

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
January 12, 2011
Minutes**

A meeting of the Board of Police Commissioners was held on Wednesday, January 12, 2011 in Council Chambers at Town Hall.

CALL TO ORDER:

Chair Jim McGinis called the meeting to order at 8:57 am.

Present:

Chair Jim McGinis, Vice-Chair Jane DeWolfe, ex-officio Mayor Phil Roberts, Councillor Pat Power, Councillor Holger Mueller-Sparenberg, Business Representative Brian Keevill, Chief Burt McNeil and Administrative Assistant Monica Mills as recording secretary.

Regrets:

N/A

SWEARING IN OF NEW BOARD MEMBER:

Prior to the swearing in of Brian Keevill, Chair McGinis stated that according to the Regulations of the Police Board, section 76, all board vacancies must be advertised with each applicant reviewed by the Board. Vice Chair DeWolfe stated that in the recent past there were a number of break-ins in the business community. A meeting was held with the business community of Annapolis Royal, the Board requested a volunteer to sit on the board as a representative of the Business Community. Brian Keevill was the only volunteer and has been attending meetings ever since. Chair McGinis asked if the Board had any concerns or comments regarding the swearing in of Brian Keevill. There were no objections. Chair McGinis added that the next vacancy for the position of Chair due in November would be advertised as soon as possible with an invitation for interested candidates to attend the Board's monthly meetings to introduce them to the process.

Brian Keevill was sworn in by Chief McNeil.

ADDITIONS/DELETIONS TO AGENDA

January 12, 2011

Chief McNeil requested that the False Alarm Report be deleted from this month's agenda; he will provide the report later.

APPROVAL OF AGENDA

It was moved by Councillor Mueller-Sparenberg, seconded by Vice Chair DeWolfe that the agenda dated January 12, 2011 be approved with deletions. Motion carried.

APPROVAL OF MINUTES

December 15, 2011

It was moved by Vice-Chair DeWolfe, seconded by Councillor Power that the minutes dated December 15, 2011 be approved. Motion carried.

PRESENTATIONS:

There were no presentations for today's meetings, however, Chair McGinis asked Chief McNeil for an update on the Safe Communities Presentation offered by the Department of Justice. Chief McNeil replied that the director of the unit has been unavailable and he is awaiting an update. Chair McGinis also stated that he had contacted George Lahey regarding training for the new board members, this can be expected in the Spring.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Training & Conference	Chief, McNeil reported that Cst. Foster is currently in Cape Breton doing his SICO course. Chief McNeil also reported that he had completed his PROS course. He also reported that the new part-time constable Thompson had completed his fire-arms training course. Chair McGinis reviewed the budget for last year and commented that there was \$13,000.00 budget but only \$3600.00 was used as at December 31, 2010. The savings were due to the Chief's previous employment connections which minimized most of the cost of the course other than room and board. Chair McGinis stated that since there are only a few more months left in the current fiscal year this reflects positively on the Town.	Chief McNeil	
2. False Alarm Report	N/A	Board	
3. Basement Renovations	<p>Progress Report</p> <p>Chief McNeil reported that the renovations were completed but that they were still waiting for Aliant to connect a panel that is necessary to move the computers downstairs. Chief McNeil stated that once this is completed, the RCMP will have to approve it. He added that he had recently received an email that indicated that the RCMP would be here around February 5, 2011.</p> <p>Chair McGinis asked the Board if everyone had had the opportunity to see the new office and stated that after the meeting that they should see it.</p>	Chief McNeil	

	<p>Councillor Power asked Chief McNeil if the designated parking would change. Chief McNeil replied in the affirmative adding that in addition to the current police parking there will be a new parking spot located closest to the door of the new office.</p>		
<p>4. Meeting with Officers</p>	<p>Verbal Report</p> <p>Chair McGinis reported that he was unable to meet with Cst.Foster because he was away at training. Chair McGinis reported that he had talked with Cpl Chase several times and that he was sorry that Corporal Chase was leaving the ARPD. Chair McGinis recalled that when he contacted Cpl. Chase's references, his former boss stated that he didn't want to lose him; which Chair McGinis can fully appreciate. The Town of Annapolis Royal will miss him.</p> <p>One member of the ARPD is still on sick leave with a tentative return date of February 1, 2011.</p>	<p>Chair McGinis</p>	
<p>5. Speed Limits in Town</p>	<p>Chair McGinis asked if there was an update on the possibility of a three-way stop at the intersection of Hwy 8 and Hwy 201 by the hospital, as he felt that cars coming from Lequille appeared to pick up speed as they come down the hill. Chief McNeil reported that he hadn't heard anything yet. Vice Chair DeWolfe stated that she could understand a need for a stop sign coming down the hill but not going up. She added that you can not have a stop sign in one direction without having one in the opposite direction. Councillor Mueller-Sparenberg suggested that a round-about would be a better idea because the traffic would continue to flow. He added that he had been receiving some complaints about speeding in the Town of Annapolis Royal. Chief McNeil stated that sometimes vehicles look like they are going faster than they really are. Chair McGinis stated that there will always be these complaints. Mayor Roberts added that the majority of people were not speeding. Councillor Power mentioned that she attended a conference with the Environment Committee and they suggested the use of a pace car. Mayor Roberts reported that Council approved the lowering of speed limits and that Public Works will post the signs. Chair McGinis recommended that a notice be placed in the Newsletter and the Spectator.</p>	<p>Chief McNeil</p>	

