

**TOWN OF ANNAPOLIS ROYAL  
BOARD OF POLICE COMMISSIONERS (BoPC) MEETING  
Approved Minutes  
Wednesday, January 16, 2019  
9:00 a.m.**

**1. CALL TO ORDER:** Chair Elliot called the meeting to order at 9:00 am

**2. PRESENT:** Councillor Owen Elliot (Chair), Deputy Mayor Pat Power, Chief Tim Moser, Kenneth Knox, Jim McGinis, and DoF Melony Robinson

**3. REGRETS:** Mayor William MacDonald as ex-officio

**4. ADDITIONS TO AGENDA:**

- i. Under Section 9, New Business: Chairing of Upcoming Meetings and Possible Date Changes – Discussion
- ii. Under Section 9, New Business: Strategic Planning

**5. APPROVAL OF AGENDA:**

**MOTION #BOPC-2019-01-16-01**

It was moved by Kenneth Knox, seconded by Jim McGinis, to approve the agenda as amended. **Motion carried.**

**6. APPROVAL OF MINUTES:**

- i. December 12, 2018

**MOTION #BOPC-2019-01-16-02**

It was moved by Deputy Mayor Power, seconded by Kenneth Knox, to approve the December 12, 2018 minutes as presented. **Motion carried.**

**7. PRESENTATIONS:**

**8. BUSINESS ARISING:**

- i. Update from Council

Deputy Mayor Power provided a brief update.

**9. NEW BUSINESS:**

- i. Extra Duty/Off-Duty Employment Policy

Chief Moser requested that BoPC complete and submit regulations regarding extra duty and off-duty guidelines for police officers. Chief Moser presented a draft Extra Duty/Off-Duty Employment Policy. Discussion ensued and board members suggested amendments. Chair Elliot directed Chief Moser to make the amendments to the draft and then send it via email to the members for them to hold an electronic vote on the policy.

- ii. Non-Operational Administrative Costing Rates – Discussion

Chief Moser summarized his review of costs and issues regarding non-operational administrative tasks, such as criminal background checks. Chief Moser is going to cease providing criminal background checks for anyone that resides outside of town.

iii. Chairing of Upcoming Meetings and Possible Date Changes – Discussion  
Chair Elliot will be unable to attend meetings for the next few months. Discussion ensued around best way to address the matter. In order to maintain quorum it was decided not to hold the February meeting and reconvene BoPC March 13<sup>th</sup>.

**MOTION #BOPC-2019-01-16-03**

It was moved by Deputy Mayor Power, seconded by Kenneth Knox to nominate Councillor Owen Elliot to remain as chair for 2019. **Motion carried. Chair Elliot abstained from voting.**

**MOTION #BOPC-2019-01-16-04**

It was moved by Deputy Mayor Power, seconded by Jim McGinis to nominate Kenneth Knox as vice-chair. **Motion carried.**

iv. Strategic Planning  
Deputy Mayor Power brought to the members' attention that strategic planning for the police department has not been updated recently and needs to be revisited. Discussion ensued.

**10. DEPARTMENT REPORTS:**

i. Chief's Reports – December 2018  
Chief Moser summarized his monthly report. Discussion ensued.

ii. Departmental Financials –December 2018  
The Board and Chief Moser discussed department financial and budgetary requirements for 2019/20.

**11. CORRESPONDENCE:**

**MOTION #BOPC-2019-01-16-03**

It was moved by Kenneth Knox, seconded by Deputy Mayor Power, to move in-camera at 10:23 a.m. to discuss personnel. **Motion carried.**

**12. IN CAMERA:**

i. Personnel

**MOTION #BOPC-2019-01-16-04**

It was moved by Jim McGinis, seconded by Deputy Mayor Power to move out-of-camera at 10:40 a.m.. **Motion carried.**

**MOTION #BOPC-2019-01-16-05**

It was moved by Jim McGinnis, seconded by Kenneth Knox to recommend to council that they immediately implement a 1.7% cost of living increase to Police Chief Moser's salary and retroactive to the one year anniversary of his hiring date, the anniversary being August 1, 2018. **Motion carried.**

**13. NEXT MEETING:** March 13, 2019 at 9 a.m.

**14. ADJOURNMENT:**

Jim McGinis moved adjournment at 10:42 a.m.

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Chair Owen Elliot

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Recording Secretary Amy MacManus