

TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
Approved Minutes
Wednesday, September 14, 2016 @ 9:00 a.m.

1. **CALL TO ORDER:** Chair Power called the meeting to order at 9:05am
2. **PRESENT:** Chair Deputy Mayor Pat Power, Chief Burt McNeil, Councillor Byron Mersereau, CAO¹ Gregory Barr, Danny McClair, Rion Microys, and Executive Assistant Amy MacManus as Recording Secretary
3. **REGRETS:** DoJ² Representative Jane DeWolfe
4. **ADDITIONS TO AGENDA:**
 - Under Section 8, Business Arising: Holiday Pay
 - Under Section 8, Business Arising: Payroll Query
5. **APPROVAL OF AGENDA:**
MOTION BoPC#-2016-09-14-01
It was moved by Danny McClair, seconded by Councillor Mersereau to approve the agenda as amended. Motion carried.
6. **APPROVAL OF MINUTES:** July 2016 Board Meeting
MOTION BoPC#-2016-09-14-02
It was moved by Rion Microys, seconded by Councillor Mersereau to approve the minutes with the following amendments: Under Item 8B, add 'Lahey' to George's name; Under Item 11A, alter passed **MOTION BoPC#-2016-07-13-05** to "the more senior part-time constable".
7. **PRESENTATIONS:** N/A
8. **BUSINESS ARISING:**
 - a) Update from Council
Councillor Mersereau relayed that at the last Committee of the Whole meeting, CAO Barr introduced an updated performance review policy and records management policy. Councillor Mersereau suggested that Chief McNeil touch base with CAO Barr to see if these are applicable to the Police Department.
 - b) Police Services Review – Update
Chair Power updated the Board on the meeting she, DoJ³ Representative DeWolfe, and George Lahey had regarding the review. A meeting for all of those on the review committee will be held on September 29th at 10am.

¹ Chief Administrative Officer

² Department of Justice

³ Department of Justice

9. DEPARTMENT REPORTS:

a) Chief's Reports – July & August

Councillor Mersereau queried overtime payments on holidays (Section 12.01 in the contract). Some of the wording is considered ambiguous. The point being queried is payment when stat holidays are not worked. The Board and Chief McNeil discussed. It was decided that this would be addressed during the next contract negotiation. The Board requested that CAO Barr confirm how payments are currently being administered. Chief McNeil presented the stats for July and August. Discussion ensued. The Board requested that the stats have a year-to-date comparison and variance added to the spreadsheet. Chair Power brought up Summary Fines; some of the summary fines do not match up with town policies. A recent example of this occurring in practice was given. Chief McNeil suggested that the Town use the Summary Offense fees. The Police charge under the provincial statutes. The Board discussed with the Chief and CAO how much to charge the individual from the recent incident. The Board directed that the individual be charged \$100 and give him a warning. The Police will notify the individual and also explain to him how much the fine will be if he repeats the offense.

b) Departmental Financials – July & August, 2016

The Board discussed. Councillor Mersereau questioned the increase in contributions on pay. CAO Barr will have the Director of Finance issue a statement to the Board explaining the increase.

10. NEW BUSINESS:

a) Report on NSAPG Conference

Chair Power summarized her attendance at the NSAPG Conference. She reminded board members that there is an online course they can take that explains the role and duties of the Board.

11. CORRESPONDENCE

a) Kudos

Chief McNeil read the correspondence – a message of commendation to Constable Morrell for his assistance and going the extra mile for a citizen.

MOTION BoPC#-2016-09-14-03

It was moved by Councillor Mersereau, seconded by Rion Microys to move the meeting in-camera at 10:55am. Motion carried.

12. IN CAMERA:

a) Personnel

MOTION BoPC#-2016-09-14-04

It was moved by Councillor Mersereau, seconded by Rion Microys to move the meeting out-of-camera at 11:30am. Motion carried.

13. NEXT MEETING: 12 October 2016

14. ADJOURN

It was moved by Danny McClair to adjourn the meeting at 11:35am.