

**ALTONA POLICE BOARD ANNUAL REPORT  
2018**

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## EXECUTIVE SUMMARY

The Altona Police Board met on Thursday, November 29<sup>th</sup> for a strategic planning session. The purpose of the meeting was to have the Board evaluate and discuss the successes and/or failures of the Altona Police Service with respect to meeting the four core goals set out for 2018. The four core goals are as follows:

1. **Enhance Public Safety:** The Board discussed the APS's community involvement and cited the APS's participation in events such as bike rodeos, drug lectures, Ag Safety Days, fraud seminars and other community events as key tactics used to achieve the goal. Further, the APS continues to have a positive working relationship with local media and the Town, as well as a notable presence on social media, all of which contribute towards achieving the goal.
2. **Enhance Organizational Development to Meet Future Needs:** The Board discussed the ongoing training of existing officers, including training officers as SFSTs, training officers with respect to the new cannabis legislation, and the Chief's attendance at the CACP conference as key means to meeting the stated goal.
3. **Promote Internal and External Relationships Through Proactive Communication Strategies:** The Board discussed the work of the Chief, specifically with respect to his involvement in programs such as commUNITY, PEC, CIROC, MACP, CACP, and the RSTT as a key tactic to achieve the goal. Bill 33 was identified as an outstanding issue related to this goal due to the direct impact on our area.
4. **Ensure Sustainable Service Through Sound Fiscal Management:** The Board discussed the APS's adherence to the set budget and ability to tap into external resources such as CPFF and MPIC as evidence that the goal is being actively pursued.

Moving forward, the Board will leave all four core goals in place for 2019 and will add an additional goal of "succession planning". Succession planning has traditionally been a sub-category of goal 2, but it will take on a more direct focus in the coming years.

The included Strategic Plan has additional comments from the Board provided thereon.

## **HIGHLIGHTS**

1. Conducted the Board's first-ever evaluation of the Chief;
2. Approved and finalized a Code of Ethics for Board Members;
3. Moved public meetings to the evening to encourage citizen participation;
4. Adam Mace elected Chair on April 12, 2018;
5. No staff turnover on the APS;
6. Obtained a grant for the purchase of a Drager 5000;
7. Joined CCAIN;
8. Joined trial of HealthIM;
9. Carol Penner appointed to Board on November 29, 2018;
10. Harv Schroeder appointed to Board on November 29, 2018;
11. Archie Heinrichs re-appointed to Board on November 29, 2018;

**STRATEGIC PLAN, INCLUDING RESULTS**

Altona Police Service Multi Year Strategic Plan Results 2018			
GOALS	1. Enhanced public safety through quality core policing services (relationships)	2. Enhanced organizational development to meet future needs (succession)	3. Promote internal and external relationships through proactive communication strategies
			4. Ensure sustainable service through sound fiscal management
	Goal # 1 - Enhance public safety through quality core policing services (relationships)		
	Strategic Objectives/Actions	Performance indicators	Results 2018
	Increase public awareness and knowledge of the Altona Police Service through public outreach - Facebook presence, changing awareness of Public Safety. Full Complement of staff	School resource presentation & support for drills (target maintain current levels)	In 2018 APS conducted Bike Rodeos in both Altona and Plum Coulee. We participated in Ag Safety Days, a WC Miller Job Fair for Grad 9s, worked with Family First, conducted several drug lectures, Fraud Seminars, distributed SOS magazines to Jr and High School. The Chief continues to be involved in community.
		Increased public presences/police visibility including social media	Our FB page continues to be a great resource with over 1,300 followers. We had over 10,000 hits helping us ID someone who lost their keys. Our on-line Bike Registry now has over 2000 bikes registered.
		Regular media updates about Police services and education tips	We continue to have a very good working relationship with local media, town signage.
	Crime Prevention	Follow up on court and release actions	Curfew Check Program has been established. Probation Officer in our office weekly.
	Road Safety (bicycles to motor vehicles)	Public education	Use of media, Face book and electronic signs. Also we were involved in many MPIC RW Programs.
		Provincial Partnerships: MPIC	



Goal # 4- Ensure sustainable service through sound fiscal management		
Strategic Objectives/Actions	Performance indicators	Results
Ensure financial needs meet future demands	Prepare/approve budget Report on budgets with careful examination	2018 overtime was slightly over budget but not as bad as in past years. There were several opportunities for officers to apply to other agencies this year and none departed, this to me is a great indicator that we are in a good spot for officer retention. It is important to maintain these numbers going forward.
	Lobby the government for equitable & fair funding	
Identify gaps/needs in maintaining quality police services	Lobby the Town of Altona Council Lobby appropriate alternate agencies as required: ie CPFF, MPI, Enbridge, ACF. Collaboration with the Municipality of Rhineland regarding single entity policing	We received around \$25,000.00 from CPFF and an additional \$10,000.00 from M.P.I.C. We will continue to tap into those resources. On going training and equipment will be required with the legalization of cannabis.