6. Legal Aid and protection for the officers from ARPD	Chair McGinis requested an update from Chief McNeil. Chief McNeil reported that he had sent an email and was awaiting a reply. The only comments that he had received were regarding the wording of the document. Chief McNeil stated that they had the contracts but they haven't been signed. Chair McGinis recommended pushing the issue next month. Chief McNeil replied that he hadn't the opportunity to meet with the constables this month but intends to do so next month.	Chief McNeil	
7. Police Manual Review	<p>Chair McGinis explained that the Police Manual was not a pressing issue but he wanted the members of the Board to have the opportunity to review it and raise any concerns. Chair McGinis stated that it wasn't a by-law but that at some point would have to be approved. Councillor Power stated that the only concern that she had was on page six of the Manual, where it addressed the responsibilities of the Chief of Police. Councillor Pat commented that administration did not seem to be mentioned. Vice-Chair DeWolfe responded that the term management encompasses all administration aspects. Councillor Power also questioned the section that related to extra-duty employment, stating that it seemed to be a very large section and was it necessary. Chair McGinis responded that there are a lot of regulations in the Police Act, currently there is no issue with extra-duty employment but should the issue arise it would be addressed. Chief McNeil agreed with Chair McGinis. Councillor Mueller-Sparenberg recommended that the manual be included in the police department material for new hires.</p> <p>It was moved by Councillor Mueller-Sparenberg, seconded by Brian Keevil that the Police Manual should be approved. Motion carried</p>	Chair McGinis, Jane DeWolfe & Chief McNeil	
8. DOJ Audit	Chair McGinis reported that the Department of Justice audit was still pending and he has not received word from Bob Eyre yet.	Chief McNeil	
9. Community Meeting	Chief McNeil reported that the meeting had been cancelled last month and has to be rescheduled. Chair McGinis recommended that February would be ideal. Chief McNeil and Brian Keevill stated that February 17, 2011 would be a good time, adding that a notice should be placed in the newsletter.	Chief McNeil	

10. Municipal Parking Tickets	<p>Status</p> <p>Chief McNeil reported that the parking tickets had been sent to the Yarmouth Court for approval and they were returned with the following comments:</p> <ol style="list-style-type: none"> 1. The stated fee on the ticket had to be changed because they did not include court fees. The fee should be changed from \$32.00 to \$32.96 <p>Mayor Roberts recommended leaving the fee section blank to allow for future fee adjustments.</p> <ol style="list-style-type: none"> 2. There was also concern about the necessity of copies of the tickets, as the original ticket is the ticket that the officer administers and places on the vehicle. It is this copy that the court works with. 3. There was also concern expressed over the sixty day time limit as a summons can be issued earlier than that date but charges can't be placed until after the sixty day deadline. 4. It was also stated that it was unnecessary to mention the parking infraction administrator as that would be the issuing officer. <p>Chair McGinis stated that the tickets were close to be completed. Chief McNeil stated that the changes would be made but he would like to meet with Charles Cranton as he was working on this project. Vice Chair DeWolfe agreed stating that it would be beneficial to confer with Mr.Cranton on this matter.</p>	Chief McNeil	
11. Police Management Research Survey	<p>Vice Chair DeWolfe stated that she had attempted to complete the survey but was unable to access it online as it didn't appear to be on the web site. Chair McGinis commented that CAO Boyer had completed the survey and she would receive the feedback; therefore, she could be asked to provide the feedback when it became available to her.</p>	Jane DeWolfe	
12. Board of Police Commissioners By-Law review	<p>Chair McGinis reported that this would be the first reading of the by-law and that he and Mayor Roberts had a meeting the day prior to discuss possible changes. Mayor Roberts stated that the only changes were at the bottom of the first page section 6B where the wording had to be changed. Chair McGinis also stated that in section C the wording should be the same. It was moved by Vice Chair DeWolfe, seconded by Councillor Mueller-Sparenberg that the revised by-law be approved. Motion carried.</p>	Chair McGinis Jane Dewolfe Chief McNeil	

