

**Town of Annapolis Royal
Board of Police Commissioners Meeting
Approved Minutes
June 10, 2020 at 10:00 a.m.**

1. CALL TO ORDER: Chair Knox called the meeting to order at 10:02 a.m.

2. PRESENT: Chair Kenneth Knox, Vice-Chair Jim McGinis, Councillor John Kinsella, Deputy Mayor Pat Power, Don Droy, Chief Tim Moser, CAO Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. All members joined via Zoom meeting from home.

3. REGRETS: None

4. ADDITIONS TO AGENDA

- i. Under Section 8. NEW BUSINESS ii. New Policies
- ii. Under Section 8. NEW BUSINESS iii. New Chair
- iii. Under Section 9. BUSINESS ARISING v. Police Station Renovations
- iv. Under Section 13. IN-CAMERA Business Items iii. Personnel

5. APPROVAL OF AGENDA

MOTION #BOPC2020-06-10-01

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

6. APPROVAL OF THE MINUTES

- i. Board of Police Commissioners – May 13, 2020
- To change the name John McGinis to Jim McGinis under Section 5. APPROVAL OF THE MINUTES.

MOTION #BOPC2020-06-10-02

It was moved by Jim McGinis, seconded by Councillor Kinsella to approve the minutes of May 13, 2020 as amended. **Motion carried.**

7. PRESENTATIONS – None

8. PUBLIC INPUT – None

9. NEW BUSINESS

- i. Chief's Performance Evaluation
Chair Knox explained how the performance evaluation must be completed and asked the members of the Board to submit it by paper or electronically by the following week by June 17, 2020.

ii. New Policies

Chair Knox reported that amongst contract negotiations the union has asked to have specified processes for new hires and promotions. Chief Moser will define the two separate policies within the next month and get back to the Board.

iii. New Chair

Chair Knox revealed that he has accepted the position for Community Development Coordinator for the Town of Annapolis Royal and can no longer be on the Board. He will continue to work on the Board until his start date of June 22, 2020. Jim McGinis will assume his role as Vice-Chair and the Board will have appoint a new Chair at the next meeting.

10. BUSINESS ARISING

i. Update from Council

Councillor Kinsella explained that Council has been discussing a way to support the Black Lives Matter Movement. Councillor Kinsella has approached a local church to see if they would like to collaborate with a small-town event and is awaiting their response. Chief Moser agreed that the Town must acknowledge and support the movement and the Board agreed.

ii. Triton Criminal Record Checks & LiveScan – Update

Chief Moser reported that he has not heard any response back from Triton. The Board asked if Chief Moser could follow up with a phone call as they would like to have a presentation prepared for Council.

iii. Extension for Corporal Cleaves

CAO Millett-Campbell suggested that the Board extend Corporal Cleaves as acting corporal to an end of July's pay period. The Board agreed to discuss the matter further in-camera.

iv. Police By-Law

The Board reviewed the edited version of the by-law and accepted that the content was accurate. Chief Moser's only recommendation was that all by-laws should follow the same numbering process and explained how it was different from other ones. CAO Millett-Campbell noted that most of the by-laws are formatted differently but the Town is working on reformatting them.

MOTION #BOPC2020-06-10-03

It was moved by Jim McGinis, seconded by Councillor Kinsella to recommend to Council to adopt the Police By-Law as presented. **Motion carried.**

v. Police Station Renovations

Chair Knox asked about the status of the renovations. CAO Millett-Campbell stated that the preliminary plans were presented to Council but was tabled. It was suggested that Council Chambers move into the current administrative office and the police station move into the old library space. Another proposal from Council was to move the police station into a section

of the Comfort Station but Chief Moser noted that it would not work there. The Board discussed the square footage of the police station, old library, comfort station, and where the police station would be best suited. Chair Knox stated that he will work with Chief Moser to internally assess with the precise requirements of a police station and development a presentation on where it should be relocated.

11. DEPARTMENT REPORTS

i. Chief's Reports

Chief Moser reported on the Department's monthly activities and explained that there were less kilometers driven but expects they will start to get busier in the upcoming summer months. There have been a few applications for the casual employee position, so Chief Moser requested to create a sub-committee to assist with the employment process. Don Droy and Jim McGinis were appointed to help with the hiring.

ii. Department Financials

The Board reviewed and discussed the monthly financials.

12. CORRESPONDENCE – None

MOTION #BOPC2020-06-10-04

It was moved by Jim McGinis, seconded by Councillor Kinsella to move in-camera at 11:08 a.m. to discuss the personnel updates, and contract negotiations. **Motion carried.**

13. IN CAMERA

Under Section 22(2) of the Municipal Government Act: Approval of Minutes:

i. Board of Police Commissioners, In-Camera – May 13, 2020

Business Items:

- i. Personnel Update**
- ii. Contract Negotiations**
- iii. Personnel Update**

MOTION #BOPC-2020-06-10-06

It was moved by Councillor Kinsella, seconded by Jim McGinis to move out of in-camera at 12:01 p.m. **Motion carried.**

MOTION #BOPC2020-06-10-07

It was moved by Jim McGinis, seconded by Councillor Kinsella to recommend to Council to appoint Don Droy as the town representative for the Board of Police Commission until December 2020. **Motion carried.**

MOTION #BOPC2020-06-10-08

It was moved by Councillor Kinsella, seconded by Jim McGinis to recommend to Council to extend Constable Cleaves as acting Corporal until August 28, 2020. **Motion carried.**

MOTION #BOPC2020-06-10-09

It was moved by Jim McGinis, seconded by Deputy Mayor Power to recommend to Council that the 6% cost of living salary increase for Chief Moser be retroactive to April 1, 2020. **Motion carried.**

14. NEXT MEETING: July 8, 2020 at 10:00 a.m.

15. ADJOURNMENT: Deputy Mayor Power moved adjournment at 12:12 p.m.

Chair Kenneth Knox

Recording Secretary Taylor Robinson