**BUDGET – 2018**



TOWN OF ALTONA  
Police Department - Consolidated  
For the Twelve Months Ending December-31-18

	Prior Year Actual	Current Year Budget	Current Year Actual	Remaining Budget	% of Budget Spent
<b>REVENUES</b>					
Donations	\$500.00				0%
Police Services to Plum Coulees	126,300.00	137,600.00	137,800.00		100%
Cost Recoveries	13,858.24	10,000.00	11,530.72	(1,530.72)	115%
Police Fines	13,402.06	9,000.00	5,886.00	3,314.00	63%
Criminal Record Checks	3,680.00	4,000.00	3,783.46	216.55	95%
Transfer from Reserves	52,000.00	22,000.00	20,547.78	1,452.22	93%
Conditional Grants - Province	6,695.68		37,955.34	(37,955.34)	0%
<b>Total Revenue</b>	<b>216,435.98</b>	<b>182,600.00</b>	<b>217,103.29</b>	<b>(34,503.29)</b>	<b>119%</b>
<b>EXPENSES</b>					
Salaries & wages	677,383.81	733,400.00	721,245.81	12,154.19	98%
Overtime wages	50,432.55	40,000.00	53,787.74	(13,787.74)	134%
Part time wages	15,051.27	21,000.00	15,212.00	5,788.00	72%
Employee benefits	145,493.41	153,000.00	154,572.99	(1,572.99)	101%
General admin support services	10,299.96	11,300.00	11,300.04	(0.04)	100%
Development & training	3,522.72	5,000.00	3,008.07	1,991.93	60%
Travel & meals	3,965.61	6,000.00	8,464.20	(2,464.20)	141%
Memberships & dues	685.00	700.00	785.00	(85.00)	112%
Uniforms	8,995.20	8,000.00	6,009.33	1,990.67	75%
Safety equipment	5,835.21	4,000.00	3,816.45	1,835.55	95%
Medical expenses		500.00	310.00	190.00	62%
Service awards	910.00	1,050.00	1,050.00		100%
Professional & consultant services	475.00	1,500.00	576.00	925.00	38%
Security guard services	3,036.96	3,000.00	2,842.56	157.44	95%
Dispatch service fees	31,309.92	46,100.00	46,044.00	56.00	100%
Advertising & public relations	2,585.53	3,000.00	2,318.35	681.65	77%
Public liability insurance	1,878.01	2,100.00	2,148.99	(48.99)	102%
I.T. Services & supplies	8,450.82	7,000.00	7,221.15	(221.15)	103%
Other service contracts (incl PROS)	10,307.06	13,000.00	11,369.86	1,630.14	87%
Hydro	7,126.98	7,500.00	8,334.57	(834.57)	111%
Natural gas	836.87	1,500.00	904.02	595.98	60%
Water & sewer services	342.34	700.00	347.29	352.71	50%
General materials & supplies (incl Ammunition)	1,795.20	4,000.00	3,355.60	644.40	84%
Small tools & equipment	13,035.73	5,000.00	5,324.92	(324.92)	106%
Office supplies	3,676.42	4,000.00	3,888.95	111.05	97%
Repairs & maintenance - other	7,675.18	8,000.00	6,921.73	1,078.27	87%
Repairs & maintenance - vehicles/equipment	6,702.11	6,500.00	3,888.58	2,631.42	60%
Fuel & propane	14,168.95	15,000.00	14,788.92	211.08	99%
Postage & freight	579.11	800.00	869.68	(69.68)	109%
Internet & phone	20,656.71	22,000.00	20,624.86	1,375.14	94%
Insurance & registration	3,684.60	4,800.00	2,819.63	1,980.37	59%
Property taxes	3,033.33	3,500.00	3,176.70	323.30	91%
<b>Total Expenses</b>	<b>1,063,932.57</b>	<b>1,142,950.00</b>	<b>1,127,306.99</b>	<b>15,643.01</b>	<b>99%</b>
Surplus / (Deficit)	(847,496.59)	(960,350.00)	(910,203.70)	(50,146.30)	96%
Capital Expenditures		22,000.00	58,803.30	(36,803.30)	266%
<b>Net Surplus / (Deficit)</b>	<b>(847,496.59)</b>	<b>(982,350.00)</b>	<b>(968,707.00)</b>	<b>(13,643.00)</b>	<b>99%</b>
Transfer to Police equipment reserve	30,000.00	25,000.00	25,000.00		100%
Transfer to Police accommodations reserve	10,000.00	5,000.00	5,000.00		100%
<b>NET POLICE DEPARTMENT COSTS</b>	<b>(887,496.59)</b>	<b>(1,012,350.00)</b>	<b>(998,707.00)</b>	<b>(13,643.00)</b>	<b>99%</b>



TOWN OF ALTONA  
Gen Gov't Admin - Police Board  
For the Twelve Months Ending December-31-18

