



Minutes of the Altona Police Board held on Tuesday, January 16th, 2014 at 4:30 p.m. in the Altona Civic Centre Council Chambers.

Present were: Kevin Bell, Leanne Braun, Melvin Klassen, Perry Batchelor and Delores Loewen.

Regrets: Terry Wiebe and Archie Heinrichs

1. Call to order
Chair Kevin Bell called the meeting to order at 4:30 p.m.
2. Approval of the agenda
Additions to the agenda:
 - 6.1 Financial Statements
 - 6.2 Body Worn Video
 - 7.1 Addition to 7.1 & Police Chief Assessment
 - 7.2 Strategic Planning session
 - 8.1 Brandon Police Board training
 - 8.2 Morden Police Service

MOTION: Melvin Klassen – moved – Leanne Braun – seconded – THAT the agenda be approved with the above noted additions.

CARRIED.

3. Approval of the minutes of December 9th, 2013

MOTION: Melvin Klassen – moved – Leanne Braun – seconded – THAT the minutes of December 9th, 2013 be approved as circulated.

CARRIED.

4. Chair's Report – Report on meeting with Altona Town Council
Chair Kevin Bell reported that Perry and he provided the Altona Town Council a presentation on the replacing the position left by Ryan Coward's resignation requesting that Council continue funding this position.
5. Altona Police Service Monthly Report
5.1 Monthly Report
Chief Batchelor reviewed the monthly activities of the Altona Police Service. Constable Ryan Coward has resigned and is working for CN Police.
6. Chief of Police report
6.1 Financial Statements
Chief Batchelor reviewed the November 30th, 2013 financial report.

MOTION; Leanne Braun - moved - Melvin Klassen - seconded - THAT the November 30th, 2013 financial statement be approved as presented.

CARRIED.

6.2 Body Worn Video

Chief Batchelor reported that all Officers will be wearing body-worn video cameras. This camera takes the place of their mics and connects right to their radios and is a video camera that will benefit both the Officer and the clients. The camera records onto a smart card. The Police Department will be developing a new camera policy, which will also determine how long we will keep the information recorded. They will not be deployed until Policy is developed

7. Review of Procedures & Police Chief Assessment
7.1 Review of Policy & Procedures

Board members reviewed the Policy & Procedures draft manual and approved the following changes inclusive of all highlighted changes in the draft copy presented to the Board:

Add: Appendix D. Letter from Minister Swan authorization of Board members

Page 8: Change under 1.2 Governance – paragraph 2 structured to structures

1.3 Oversight –capitalize the P in police

2.1 Authority and accountability – Paragraph #3 “ The Board demonstrates...” Leanne to revise – parallel sentence.

Under 2.2 – add – Manitoba Human Rights Act
The Town of Altona Personnel Policy

Remove – Provincial Police Services Agreement and
RCMP Municipal Policing Services Agreement
Royal Canadian Mounted Police Act
RCMP Operations and Administrative Manuals

2.4 Remove: “Establish guidelines.....” Replace with:
In accordance with the Manitoba Commission regulations that:

1. No action or proceeding may be brought against municipal police board members for anything done or omitted to be done, in good faith, in the exercise of their powers and duties under the PSA
2. The municipality must protect police board members from harm or cost and agree to pay any debt, lawsuit or claim which may arise as a result of police board members exercising their powers and duties under the PSA by ensuring that police board members and the police board itself are adequately insured under the municipality’s insurance policy.”

2.5 Remove “operating in all ways” from 2.5 a.)

3. 3.1 In paragraph 3.1 remove “not inconsistent” to consistent

3.2 Rename: Partner – Municipals & Financial Management

Change to: In managing the finances of the Altona Police Service the Board must develop a budget and seek approval from the partner municipalities. The budget is comprised of the estimated cost and revenues of the Altona Police Board and the estimated

costs of operating the Board after the approval of the annual budget.

REMOVE paragraph 2 and 3 and insert the following:

ADD THE Following points:

1. The Altona Police Board must submit budget in a timely manner to the Town of Altona budget system for its review, consideration and approval.
2. Once the budget is approved by the Town of Altona Council, the Altona Police Board must allocate funds in such a way that adequate and effective policing services are being provided and to ensure the strategic goals and objectives will be met.
3. The Altona Police Chief is responsible to the Altona Police Board for the financial planning, control, administration and management of the Altona Police Service`s operational and capital budgets
4. The Altona Police Board must ensure that the Altona Police Service expenditures do not exceed the allocated budget without the prior approval from the Town of Altona Council.
5. The Altona Police Board must establish a contingency plan with the Town of Altona Council to address the impact of unforeseen critical issues or expenditures.
6. The Altona Police Chief must be given authority to expend budgeted operating funds, unless the Board suspends this general authority.

Under 3.3 Strategic Planning – add the following:

1. The Altona Police Board must establish a multi-year strategic plan for the Altona Police Board.
2. The Altona Police Board must work with the Altona Police Chief to devise a strategic plan that establishes an organizational focus for the Altona Police Service and delivery of policing services while reflecting the

public interest and incorporating the community's needs and values within this objectives, goals and tactics.