	Mayor Roberts also recommended that the Police Report be moved on the Council Agenda to the beginning, so that Chief McNeil could attend the meeting but could leave if necessary.		
13. Fire Arms By-Law No. 111	Chair McGinis stated that perhaps the Fire-arms by-law be changed to a no hunting in town by-law and the wording should be changed from fire-arm to weapon thereby encompassing bows and arrows. Councillor Mueller-Sparenberg stated that he believed that this was covered under the criminal code. Vice Chair DeWolfe recommended that a map be included in the by-law showing prohibited areas. Chair McGinis questioned whether the Town already had a hunting by-law. Chair McGinis mentioned that the only negative about a hunting by-law was that theoretically someone could say that they weren't hunting but shooting targets. Mayor Roberts replied in the negative adding that Council would continue to review the by-law.	Chief McNeil	

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
1. Chief's Report	<p>Chief McNeil reported that December was a very good month as there were no new investigations to report. Mayor Roberts asked about the progress of the stolen police tires. Chief McNeil stated that the investigation was ongoing by Cpl. Chase and that he was hoping to have it complete prior to Cpl. Chase's transfer.</p> <p>Councillor Power asked about the donated car from Maryland. Chief McNeil reported that he was in the process of registering the vehicle and that the older police vehicle would be disposed of. Mayor Roberts stated that there was a procedure regarding the disposal of Town vehicles and that he would bring this up at the next Committee of the Whole meeting. Mayor Roberts if a thank you be sent. Rick Smith of the Town of Annapolis Royal's Fire Department suggested putting a brick with a brass plaque in the Town of Maryland's honour in the Fire Hall as a means for thanking them for their donation.</p>	Chief McNeil	

	It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that the Chief's Report be approved. Motion carried.		
2. December Stats	N/A	Chief McNeil	
3. Chief's Overtime for Approval	It was agreed that this item would be addressed in February's meeting with discussion prior to approval.	Chief McNeil	
4. Review of Police Budget	<p>Vice Chair DeWolfe stated that the Police budget appeared to be on target. Councillor Mueller-Sparenberg noted that the Chief's overtime has not be accounted for yet. Chair McGinis stated that the Chief would be entitled to time off in lieu of overtime. Councillor Mueller-Sparenberg stated that someone would have to cover for the Chief and therefore more cost would be incurred. Chair McGinis relied that that was not necessarily the case. Councillor Power questioned why there would be an extra person scheduled during the day when the Chief works. Chair McGinis replied that the Chief has to do administrative tasks and needs the coverage.</p> <p>Mayor Roberts asked if there was concern over the budget. Councillor Power replied that it is the overall budget that is important as she did not anticipate the large amount of over-time. Chair McGinis stated that with the training and having one constable on sick leave it was unavoidable but that there should be a policy in place to limit the amount of over-time that one incurs.</p> <p>Chief McNeil stated that it is an issue that will not be ratified soon as Clp.Chase is leaving and there is a need for an experienced officer.</p> <p>Chair McGinis recommended advertising the vacancy as soon as possible giving preference to a candidate that has the necessary PROS training and at least seven years service experience with some supervisory experience</p> <p>Chair McGinis commented that it was good that the budget was under.</p> <p>Mayor Roberts reported that at the last Committee of the Whole meeting it was discussed reducing the police force from 4 officers to 3.5. Chair</p>	Chief McNeil Board	

	<p>McGinis stated that any reductions to Police Services would have to be approved by the Minister of Justice, adding we could run the risk of losing our funding for Boots on the Street. Councillor Power questioned the high expenditure in police clothing. Chief McNeil replied that it was necessary as the officers needed new clothing and boots.</p> <p>Vice Chair DeWolfe commented on the increase in the North Mountain rental from \$1296.00 to \$2880.00 Chief McNeil explained that they have increased their rates, adding that any item with an asterisk beside it indicated an increase.</p> <p>Chief McNeil indicated that there was an increase in vehicle maintenance by \$500.00 as police vehicles require specialty tires with an H rating for high speed which makes them expensive. Mayor Roberts questioned whether the stolen tires were the specialty tires. Chief McNeil replied in the negative. Chief McNeil also mentioned that the holsters that are currently being used by the police force had to be upgraded as they were unsafe and this item would fall under the equipment section of the budget.</p> <p>Councillor Power questioned the increase in medical expenditures. Vice Chair DeWolfe suggested inviting DOF Robinson to join the meeting to explain the budget.</p> <p>DOF Robinson joined the meeting at 10:35am.</p> <p>Chair McGinis questioned DOF Robinson why the medical expenditures were high. DOF Robinson responded that in actuality they are under budget as \$8500.00 was budgeted and only \$4506.00 was spent in premiums and expenses. Councillor Power questioned the type of medical benefits offered. DOF Robinson replied that it was a cost-share program with the costs being shared by the employees and the Town, adding that it was projected that the budget would be \$6500.00 by year end.</p> <p>Mayor Roberts queried if budgeting \$8500.00 for medical expenses was too high. DOF Robinson replied in the affirmative as only two members</p>		
--	--	--	--