	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Current Year Actual</u>	<u>Remaining Budget</u>	<u>% of Budget Spent</u>
<b>REVENUE</b>					
<b>EXPENSES</b>					
Part Time Wages	\$691.23	\$2,000.00	\$634.91	\$1,365.09	32%
Travel and meals	741.83	1,000.00	130.91	869.09	13%
General materials & supplies	82.92	500.00		500.00	0%
<b>Total Expenses</b>	<b>1,515.98</b>	<b>3,500.00</b>	<b>765.82</b>	<b>2,734.18</b>	<b>22%</b>
<b>Net Surplus\Deficit</b>	<b>(\$1,515.98)</b>	<b>(\$3,500.00)</b>	<b>(\$765.82)</b>	<b>(\$2,734.18)</b>	<b>22%</b>
<b>Net Fund</b>	<b><u>(1,515.98)</u></b>	<b><u>(3,500.00)</u></b>	<b><u>(765.82)</u></b>	<b><u>(2,734.18)</u></b>	<b><u>22%</u></b>

**BUDGET – 2019 PROPOSED**

**Altona Police Department - PROPOSED 2019 BUDGET**

YTD @ Dec 31

<b>POLICE DEPT REVENUES AND EXPENSES</b>		<b>2018 Budget</b>	<b>2018 Actuals</b>	<b>2019 Budget</b>
1-200-200-32150	DONATIONS - POLICE SERVICES			
1-200-200-32180	POLICE SERVICES TO OTHER COMM.	-137,600.00	-137,600.00	-145,700.00
1-200-200-32450	COST RECOVERIES - POLICE	-10,000.00	-11,530.72	-10,000.00
1-200-200-33300	POLICE FINES	-9,000.00	-5,686.00	-9,000.00
1-200-200-33310	CRIMINAL RECORD CHECKS	-4,000.00	-3,783.45	-4,000.00
1-200-200-35700	TSF FROM RESERVES - POLICE (See Capital Expense Budget)	-22,000.00	-20,547.78	-87,000.00
1-200-200-37100	PROV GRANT REV - UNCONDITIONAL PROT SVC		0.00	-473,600.00
1-200-200-37110	PROV GRANT REV - COND PROT SVC		-37,955.34	
	<b>Total Revenues</b>	<b>-182,600.00</b>	<b>-217,103.29</b>	<b>-729,300.00</b>
	<b>Expenditures</b>			
1-200-200-41100	FT - SAL & WAGES POLICE	733,400.00	721,245.81	790,900.00
1-200-200-41110	FT - OVERTIME POLICE	40,000.00	53,787.74	57,000.00
1-200-200-41150	PT - WAGES POLICE	21,000.00	15,212.00	22,000.00
1-200-200-41200	FT - BENEFITS POLICE	153,000.00	154,572.99	161,700.00
1-200-200-41210	PT - BENEFITS POLICE		0.00	
1-200-200-41400	GEN ADMIN SUPPORT SVCS	11,300.00	11,300.04	24,600.00
1-200-200-41500	DEVELOPMENT AND TRAINING	5,000.00	3,008.07	6,000.00
1-200-200-41510	TRAVEL & MEALS	6,000.00	8,464.20	6,000.00
1-200-200-41520	MEMBERSHIPS & DUES	700.00	785.00	800.00
1-200-200-41540	UNIFORMS - PERSONNEL	8,000.00	6,009.33	8,000.00
1-200-200-41550	SAFETY EQUIP - PERSONNEL	4,000.00	3,816.45	4,000.00
1-200-200-41560	MEDICAL EXPENSES	500.00	310.00	500.00
1-200-200-41570	SERVICE AWARDS	1,050.00	1,050.00	1,700.00
1-200-200-42130	PROF. & CONSULTANT SVCS	1,500.00	575.00	1,500.00
1-200-200-42200	SECURITY GUARD SERVICES	3,000.00	2,842.56	3,500.00
1-200-200-42220	DISPATCH SERVICE FEES	46,100.00	46,044.00	48,400.00
1-200-200-42230	ADVERTISING & PUBLIC RELATIONS	3,000.00	2,318.35	3,000.00
1-200-200-42240	PUBLIC LIABILITY INSURANCE	2,100.00	2,148.99	2,200.00
1-200-200-42280	I.T. SERVICES & SUPPLIES	7,000.00	7,221.15	7,000.00
1-200-200-42290	OTHER SERVICE CONTRACTS (PROS)	13,000.00	11,369.86	13,500.00
1-200-200-43100	HYDRO	7,500.00	8,334.57	8,500.00
1-200-200-43200	NATURAL GAS	1,500.00	904.02	1,500.00
1-200-200-43300	WATER & SEWER SERVICES	700.00	347.29	700.00
1-200-200-44120	GENERAL MATERIALS & SUPPLIES (RANGE AMMUN.)	4,000.00	3,355.60	4,000.00
1-200-200-44130	SMALL TOOLS & EQUIPMENT (PHOTOCOPIER)	5,000.00	5,324.92	5,500.00
1-200-200-44140	OFFICE SUPPLIES	4,000.00	3,888.95	4,000.00
1-200-200-44200	REPAIRS & MAINT - OTHER (incl. Condo fees)	8,000.00	6,921.73	8,500.00
1-200-200-44210	REPAIRS & MAINT - VEH/EQUIP	6,500.00	3,868.58	6,500.00
1-200-200-44220	FUEL & PROPANE	15,000.00	14,788.92	15,000.00
1-200-200-46100	AMORTIZATION - PROTECTION		0.00	
1-200-200-48210	POSTAGE & FREIGHT	800.00	869.68	800.00
1-200-200-48220	INTERNET & PHONE	22,000.00	20,624.86	22,000.00
1-200-200-48230	INSURANCE & REGISTRATION (Vehicles)	4,800.00	2,819.63	4,800.00
1-200-200-48240	PROPERTY TAXES PAID	3,500.00	3,176.70	3,500.00
	<b>Total Operating Expenses</b>	<b>1,142,950.00</b>	<b>1,127,306.99</b>	<b>1,247,600.00</b>

