



Minutes of the Altona Police Board Public meeting held on Monday, December 9<sup>th</sup>, 2013 at 4:30 p.m. in the Altona Civic Centre Council Chambers.

Present were: Board members: Kevin Bell, Leanne Braun, Melvin Klassen, Terry Wiebe, Archie Heinrichs; Staff: Perry Batchelor, Dan Gagné and Delores Loewen.

1. Call to order  
Chair Kevin Bell called the meeting to order at 4:30 pm.
2. Approval of the agenda  
One addition to the agenda:
  - 3.1 Resignation of Constable Coward

**MOTION: Terry Wiebe moved – Archie Heinrichs – seconded – THAT** the agenda be approved with addition under 3.1 Resignation of Constable Coward.

**CARRIED.**

3. Approval of minutes of September 12<sup>th</sup>, 2013

**MOTION: Terry Wiebe – moved – Leanne Braun – seconded – THAT** the minutes of September 12<sup>th</sup>, 2013 be approved as circulated.

**CARRIED.**

- 3.1 Resignation of Constable Coward  
Chief Batchelor reported that Constable Ryan Coward has resigned his position with the Altona Police Service. His last day of employment was December 6<sup>th</sup>, 2013. Ryan was hired to fill the federally funded position and with Mike Turnbull remaining off on disability this shorts the level of staffing. Mike has a doctor's appointment in December. If Mike is healthy this would bring our staffing level to seven, if Mike is unable to return to work shortly and with Constable Coward's resignation brings us to an unacceptable policing staffing level. Over time hours for 2013 are high due to lack of staffing.

4. Financial Update – Dan Gagné

Financial Services Officer Dan Gagné reviewed the 2013 actual financial statement. Staff costs are substantially lower than projection due to Sergeant Mike Turnbull's wage being budgeted for half the year, yet he was unable to return to work.

The 2014 budget included the return of Sergeant Mike Turnbull and reduction in salary and benefits due to the vacancy created by the resignation of Constable Coward. The 2014 budget includes the increase cost of the expansion of the Police Services as well as the additional utilities incurred by the increased space of the Police Service.

Board members held discussion on the shortage in staffing and whether the Chief of Police should take some shifts in order to level out the staffing shortage in the interim.

The Town of Altona has authorized an eight member Police Service in 2011. At present there is one officer plus the Chief during the day shift, and two officers during the night shift. With holidays and days off eight officers is a good number for rotation.

**RECOMMENDATION: Motion – Leanne Braun- moved – Kevin Bell – seconded THAT** The Altona Police Board recommends that the Town of Altona Council hire an additional officer to maintain the Altona Police Service status at seven fully operational officers.

**RECOMMENDATION:** The Altona Police Board recommends that the Town of Altona approve the proposed 2014 Altona Police Service budget.

5. Plum Coulee Policing Agreement

Dan Gagné reviewed changes to the Altona Police Services agreement with the Town of Plum Coulee. All changes have been highlighted.

**RECOMMENDATION: Terry Wiebe – moved – Leanne Braun – seconded THAT** the Altona Police Board recommend that the Councils of the Towns of Altona and Plum Coulee approve the agreement as presented.

**CARRIED.**

6. Altona Police Service Monthly Report

6.1 Plum Coulee – September 5<sup>th</sup> – October 2013  
Chief Batchelor reviewed report.

6.2 Altona – August – November 2013  
Chief Batchelor reviewed report.

**MOTION: Melvin Klassen – moved – Terry Wiebe –seconded – THAT** the Altona Police Board approve the Altona Police Service monthly reports as presented.

**CARRIED.**

7. Annual Report to be writin by the Chair/Vice Chair

**ACTION:** Chair Kevin Bell and Vice Chair Leanne Braun will prepare and submit a written Annual Altona Police Board report within three months of December 31<sup>st</sup>, 2013 the Altona Police Board’s fiscal year end.

8. Set 2014 Public meeting dates

- Board members agreed on the following dates for their public meetings for 2014:

Thursday, January 16<sup>th</sup>, 2014 at 4:30 pm.

Thursday, April 10<sup>th</sup>, 2014 at 4:30 pm.

Thursday, July 10<sup>th</sup>, 2014 at 4:30 pm.

Thursday, October 16<sup>th</sup>, 2014 at 4:30 pm.

**MOTION: Terry Wiebe – moved – Archie Heinrichs – seconded – THAT** the above noted dates for the 2014 Public Meetings for the Altona Police Board hereby be approved.

**CARRIED.**

9. Review of Procedures and Policies

9.1 Vision Statement/ Mission Statement

Board members held an exercise to develop a vision and mission statements for the Altona Police Service.

What are our core values?

What is the Board’s role?

What are the Community needs and our values?

Our Core Values:

Safety for Community and staff

Peaceful/safe community – welcoming

Transparent

Crime free (as it can be)

Community Policing

Fiscal responsibility

**MISSION STATEMENT:**

“The mission of the Altona Police Board is to provide civilian oversight and governance to the Altona Police Service in order to ensure a safe community.”

**VISION STATEMENT:**

“To work in cooperation with the Altona Police Service and community toward a safe, peaceful, crime-free community, in a transparent fiscally responsible manner.”

Board members were asked to review the New Brunswick Police Governance & Oversight Policy for the next meeting. Board members agreed that this policy should be used as a template for the Altona Police Board.

10. Correspondence

10.1 Manitoba Association of Chiefs of Police

Chief Batchelor reviewed the letter sent to the Minister of Justice Andrew Swan, regarding increased funding for all police services.

11. Adjournment

**MOTION: Terry Wiebe - moved - Archie Heinrichs - seconded THAT** the meeting be adjourned at 6:05 p.m.

**CARRIED.**

**Next public meeting of the Altona Police is to be held on Thursday, January 16<sup>th</sup>, 2014 at 4:30 p.m. in the Town of Altona Council Chambers.**