

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
MINUTES
September 12, 2012**

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

PRESENT: Chair Power, Deputy Mayor Mueller-Sparenberg, Brian Keevill, Jerri Costa, Chief McNeil, CAO¹ St-Amour, Administrative Assistant Monica Mills as recording secretary.

REGRETS: DOJ² representative Jane DeWolfe

ADDITIONS/DELETIONS TO AGENDA

- Playground Signage: New Business item #2

APPROVAL OF AGENDA

Motion 1:

It was moved by Jerri Costa, seconded by Deputy Mayor Mueller-Sparenberg that the agenda dated September 12, 2012 be approved as amended. Motion carried.

APPROVAL OF MINUTES: July 11, 2012

Motion 2:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Brian Keevill that the minutes dated July 11, 2012 be approved. Motion carried.

PRESENTATIONS: none

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Staffing Update – Corporal	Chief McNeil reported that Ken Dearman lasted ten days and then left. He added that currently Cliff Thompson was covering the shifts on a full-time basis. Chair Power asked if Chief McNeil had further correspondence with Mr. Dearman. Chief McNeil replied in the negative adding that		

¹ Chief Administrative Officer

² Department of Justice

	<p>arrangements were being made for the return of uniforms.</p> <p>Chair Power noted that Chief McNeil mentioned in his Chief's report that he would like to use Greg Morrell as needed. Chair Power stated that she would like to see him used as much as possible to avoid overtime accumulation in the department. Chief McNeil stated that he was unable to cover weekend shifts but during the week he covered day shifts. He noted that he has sworn Greg Morrell in as a part-time employee. Chair Power stated that she would like to see a letter of offer go to him. Chief McNeil noted that Cliff Thompson currently had no letter of offer and questioned the use of Greg Morrell when Cliff has been employed for the past two years. He added that he has been encouraging Greg Morrell to apply to other locations in the province. CAO St-Amour noted that there was no letter of agreement or contract with Cliff Thompson. She added that both Cliff Thompson and Greg Morrell should have signed letters of offer. She stated that without a formal letter of offer or contract Cliff Thompson should not be working. Deputy Mayor Mueller-Sparenberg agreed adding that everyone who is employed with the Town should have signed contracts or letters of offer. Brian Keevill noted that if a complaint arose with Cliff Thompson, there would be difficulty in pursuing the matter. Chair Power agreed adding that it is also a Workers Compensation issue.</p> <p>Brian Keevill stated that a meeting with the officers should be scheduled within the next two weeks to discuss letters of offer. The Board agreed that Chair Powers and Vice-Chair Keevill will meet with the Cliff Thompson to discuss the matter.</p>		
2. July/August Dept Financials	The Board reviewed the financials. Chair Power noted that the possibility of separate internet for the Department was discussed at the Committee of the Whole meeting. Chief McNeil was in favour of it.		
3. NSAPB ³ Conference Update	Chair Power reported on the NSAPB conference that she and Chief McNeil attended.		
4. 2 hr parking on St George and Victoria St	This item is covered in the Chief's Report. Chief McNeil added that the major offenders are employees. He added that he has requested another		

³ Nova Scotia Association of Police Boards

	two-hour parking sign to be erected between Town Hall and the drug store.		
5. Riverview Drive Crosswalk	Chair Power stated that the new signage has been erected. She added that the Traffic Authority has moved the school zone signage in order to incorporate that crosswalk.		

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report, July/August Stats	The Board reviewed the statistics for July and August.	Chief McNeil	
3. Department Overtime for Approval	Moved in camera for discussion	Chief McNeil	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Set Meeting Date – Officers / Town Staff	Chair Power stated that she would like to schedule a meeting between the officers and Town staff. Chief McNeil stated that he could cover the shifts to enable Constables Foster and Campbell to attend the meeting. CAO St-Amour stated that the meeting should be with all departmental staff including the two constables, Cliff Thompson and Greg Morrell. Deputy Mayor Mueller-Sparenberg suggested within the next three weeks.		
2. Playground signage	Chair Power reported that Committee of the Whole had received a letter of complaint regarding teenagers at the playground at night. It was decided that Kevin McLean erect a sign stating that the park is opened from dusk until dawn. Chief McNeil noted that many residents are hesitant in reporting concerns or crimes. He added that when they call dispatch they are not required to give their names, they can remain		

	anonymous.		
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Motion: 3

It was moved by Brian Keevill, seconded by Deputy Mayor Mueller-Sparenberg that the meeting move in camera at 9:50 am. Motion carried.

IN CAMERA

- Personnel matter

NEXT MEETING

Motion 4:

It was moved by Brian Keevill, seconded by Deputy Mayor Mueller-Sparenberg that the meeting move out of camera at 10:15 am. Motion carried.

ADJOURNMENT

Motion 5:

It was moved by Brian Keevill, seconded by Deputy Mayor Mueller-Sparenberg that the meeting be adjourned at 10:15 am. Motion carried.

Pat Power, Chair

Monica Mills, Recording Secretary