**Capital Expenditures**

1-900-900-60210	CONTR TO CAP - POLICE SERVICES	22,000.00	58,503.30	72,000.00
Breakdown of 2018 Capital B	Breakdown of 2019 Capital Budget			
Equipment replacem	Equipment replacement	7,000		7,000
	Vehicle replacement - Crown Vic			65,000
Blinds & Flooring	Replace HVAC unit on Police side of Civic Centre	16,000		15,000

**Transfer to Reserves**

1-900-900-61320	Transfer to Police Equipment Reserve	25,000.00	25,000.00	30,000.00
1-900-900-61420	Transfer to Police Accommodations Reserve	5,000.00	5,000.00	5,000.00

<b>Net Police Department Costs</b>		<b>1,012,350.00</b>	<b>998,707.00</b>	<b>625,300.00</b>
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**HONORARIUMS PAID**

Leanne Braun: \$225.12, February 8, 2018

Adam Mace: \$76.24, February 14, 2018

Don Radford: \$200.13, December 19, 2018

Adam Mace: \$133.42, December 31, 2018

**SUMMARY OF MEETINGS**

Public Meeting: January 9, 2018

Public Meeting: April 12, 2018

Public Meeting: June 14, 2018

Public Meeting: November 29, 2018

Closed Meeting: November 29, 2018

**APPENDIX "A" – POLICE BOARD MEETING MINUTES**



Minutes of the Altona Police Board public meeting held on Tuesday, January 9th, 2018 at 12:00 noon in the Altona Civic Centre Council Chambers.

Present were: Chair Leanne Braun, Adam Mace, Don Radford, Donna Rosling-Wolfers, Chief Perry Batchelor and Delores Loewen.

Absent: Archie Heinrichs,

1. Call to order, approval of the agenda.

**MOTION: Don Radford – moved – Donna Rosling-Wolfers – seconded** that the agenda be approved as circulated.

**CARRIED.**

2. Approval of the minutes –
  - 2.1 Minutes
    - Public Meeting minutes of October 19, 2017
    - Non-Public meeting minutes of November 15th, 2017
    - Strategic Planning Session minutes – December 1st, 2017
    - Non-Public meeting minutes of December 14th, 2017

**MOTION: Donna Rosling-Wolfers – moved – Adam Mace – seconded** that the minutes of October 19, 2017, November 15th, 2017, December 1st, 2017 and December 14th, 2017 be approved as circulated.

**CARRIED.**

3. Business Arising from previous meeting

- 3.1 Approval and adoption of policy changes drafted at the November 15th and December 14th policy meetings:
  - 3.1.1 Chief Evaluation
  - 3.1.2 Complaints Brochure
  - 3.1.3 Strategic Planning
  - 3.1.4 Evaluation of the Board

**MOTION: Adam Mace – moved – Don Radford – seconded** THAT the Board approve changes made to the; Chief Evaluation, Complaints Brochure, Strategic Planning, and Evaluation of the Board as drafted at the November 15th and December 14th policy meetings.

**CARRIED.**

4. Chair's Report:

4.1 Municipal Police Board Policy In Manitoba

Chair Leanne Braun reviewed the Municipal Police Board Policy In Manitoba guidelines provided by the Province.

4.2 Board Evaluation

4.2.1 Board members Conflict of Interest/Oath of Office

Board members reviewed the Board's Conflict of Interest/Oath of Office. Upon reviewed Board members signed their individual copies.

Code of Ethics: Board members reviewed the Appendix C – Members of Police Board – Code of Ethical Conduct.

**MOTION: Donna Rosling-Wolters – moved – Adam Mace – seconded** that the following changes be made to Appendix C – Members of Police Board – Code of Ethical Conduct:

#16 (a) to read as follows: "requires the member to appear before the board and be reprimanded;"

AND under #17 to read as follows: "Board members shall sign, on an annual basis that they have read the Code of Ethical Conduct and are not aware of any undisclosed matters that contravene it."

**CARRIED.**

4.2.2 Board Evaluation template to be reviewed

Chair Leanne Braun reviewed a Board Evaluation template as well as the guidelines in the Manitoba Police Board manual (page 52). Perry and Delores to draft evaluation forms for the individual Board members' performance review as well as a performance review of the Board as a whole.