	<p>of the force were on the plan.</p> <p>Vice Chair Dewolfe questioned why the workers compensation rate hasn't been lowered. DOF Robinson explained that due to a claim in the past the rate remains high but that it should lower in 2 to 3 years.</p> <p>Chair McGinis suggested that the budget should be changed to \$5000.00 as that should be sufficient.</p> <p>Mayor Roberts asked if the reduction this year's budget is due to the elimination of the part-time office administrator position and if this was realistic from the police department point of view.</p> <p>Chief McNeil stated that it was not realistic due to the fact that the PROS record maintenance is generally performed by two or three individuals and by eliminating this position creates more work for the Chief.</p> <p>Councillor Power queried whether there would be less work as there was less crime. Chief McNeil replied that yes there was less crime in Town; however, that doesn't minimize records management he estimated that it is approximately six hours of work per day. He added that the candidate that fills Cpl. Chase's position should be trained in PROS. DOF Robinson questioned why the other two constables couldn't be trained. Chief replied that a certain amount of service experience was necessary and they needed the supervisory level of PROS.</p> <p>Chair McGinis stated that records management is a very important aspect of the police department as it is one of the items that the Department of Justice reviews in their audits.</p> <p>Chair McGinis added that the candidate should be a senior officer so that they will already have records management experience.</p> <p>Councillor Power reminded that board that Council has made a commitment to the community to lower the Police Budget by ten percent.</p> <p>DOF Robinson stated that services could not be compromised as they were necessary.</p> <p>Chair McGinis stated that to date the police department is under budget and is projected to be under budget next year.</p>		
--	---	--	--

	<p>Councillor Power questioned whether the clothing expenditure was acceptable. Chief McNeil replied in the affirmative as they would not need as much new clothing next year. Vice Chair queried about the police auxiliary. Chief McNeil replied that they have their own budget item for \$1000.00 and that he attempts to provide them with used clothing to minimize costs.</p> <p>Chair McGinis asked the Board if they felt that the budget was ready to go before Council for approval.</p> <p>It was moved by Vice Chair DeWolfe, seconded by Business Representative Keevil that the proposed budget be approved with amendments. Motion carried.</p>		
--	---	--	--

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1.Up-coming vacancy due Cpl. Chase's resignation from ARPD	<p>Chief McNeil stated that the successful candidate must be willing to commit for a period of no less than five years. Chair McGinis stated that a hiring committee would be necessary to screen applicants. Chief McNeil volunteered to be the lead and Councillor Mueller-Sparenberg and Business Representative Keevill volunteered to sit on the committee.</p> <p>Councillor Power stated that no verbal commitments should be given to any candidates. Chief McNeil replied that all commitments are made in writing prior to the job offer.</p>	Chief McNeil	
2. Review of Sec. 52 of the Police Act.	<p>Section 52 Police Act</p> <p>"On behalf of the board, the board chair or the chair's delegate may give advice or direction in writing, to the chief officer on any matter within the jurisdiction of the board under this Act, but not to other members of</p>		

	<p>the police department and, for greater certainty, no other members of the board shall give advice or direction to a member of the police department”</p> <p>Councillor Power offered to be the delegate for the Chair regarding any concerns or discussions with the Chief. Councillor Power added that it would be beneficial to have a liaison between Town administration and the police department.</p>		
3. Yearly assessment for the Chief of Police	<p>Chair McGinis requested input from the board on the yearly assessment for the Chief of Police. He reminded the board that they could not comment negatively unless they had advised the Chief of their comments as the Chief must have the opportunity to ratify the situation.</p> <p>V ice Chair DeWolfe queried when the assessment should be completed. Chair McGinis stated that the deadline would be next week. Chair McGinis stated that it would be beneficial to have CAO Boyer's comments on the administrative aspect of the position. Mayor Roberts stated that he could comment on the public aspect.</p>	Chair McGinis	

OTHER

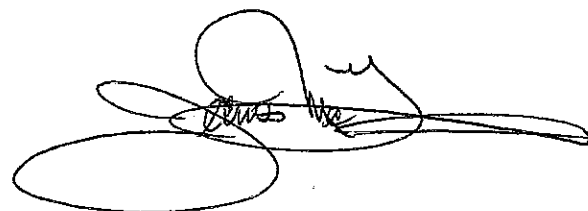
IN CAMERA

NEXT MEETING

February 16 , 2011 at 9:00 am

ADJOURNMENT:

It was moved by Vice Chair DeWolfe, seconded by Business Representative Keevil that the meeting be adjourned at 11:05am.



Feb 17/2011