3. The Altona Police Board must ensure that the strategic plan contains performance indicators that measure success
4. The Altona Police Board must ensure that the strategic plan is available to the public.

Under 3.4 - Communication with Stakeholders

- (2) Communication which provides regular and periodic reports" the second paragraph to be worded as follows:
"The Chair/Board member should attend....."

Omit last paragraph under (2) "The Regional Policing Agreement....priorities and goals."

4.3 Complaints against police – Include pages 48-51 of the Manitoba Police Board manual

1. All complaints to the Altona Police Board about the Altona Police Chief's conduct must be made in writing, signed and dated. If the complainant is unable to put the complaint into writing, the person to whom the complaint is made shall: take down the complaint in writing; read the complaint back to the complainant; and, have the complainant sign and date the complaint. Any complaint must include a means for the Altona Police Board to communicate with the complainant (ex: phone number, address, email address, etc.)
2. The Altona Police Board will deal with each complaint in accordance with the processes noted below. There are four distinct processes at the disposal of the Altona Police Board to address complaints received against the Chief of Police.

Process 1: Ministerial Assignment of Investigation: To be used if a complaint about an alleged criminal offence committed by the Chief comes to the attention of the Board.

Under section 20 of the PSA, if the minister believes it is the interest of the administration of justice, the minister may assign the investigation into an alleged offence that would normally be conducted by a police service or independent investigation unit to the RCMP or another police service in Manitoba or another Canadian province.

i.) If the complaint would normally be investigated by a police service or independent investigation unit the Police Board must forward the complaint to the minister, or designate, to determine how an investigation of the alleged complaint should proceed.

ii.) The Police Board must not interfere with any investigation being undertaken by a policing agency. Board members must cooperate in the investigation and ensure the cooperation of the Police Chief to the fullest extent possible. If a complaint has been forwarded to the minister, the Police Board should make the Towns of Altona and Plum Coulee aware of this, unless otherwise instructed by the investigating authority.

Process 2: Law Enforcement Review Agency (LERA) To be used if the Board becomes aware of a disciplinary default committed by the Police Chief.

iii.) If the Police Board receives complaint that may fall within LERA'S purview, the Police Board must make the complainant aware of their ability to file a complaint with LERA under section 11(1) of *The Law Enforcement Review Act*. The Altona Police Board as a third party may also bring this complaint forward to LERA.

iv) The Police Board must not interfere with any investigation being undertaken by LERA. Board members must cooperate in the investigation and ensure the cooperation of the Police Chief to the fullest extent possible. If the Police Board must make the Town of Altona aware of this.

Process 3: Police Chief Accounting to the Police Board for performance: To be used if the Board receives a complaint about

the Police Chief's performance ex: The Police Chief is not working on the priorities set forth in the strategic plan, etc.

v.) The Police Board must create a practice to vet complaints whereby these complaints are forwarded to the Police Chief for him/her to account to the Police Board for the matter at issue.

Process 4: Administrative Review by the municipality: To be used if the Board becomes aware the Police Chief has violated a municipal process.

As the employing authority for the Police Chief, the Town of Altona has a responsibility to ensure any internal complaint concerning administrative process or policy that comes forward regarding the Police Chief is addressed through the Town's internal complaint review process. This process includes investigating the complaint and imposing any penalties, should the investigation deem a penalty is warranted.

i.) If the Police Board determines the Chief has violated an administrative policy or process, the complaint must be forwarded to the Town of Altona for administrative review.

Process 5: Police Chief Accounting to the Police Board for performance: To be used in relation to concerns about the Police Chief's performance. Ex: The Police Chief is not working on the priorities set forth in the strategic plan, etc.

ii.) The Police Board must create a practice to vet complaints whereby these complaints are forwarded to the Police Chief for him/her to account to the Police Board for the matter at issue.

3. The Police Board must give notice of the substance of all complaints about the Police Chief's conduct to the Police Chief.

4. The Board must create a practice whereby the Police Chief must disclose to the Police Board any act or involvement in a contentious matter or a matter that may bring the Police Board, the Police Service or the administration of justice into disrepute. The Police Board will treat this disclosure as it would a complaint by a complainant and follow the processes outlined above.

Board members completed review of the draft copy of the Policy & Procedures Manual up to and including 5.1 Composition of the Board.

Next meeting – begin review at 5.2 Terms of Office

7.2 Strategic Planning Session

Board members agreed that the Altona Police Board to hold their Strategic Planning session February 13th, 2014 to begin at 12:00 noon.

8. Correspondence

8.1 Brandon Police Board Training.

There will be a day of Police Board training offered in Brandon on March 26th, 2014, please let Perry know if you are planning on attending. Board members are asked to contact Perry for more information and registration.

8.2 Morden Police Service

The Morden Police Service will be hosting the Morden Police Officer's Community Ball to be held on April 5th, 2014 proceeds from the Ball will be going to Special Olympics Manitoba. The Board agreed that the Altona Police Service show their support and buy one table for our officers and would recommend that the Town of Altona purchase a table in support of the regional Police Services.

9. Adjournment at 6:10 p.m.

Next meeting to be held is the Strategic Planning meeting on Thursday, February 13th, 2014

Next Public Meeting to be held on April 10th, 2014 at 4:30 p.m.