**MOTION: Donna Rosling-Wolters – moved – Don Radford – seconded** – that the Board develop a self-evaluation forms for the Altona Police Board and to work within the frame work of the template provided to include a two part – personal and Board evaluation, AND THAT both are to include the guidelines set in the Manitoba Police Board manual;

AND THAT the form provide and evaluation of the Board collectively and an Individual assessment.

**CARRIED.**

5. Police Chief

5.1 Monthly Reports – November – December 2017

Chief Batchelor reviewed the November and December 2017 monthly reports.

**MOTION: Adam Mace – moved – Don Radford – seconded – THAT the Board approves November and December 2017 monthly Police Services Reports.**

**CARRIED.**

6. New business

6.1 Public meeting dates for 2018

Thursday, April 12<sup>th</sup>, 2018 at 5:00 p.m.

Thursday, June 14<sup>th</sup>, 2018 at 5:00 p.m.

Thursday, October 11<sup>th</sup>, 2018 at 5:00 p.m.

7. In Camera – Budget report to COTW

**MOTION: Adam Mace – moved – Donna Rosling-Wolfers – seconded to move to In-camera.**

**CARRIED.**

**MOTION: Adam Mace – moved – Donna Rosling-Wolfers – seconded to move out of In-camera.**

**CARRIED.**

**Adjournment** – Chair Leanne Braun moved to adjourn the meeting at 1:20 p.m. and that the next Public meeting to be held on Thursday, April 12<sup>th</sup>, 2018 at 5:00 p.m.

Minutes of the Altona Police Board public meeting held on Thursday, April 12<sup>th</sup>, 2018 at 12:00 noon in the Altona Civic Centre Council Chambers.

Present were: Vice Chair Don Radford, Adam Mace, Donna Rosling-Wolfers, Archie Heinrichs, Chief Perry Batchelor and Delores Loewen.

Absent: Carol Penner.

Gallery: Theresa Figurski and John Dueck.

1. Call to order, approval of the agenda.
  - 4.3 Financial Report
  - 5.1 Board evaluations
  - 5.2 Andrew Miner Correspondence

**MOTION: Donna Rosling-Wolfers - moved - Adam Mace - seconded** that the agenda be approved with the above noted additions.

**CARRIED.**

- 1.1 Board Chair recommendation

**MOTION: Donna Rosling-Wolfers - moved - Archie Heinrichs - seconded** the motion to recommend to that the Town of Altona Council appoint Adam Mace to the position of Chair for the Altona Police Board.

**CARRIED.**

2. Approval of the minutes -

**MOTION: Donna Rosling-Wolfers - moved - Adam Mace- seconded** that the minutes of January 9<sup>th</sup>, 2018 be approved as circulated.

**CARRIED.**

3. Chair's Report

Vice Chair Don Radford reported that it was a very interesting start on the Police Board. He was appointed in October and in January without notice the Provincial government released Leanne Braun from her appointment as the Government appointee, effective immediately. This was the start of the first quarter, just a note of concern it would have been greatly appreciated if the Provincial Government would have advised the Board of their decision regarding the release of their present appointee, with at the

minimum some lead time regarding the change. This would enable the Police Board to be able have an opportunity to provide some guidance through the transition.

In January of 2018 Board members Donna Rosling-Wolters and Don Radford reviewed Chief's evaluation with the Chief Batchelor. Chief Batchelor also presented his self-evaluation. In the end both evaluations brought forth the same conclusion.

3.2 2017 Annual Report – formal approval

Board members reviewed the 2017 Annual Report prior to it be submitted to the Manitoba Police Commission, a formal motion is required.

**MOTION: Adam Mace – moved and Archie Heinrichs – seconded – THAT** the Altona Police Board formally approve the 2017 Annual Report that was reviewed by Board members via circulation by email.

**CARRIED.**

4. Police Chief

4.1 Monthly Reports – January – February 2018

Chief Batchelor reviewed the January – February 2018 monthly reports. Altona Police Services participated in learn to read night at the library and the police also provided another fraud prevention lecture at the Altona Senior Centre. Police presented three lectures at the Gardens on 10<sup>th</sup>, lectures were conducted on three separate days during the month of January. The first lecture was in regards to safe guarding prescription drugs and raising awareness about non-prescription drugs. The second lecture centered on senior driving, and the third centered on fraud prevention.

Financial Statement – March 31<sup>st</sup>, 2018

Chief Batchelor reviewed the March 31<sup>st</sup>, 2018 financial statement.

**MOTION: Archie Heinrichs – moved – Adam Mace – seconded** the approval of the March 31<sup>st</sup>, 2018 Financial Statement as presented.

**CARRIED.**

#### 4.2 2017 Police Service Annual Report

Chief Batchelor reviewed the 2017 Altona Police Service Annual report and noted there was good coverage provided by both local media outlets. The Strategic Plan was designed for the communities of Altona and Plum Coulee through collaboration of the Altona Police Board and the Altona Police Service. All police officers completed their annual qualifications. There were no formal complaints against police in 2017. There was a 1% budgetary overrun due to unexpected overtime costs. Public relations included the Annual Bike Rodeo in Altona and Plum Coulee, Drivers Ed, Ag Safety Days where the Service provided drug lectures to high school students. In 2017, the Altona Police Service purchased and outfitted a new police truck. Over all a good year however as presented in the report Sexual Assault numbers are up considerably over last year, all of those files have been cleared and where appropriate charges laid.

