

**Town of Annapolis Royal
Board of Police Commissioners Meeting
Approved Minutes
Wednesday, September 11, 2013**

1. **CALL TO ORDER:** Chair Power called the meeting to order at 9:00 am.
2. **PRESENT:** Chair Pat Power, Jerri Costa, Jane DeWolfe, Brian Keevill, Councillor Byron Mersereau, Police Chief Burt McNeil, Recording Secretary Dawn Bourke
1. **REGRETS:** None
2. **ADDITIONS TO AGENDA:** None
3. **APPROVAL OF AGENDA:**
MOTION 1
It was moved by Councillor Mersereau, seconded by Jane DeWolfe to approve the agenda of the Board of Police Commissioners meeting of September 11, 2013 as presented. **CARRIED.**
4. **APPROVAL OF MINUTES:** July 10, 2013
MOTION 2
It was moved by Jane DeWolfe seconded by Brian Keevill, to approve the minutes of the Board of Police Commissioners meeting of July 10, 2013 with the following amendments: Page 2, #8 Business Arising, Item (3) Police Car Tender Results, 5th sentence, delete " that being the time between when the tenders were opened and when the tender was awarded, as per the Procurement Policy guiding Principles for evaluating a bid" and insert "which was that after tenders were opened, the requirements of the Town's Procurement Policy in respect to evaluating the bids and awarding the tender were not followed"; Page 3 , #10 Business Arising, Item (1), Unmarked Police Car Usage, 1st paragraph, 6th sentence, delete "only fair to have " and insert "requested" and 7th sentence delete "to negate the issue and put a stop to it" and insert "resolve the issue". **CARRIED.**
5. **PRESENTATIONS:** None
6. **BUSINESS ARISING:**
(1) **Update from Council**
Chair Power noted Police Chief McNeil attended the Council meeting to discuss the mileage log for the second police vehicle. Chair Power advised the Queen Anne Inn has been granted an extension of the Noise By-law and inquired with regards to the process of how information is communicated to the Police Department.

(2) **Status of New Police Car**
Police Chief McNeil advised the new police car has arrived; in the process of obtaining three tenders for outfitting the new police car with police equipment; has received two tenders. Chair Power noted due to the cost to add the police equipment package there is a requirement to go to tender and that is where the process currently is. Councillor Mersereau commented the cost to outfit the new police car is in the size category that requires obtaining of bids rather than formal tenders.

Police Chief McNeil commented the capital budget should have been set at \$40,000 instead of \$30,000, as the new vehicle requires specific gear and a decaling package.

Police Chief McNeil advised there is only one local business in the area that could provide the decaling package; required to get three quotes to decal the car which may not be possible. Councillor Mersereau noted the Procurement Policy indicates if there is only one source available the CAO has the authority to approve the expenditure. Police Chief McNeil commented this matter was discussed with CAO St-Amour, the cost is over \$1000, required to get 3 bids. Chair Power inquired when the new police vehicle will be operational. Police Chief McNeil advised it will take a couple of more weeks; and further that the vehicle has been added to the Town's insurance policy. Chair Power suggested once the new vehicle is operational the Crown Vic could be put out to tender, to which Police Chief McNeil agreed.

(3) Unmarked police car usage

Chair Power noted that as part of the presentation made to Council by Police Chief McNeil, there was a review of the mileage log for the second police vehicle and the requirement for the use. Councillor Mersereau advised Council would like to see the mileage log continued and be reviewed at a future Council meeting. Councillor Mersereau noted that he supports keeping the second police car for back up purposes, to be used only when actually necessary. Police Chief McNeil stated that the second police vehicle is an operational need; Council agreed to keep the second car; and if policy is made, it needs to be made by the Board of Police Commissioners. Chair Power suggested it would be beneficial for Town Council and the Board of Police Commissioners to have a refresher with Fred Sanford from the Department of Justice (liaison between the Department of Justice and the Board of Police Commissioners) to present a clear definition of responsibilities.

(4) Heightened Patrols in School Areas

Chair Power noted it is the start of another school year and time to heighten the patrols in the school area. Police Chief McNeil advised patrols are being made, focusing patrols on the school area, patrolling during lunch hour, after school and random patrols.

9. DEPARTMENT REPORTS:

(1) July and August Department Financials

Discussion was held regarding the Department Financials for the Fiscal Year Period April 1, 2013 to August 31, 2013. Councillor Mersereau noted he would be interested if other police departments had their PROS bill increased and suggested discussing this at the round table discussion on policing cost.

(2) Chief's Report

Police Chief McNeil reviewed his report for July and August 2013. The police cadets were here during the month of July including up to the Monday of the Natal Days weekend. Chair Power inquired if the Department has received animal complaints with regards to dogs at the Farmer's Market. Police Chief McNeil advised no complaints were filed with the Police Department; and further suggested no animals be allowed in the Farmers Market square. Chair Power advised the matter was previously reviewed and the Health Department Code referred to no dogs allowed within a certain number of feet from a food vendor.

Police Chief McNeil advised the alarms at school bus garage were set off 6 times and a bill will be issued as per policy. Chair Power advised the School Board is aware of the policy. Jerri Costa extended thanks for putting a notice in the Town Crier requesting drivers slowing down in the Fortier Mills development.

MOTION 3

It was moved by Jane DeWolfe, seconded by Jerri Costa to adopt the Police Chief's Report for July and August 2013 as presented. **CARRIED.**

10. NEW BUSINESS:

(1) Administrative Support for Department

Police Chief McNeil noted Constable Morrell and Administrative Assistant Bourke will be attending the PROS course September 23-27, 2013. Police Chief McNeil commented it is difficult to schedule administrative support due to Town requirements for administrative support.

(2) NSPBA Agenda – any issues to be raised

Chair Power suggested a discussion on the cost of PROS for local police departments. Jane DeWolfe commented it would be helpful to police departments if there was some meshing of police systems, some departments use PROS and others VERSADEx. Councillor Mersereau noted interest in the Economics of Policing.

(3) Status of Wharf Camera

Chair Power advised that it was brought up at a Committee of the Whole meeting the security camera located in the area of the wharf is out for repairs. Police Chief McNeil noted he called the security camera company the next day, the company that makes the camera advised the camera needs to be replaced, the company who sells the product is investigating to see if the part to fix the security camera could be located and the camera repaired; the rotation part of the camera is broken. The security camera pans around. Police Chief McNeil noted the technician reported the Town's cameras were the first to be installed and to date are the only ones that have not had moisture problems. It was noted there are 3 security cameras in Town. Chair Power inquired if the evidence from the cameras is admissible in court. Police Chief McNeil advised the evidence is admissible; noting the new computer for the system has a large memory capacity.

Councillor Mersereau suggested that at the next meeting of the Board, discussion be held with regards to the status of the portable speed monitor sign as it was considered in the budget for 2013/2014. Chair Power noted she will discuss with CAO St-Amour the Board's request to contact of the Town of Kentville and the Town of Middleton to inquire if their portable speed signs are effective.

(4) Steering Committee – Investigating Regional Policing

Chair Power advised meetings have been held with the municipalities in the area (County of Annapolis and three towns) to discuss regional cooperation, shared service agreements, and reviewing regional policing and transportation. CAO's have been mandated to review policing within the province. Next meeting is scheduled to be held October 24th, 2013

11. IN CAMERA: None

12. NEXT MEETING: October 16th, 9 am

13. ADJOURN

MOTION 4

It was moved by Brian Keevill, seconded by Jerri Costa to adjourn the meeting at 10:25 am.

CARRIED.