if community input into policing services is required by Town Council.

(2) Administrative Support in Department

Police Chief McNeil advised that Dawn Bourke has resigned the position of administrative support for the Police Department. Chair Power inquired if that would have been considered work that would fall under a corporal's position.

Police Chief McNeil advised the main job would have been reading files and make sure everything is correct in them, thorough analysis of the files, and following up with the officers to ensure completion of the work required prior to completing the files. CAO St-Amour suggested that both herself and the Police Chief meet and prepare a job description with more precise details of the expectations of the position.

(3) Portable Speed Monitor

Chair Power advised that at the Union of Nova Scotia Municipalities conference last week, there was a display with an exhibit of speed monitors. CAO St-Amour suggested that the Police Chief, the Local Traffic Authority and she meet to discuss the portable speed monitor and obtaining estimates.

9. DEPARTMENT REPORTS:

(1) October Departmental Financials

Councillor Mersereau noted the fuel budget that was approved by Town Council was a cut back from previous years and further that the Police Chief was not in favour of the budgeted amount for the year. Councillor Mersereau inquired if the Police Chief was in a position to provide an updated estimate for fuel required for the year. Police Chief McNeil advised that last year the actual amount spent was approximately \$10,000, and advised his updated estimated fuel cost for the balance of 2013/14 was \$2500-\$3000.

Councillor Mersereau noted the line item Auxiliary Police Officers is at 89% of the budgeted amount for the year and noted clothes and boots for the auxiliary police are purchased once in the fiscal year.

(2) Chief's Report

Police Chief McNeil reviewed his report for the month of October 2013.

Discussion was held regarding the camera for the wharf. Police Chief McNeil noted the cost estimates presented in his report do not include installation. Jane DeWolfe suggested that a complete cost estimate for the repair of the camera, plus tax, plus installation, plus warranty be brought back to the December meeting. CAO St-Amour advised that three quotes are required as per the Procurement Policy. Police Chief McNeil noted Maritctect Investigations is the company that supplies the cameras for the system and it may not be possible to get three quotes.

10. NEW BUSINESS:

(1) Tender sale of unmarked police car

Chair Power advised it is time to tender the sale of the unmarked police car (the Crown Victoria). Police Chief McNeil suggested the tender include the wording "as is, where is". Chair Power noted that an advertisement could be placed in the newspaper.

(2) NSPBG Update & Invoice Submission

Chair Power advised that a meeting of the Nova Scotia Police Board of Governance was held in conjunction with the UNSM conference; and further that minutes are available of the meeting.

MOTION 3

It was moved by Jane DeWolfe, seconded by Councillor Mersereau to recommend to Town Council that the invoice in the amount of \$200.00 for membership in the Nova Scotia Police Board Governance covering the period from September 1, 2013 to August 2014 be paid.

CARRIED.

MOTION 4

It was moved by Jane DeWolfe, seconded by Jerri Costa to move in camera at 9:55 a.m.

CARRIED.

11. IN CAMERA:

Reason (c) Personnel Matters

MOTION 5

It was moved by Jane DeWolfe, seconded by Jerri Costa to come out of in camera at 10:27am. **CARRIED.**

12. NEXT MEETING: December 11, 9 am

13. ADJOURN

MOTION 6

It was moved by Jane DeWolfe, seconded by Jerri Costa to adjourn the meeting at 10:28 am.

CARRIED.

Chair Pat Power

Recording Secretary Bourke