#### 5. New Business

##### 5.1 Board Evaluations

Board members reviewed a template for Board evaluations. They were asked to review the form and forward requests for changes to Delores prior to next meeting. The Board evaluation form will be presented for final review at the next meeting.

##### 5.2 Correspondence from Andrew Milner

Mr. Milner would like to schedule a one on one meeting with the Chairs of the Police Boards to discuss the current status of their police board operations and any current needs that the Board may have.

**Adjournment** –The meeting was adjourned at 1:20 p.m. and the next Public meeting to be held on Thursday, June 14<sup>th</sup>, 2018 at 5:00 p.m.

Minutes of the Altona Police Board public meeting held on Thursday, June 14<sup>th</sup>, 2018 at 5:00 p.m. In the Altona Civic Centre Council Chambers.

Present were: Chair Adam Mace, Vice Chair Don Radford, Donna Rosling-Wolters, Archie Heinrichs, Chief Perry Batchelor and Delores Loewen.

Absent: Carol Penner.

1. Call to order and approval of the agenda

Addition:

4.3 Access to Criminal Courts Automation Information Network (CCAIN)

**MOTION: Archie Heinrichs – moved – Donna Rosling-Wolters – seconded** that the agenda be approved with the above noted addition.

**CARRIED.**

2.1 Approval of the minutes – Minutes – April 12<sup>th</sup>, 2018

**MOTION: Don Radford – moved – Donna Rosling-Wolters – seconded –** that the minutes of April 12<sup>th</sup>, 2018 be approved as circulated.

**CARRIED.**

3. Chair's Report:

Chair Adam Mace reported that he recently met with Andrew Minor the Executive Director for the Manitoba Police Commission. This meeting was basically just introductions for Andrew and Adam.

3.1 Meeting Schedule for 2018

Chair Adam Mace asked Board members to plan future meetings for the remainder of 2018.

At present the next public meeting is scheduled for October 11<sup>th</sup> and in light of the new information received regarding elected officials perhaps a changing the date is required. Board members agreed and rescheduled the October 11<sup>th</sup> meeting to be held Thursday, November 15<sup>th</sup>, 2018. At this meeting budget will require discussion, thus the Board will be holding a non-public meeting to review the proposed 2019 budget and then hold a public meeting at 5:00 p.m.

Board members agreed to hold a meeting on December 6<sup>th</sup>, 2018 to review their Strategic Plan and Police Chief Evaluation.

**MOTION: Don Radford – moved – Archie Heinrichs – seconded** that the Board reschedule the October 11<sup>th</sup> meeting to be held on November 15<sup>th</sup>, 2018 beginning with a non-public meeting at 4:00 p.m. and the public meeting to begin at 5:00 p.m.

AND THAT the Altona Police Board agreed to meet on December 6<sup>th</sup>, 2018 at 5:00 p.m. to review 2018 Strategic Plan and Police Chief Evaluation.

**CARRIED.**

### 3.2 Correspondence – Re: Elected officials

Chair Adam Mace reviewed a letter received from Heather Stefanson, Minister of Justice and Attorney General, that in the case of this fall's municipal election, the leave of absence should take effect on September 19<sup>th</sup>, 2018 for all elected officials that serve as a Board members for the Altona Police Board. Council members that are Board members are required to take a leave the day following the close of the nominations period and continue until a candidate is officially declared to office.

## 4. Police Chief

### 4.1 Monthly Reports – March, April, May, 2018

Chief Batchelor reviewed the March, April and May monthly Altona Police Service reports. The Altona Police Service had the opportunity to participate in the World of Choices / Career day sponsored by W. C. Miller. There were over 400 grade nine students in attendance and this is a great way for our youth to learn about all the options out there.

All officers have completed their first aid training, Taser training and will be holding their fire arm qualifications later this month.

The Service continues to be busy with calls, dealing with break and enters, meth, mental health, etc. Dealing with meth users is a big problem. Recently, the Regional Support Tactical Team assisted in a major seize of meth, contraband and fire arms during a residential search.

**MOTION: Archie Heinrichs – moved – Adam Mace – seconded** – that the Altona Police Service monthly reports for March, April and May as presented.

**CARRIED.**



#### 4.2 Financial statement – May 2018

**MOTION: Donna Rosling-Wolters – moved – Don Radford – seconded** – that the Altona Police Board approve the May 2018 Altona Police Service financial statement as presented.

**CARRIED.**

#### 4.3 Access to Criminal Courts Automation Information Network (CCAIN)

Chief Batchelor reviewed the importance of access to the Criminal Courts Automation Information Network (CCAIN). This is an automated system for disposition of the accused. When Altona opens up a file, it is to remain with Altona, but more and more of the accused move around and so do their files. This is very hard to track on our own, the Criminal Courts Automation Information Network would give the Altona Police Service direct access to see where the accused are and where their files have been moved to. The cost of purchasing access and start-up costs to this program (for two users) \$600.00 plus \$4.00 monthly fee.

**MOTION: Adam Mace – moved – Archie Heinrichs – seconded** – that the Altona Police Board approve the purchase access to the Criminal Courts Automation Information Network (CCAIN) at an estimated cost of \$600.00 plus a \$4.00 monthly fee.

**CARRIED.**

#### 5. New business

##### 5.1 Police Board Governance – Board Evaluations

Chair Adam Mace noted that at the previous meeting Board members were asked to review the Altona Police Board's Board evaluation template. All required changes have been made and now the Board should set a date to review Board's members' evaluations. This process could be included in the December 6<sup>th</sup>, meeting which provides a review of the entire year. Board members agreed to have their Board evaluations completed for review for the December 6<sup>th</sup>, 2018 meeting.

Adjournment AT 5:45 P.M.

**MOTION: Archie Heinrichs – moved – Donna Rosling-Wolters moved** to adjourn the meeting at 5:45 p.m. and that the next meeting of the Altona Police Board be held on Thursday, November 15<sup>th</sup> starting with a non-public meeting at 4:00 p.m. and a public meeting at 5:00 p.m.

**CARRIED.**

Minutes of the Altona Police Board public meeting held on Thursday, November 29<sup>th</sup>, 2018 at 5:00 p.m. In the Altona Civic Centre Council Chambers.

Present were: Chair Adam Mace, Vice Chair Don Radford, Harv Schroeder, Archie Heinrichs, Carol Penner, Chief Perry Batchelor and Delores Loewen.

Town Administration: Terry Fehr.

1. Call to order and approval of the agenda

Chair Adam Mace welcomed new Board members Carol Penner and Harv Schroeder to the Board.

Additions:

- 4.2 Request to have It moved up on the agenda after the approval of the agenda.
- 4.4 Fleet-net Radios
- 5.3 Setting 2019 Meeting dates

**MOTION: Archie Heinrichs – moved – Harv Schroeder – seconded** that the agenda be approved with the above noted addition.

**CARRIED.**

2.1 Approval of the minutes – Minutes – June 14<sup>th</sup>, 2018

**MOTION: Archie Heinrichs – moved – Don Radford – seconded –** that the minutes of June 14<sup>th</sup>, 2018 be approved as circulated.

**CARRIED.**

4.2 Draft 2019 Budget

The Town of Altona Finance Manager Terry Fehr reviewed the 2019 proposed budget. Changes have been made, provincial funding is now coming through the Manitoba Justice department instead of past practice of from the Provincial Finance department. 2019 salaries includes a 6% increase, increase in condo fees, and additional training for 2018 and the provincial funding.

Town Finance manager left the meeting at this point.

**MOTION: Carol Penner – moved Harv Schroeder – seconded – THAT** the Altona Police Board approve the 2019 Draft Budget as presented.

**CARRIED.**

3. Chair's Report:

3.1 Changes In Municipal Police Funding

Chair Adam Mace noted that as presented under Item #4.2 funding for Urban Policing Grants under the Public Safety basket has been transferred to the Department of Justice to allow for better alignment of provincial policy on expected outcomes, and oversight of policing across the province.

3.2 Review of the addendum to MPC Police Board Policy & Procedure Manual

Chair Adam Mace noted that addendums have been made to MPC Police Board Policy & Procedure Manual. Delores was asked to make sure that the Altona Police Board's Policy and Procedure Manual is within the mandates of any changes made by the addendums.

3.3 RSTT Vehicles

Chair Adam Mace reported that due to the vehicles that were being offered for sale by the Winnipeg Police Service were not in accordance with the requirements of the Altona Police Service, there will be no purchase of a RSTT vehicle.

3.4 Drager Drug Tester

Chair Adam Mace noted in order for the Altona Police Service to purchase the new Drager Drug Tester, the Altona Police Board was required to seek approval via a resolution from the Town of Altona. Town Council has approved the purchase. Chief Batchelor noted that at this time, no purchase has been made, as the promised Federal funding is not yet in place.

4. Police Chief

4.1 Monthly Reports – June, July, August, September & October, 2018

Chief Batchelor reviewed the June, July, August, September & October 2018 monthly reports.

**MOTION: Archie Heinrichs – moved Harv Schroeder – seconded – THAT the June, July, August, September and October 2018 monthly reports be approved as presented.**

**CARRIED.**

#### 4.3 CACP Conference Halifax

Chief Batchelor reported on his attendance of the 2018 CACP Conference in Halifax. Chief Batchelor thanked the board for having the opportunity to attend. There were a number of good speakers and presentations on the opioid crisis, cannabis, and new regulations.

#### 4.4 Fleet-net Radios

Chief Batchelor reported on the new agreement with the Province and BELL MTS. This new agreement only covers the actual infrastructure but does not include the cost to municipalities to purchase new radios as the ones presently being used are not compatible with the new system. The average cost of a new radio is \$5,000 (estimated) per unit and the Altona Police Service will need to replace all of their radios. An additional \$50,000 will be allocated to the Police Service's reserve to provide funding to purchase the new radios. The Town of Altona Council members recently met with the Minister of Infrastructure and noted that this new agreement is placing a financial burden on the municipalities due to the need to replace all fleet-net radios throughout the Town this includes, Police, Fire and Public Works departments.

### 5. New business

#### 5.1 Town of Plum Coulee appointment

For information only.

#### 5.2 Town of Altona appointment - Harv Schroeder

For information only.

#### 5.3 Setting meeting dates for 2019

Chair Adam Mace asked Board members is December 6<sup>th</sup> at 5:00 p.m. to hold a review of the 2018 Strategic Plan and Police Chief Evaluation meetings. Board members agreed that December 6<sup>th</sup> will still work but due to a number of conflicts, the time has been changed to 12:00 noon.

Meeting dates for 2019:

Thursday, January 19<sup>th</sup>, 2019

Thursday, April 18<sup>th</sup>, 2019

Thursday, September 19<sup>th</sup>, 2019

Thursday, November 21<sup>st</sup>, 2019

Altona Police Board minutes

Minutes of the Altona Police Board non-public meeting held on Thursday, November 29<sup>th</sup>, 2018 at 5:00 p.m. in the Altona Civic Centre Council Chambers.

Present were: Chair Adam Mace, Vice Chair Don Radford, Harv Schroeder, Carol Penner, Chief Perry Batchelor and Delores Loewen.

Regrets: Archie Heinrichs.

1. Call to order at 12:10 p.m.  
Chair Adam Mace noted that this meeting is intended do the annual review of the Altona Police Board's Strategic Plan. After the meeting Chief Batchelor will be leaving the meeting and Board members are to remain behind to perform the Chief Police's Evaluation.

2. Review of the 2018 Strategic Plan:  
Chief Batchelor highlighted some of the 2018 Altona Police Service's results: GOAL #1- Enhance public safety through quality core policing services (relationships)

- Conducted Bike Rodeos – Altona & Plum Coulee
- Participated in Ag Safety Days,
- W.C. Miller Job Fair
- Worked with Family First
- Conducted serval drug lectures
- Fraud seminars
- Distributed SOS magazines to Junior High and High School
- Chief continues to be involved in commUNITY

The Altona Police Service Facebook account has 1,300 followers. Online bike registrations are now over 2,000. We continue to have a very good working relationship with the local media, town and the sign regarding community education and updates. Curfew Check Program has been established and we have the Probation officer in our office on a weekly basis.

GOAL #2: Enhance organizational development to meet the future needs (succession)

- Training continued, the Altona Police Service now has three officers trained as SFST's brining us in line with Provincial requirements.
- Had training regarding POA and all the new legislation around Cannabis legalization.
- Training in all firearms.
- Chief attended the CACP conference in Halifax

- Sessions in Legalization of cannabis, cyber-crime and many other topics were presented

Succession Planning:

Chief Batchelor noted that this is something the Board needs to review and keep in mind. There are a number of options but the Board will need to determine how they wish to proceed. The Board is solely responsible to find a replacement should the Chief of Police vacate his position. There is some training required through Provincial regulations. Chief Batchelor was asked he speak to his present service members to see if there is any interest in filling the position should it become vacant.

Goal # 3 – Promote internal and external relationships through proactive communication strategies.

- Chief continues to be involved in commUNITY, PEC, CIROC, MACP, CACP, police service involved in RSTT. We received funding again in 2018 from CPFF and MPIC.
- Chief attended several meetings throughout the year as part of CISM and MACP. Bill 33 remains an issue that needs addressing. The Municipality of Rhineland should have received some direction from the Province in June of 2017.

GOAL #4 – Ensure sustainable service through sound fiscal management

- 2018 overtime was slightly over budget
- There were several opportunities for officers to apply to other agencies this year and none departed, this to me is a great indicator that we are in a good spot for officer retention. It is important to maintain these numbers going forward.
- We received around \$25,000 from CPFF and an additional \$10,000 from MPIC. We will continue to tap into those resources.
- Ongoing training and equipment will be required with the legalization of cannabis.

Chief Batchelor noted that the Altona Police Service has been invited to participate in a pilot project. HELPIAM is an app available to assist Officers when dealing with mental health individuals. More information will be available on this program at the January Police Board meeting.

Chair Adam Mace asked Board members for any changes they would like to see:

Changes:

That Succession Planning be separated from Goal #2 and become Goal #5.  
Remove: To establish a strategic cycle policy.

Remove: Under Goal #4 remove lobbying the government for equitable and fair funding.

An additional possible budgetary impact for the Altona Police Board is the Delores Loewen will be retiring in January and her Administration position will need to be filled. Perry to contact Morden and Winkler to see who is there Administrative Assistant and Adam to contact the Town of Altona.

Due to the length of the meeting and other commitments of the Board members, the Police Chief Evaluation review will take place on Thursday, January 17<sup>th</sup>, 2019 at 4:30 p.m. just prior to the Altona Police Board's public meeting scheduled for that date starting at 5:00 p.m. Chair Mace will forward all information to Board members for their review prior to the meeting.

Adjournment at 1:30 p.m.