



**OPEN LETHBRIDGE REGIONAL POLICE COMMISSION MEETING  
MINUTES  
April 24<sup>th</sup>, 2013  
4:00 p.m. – Lethbridge Council Chambers**

**In Attendance**

**Doug McLaughlin, Chair**

**Sandy McKay**

**Lee Cutforth**

**Councilor Sherrie Duda**

**Alderman Liz Iwaskiw**

**Alex Hann**

**Alderman Tom Wickersham**

**Marion Wiebe**

**Adam Zanon**

**Chief McKenzie**

**Inspector Ascroft**

**Inspector Catonio**

**Inspector Cove**

**Inspector Kaye**

**Dan Paskuski**

**Kristen Harding**

**Monica Elder (Recording Secretary)**

- 1) Meeting Called to Order
  - Meeting was called to order by Chair, Doug McLaughlin at 4:03 p.m.
- 2) Approval of Agenda
  - Additions to agenda
    - 6(e) CAPB Donation – Doug McLaughlin
    - 6(f) Quarterly update on Goals and Objectives – Chief McKenzie
  - **Motion by Councilor Duda, Seconded by Mr. Hann that the agenda be approved as amended.....Carried.**
- 3) Enquiries by the Public
  - None
- 4) Minutes of the March 27<sup>th</sup>, 2013 Open Meeting
  - a) Approval of Minutes
    - **Motion by Mr. Hann, Seconded by Mrs. Wiebe that the minutes be adopted as circulated.....Carried.**
- 5) Business Arising
  - a) ALERT Update – Inspector Catonio
    - CFSEU members continue take down of targets, conducted search warrants last week.
    - ALERT working to manage reduction in funding by \$7 million – attended meeting on Monday and will meet again next Tuesday.

- b) Building Expansion Update – Inspector Ascroft
  - o Council met on April 2 and approved a consortium of Alvin Fritz Reinhard Architects and Stantec Architecture to design the expansion of the building. The next step is the actual design of the building with input from staff as to needs. Will be heavily involved in business continuity planning. Parking will be issue and several units will need to move to other buildings during construction phase.
  - o Meeting scheduled for Friday to discuss recommendations to Council for construction manager.
  - o Geotechnical test hole drilling has been scheduled for end of month.
  
- 6) New Business
  - a) Town Hall Meeting – Chief McKenzie
    - o Chief McKenzie distributed an Executive Summary to Commission members for their review prior to the next meeting.
    - o **Motion by Alderman Iwaskiw, Seconded by Mr. Cutforth that the Town Hall Meeting summary be tabled to the May 29<sup>th</sup> meeting.....Carried.**
  
  - b) 2012 Annual Report – Chief McKenzie
    - o Chief McKenzie advised he brought the report forward in draft form for Commission's approval. This allows opportunity for earlier distribution than waiting for the next meeting. He added it will be proof read again and there might be some minor changes.
    - o **Motion by Alderman Wickersham, Seconded by Mr. Zanoni to approve the draft 2012 Annual Report and that the final report will be brought forward at the next meeting.....Carried.** For clarity, Alderman Wickersham advised the Annual Report can be posted on the website and distributed once completed, but the final copy will also be distributed to Commission.
  
  - c) Calls for Service – Inspector Kaye
    - o Inspector Kaye pointed out an error – Total YTD should read 6803 instead of 4215. Fairly consistent with previous year.
    - o Selected crimes – thefts have decreased 15% and mischiefs have decreased almost 50% for same time period as last year.
    - o Top calls for Service continue to be quality of life calls – disturbances, alarms.
    - o Collisions, staffing levels consistent.
    - o Violation tickets have decreased – attributed to lost numbers of days for photo enforcement due to equipment failure. Equipment has been repaired and fully operational.

- d) Financial Report – Chief McKenzie
  - Financial Report for quarter ended March 31, 2013. City of Lethbridge financial reports have not been processed for the month of March; therefore report is based on January and February actuals and projections for the month of March.
  - Reporting period January 1, 2013 to March 31, 2013 reflects an overall surplus of \$157,000.
  - Revenue accounts generated a surplus of \$60,000.
  - Wage accounts generated a surplus of \$5,300.
  - Other Operating Expenses generated a surplus of \$91,700.
  - Discussion ensued regarding Vehicle Leasing and Maintenance. Vehicles are owned by City of Lethbridge and each business unit leases back from Fleet Services. Fleet Services responsible for maintenance, gas, etc. LRPS continues to compile more kilometers than anticipated and higher fixed rate costs for 2012 replacements roll forward into 2013 and 2014. Inspector Kaye and Mr. Paskuski continue to have discussions with Fleet.
  
- e) CAPB Sponsorship – Doug McLaughlin
  - CAPB is requesting donation to assist with cost of conference. LRPC has sponsored in previous years.
  - **MOTION by Mrs. Wiebe, Seconded by Mr. McKay to make a donation to support the CAPB Conference in the amount of \$1500 .....Carried.**
  
- f) Update 6 Month Goals, Divisional Overview of Performance Indicators – Chief McKenzie.
  - Chief McKenzie advised we currently report every 6 months but Commission policy indicates we should report quarterly.
  - Chief McKenzie – Office of Chief
    - Attended Economic Summit in Ottawa. Continue to look at more efficient effective programing.
    - Hosted Town Hall meeting, will host Commission retreat to work on strategic and business plan for next budget cycle.
    - Fiscal oversight continues.
    - Continue to work towards CALEA – next onsite December.
    - Continue to look at promotion process, performance indicators, and evaluation process.
    - API3 goal will be removed.
    - New website is up and running. Continue to look at social media strategy.
    - Deputy Chief's position is underway.
  - Inspector Kaye – Community Policing Division
    - DDACTS will be rolled out shortly – deploy officers to high crime areas to deter it.
    - New support shift added to shifting - will have more officers on the street when needed.

- Reviewing units in CPD to see if they are doing what they are intended to be doing.
      - Developed a consistent plan for media and daily bulletin.
      - Working on cell block issues due to building expansion.
      - Software purchased to help with DDACT model – will be able to deliver real time info to members prior to them going out on the street.
    - Inspector Cove – Support Services Division
      - Running 22 initiatives at commencement of 2013. Completed data dump from Collision Reporting Centre into RMS.
      - RMU Supervisor has been hired.
      - Advanced LRPS employee access to City of Lethbridge CityWise intranet to allow for better access and dissemination of City of Lethbridge information and employee resources.
      - Re-establishing servers, upgrades to IT hardware, software.
    - Inspector Catonio – Criminal Investigation Division
      - Have a member from Community Corrections Probation Branch working alongside High Risk Offenders Unit.
      - Member has been assigned and has been training in the newly established Forensic Computer Examiner position.
      - Have engaged services of polygraphist.
    - Inspector Ascroft – Administrative Services Division
      - Training Unit has been directed to utilize electronic format to reduce costs. Firearms Simulator has been utilized to complete Taser re-certifications.
      - Developed in-service Mental Health Training – will be incorporated into spring Recruit training.
      - Leadership training will be incorporated into policy with expectation of leadership courses for all supervisory ranks.
      - Continue work on CPO Program to reduce labour costs.
      - Policy rewrite in progress.
      - Managing building expansion.
    - Chief McKenzie advised the Executive Retreat will be held in June – will provide update at June meeting.
- 7) Enquiries by the Police Commission
- None
- 8) Enquiries by the Public
- None
- 9) Meeting Adjournment
- **Motion by Mr. Cutforth, Seconded by Councilor Duda that the meeting be adjourned at 5:03 p.m. ....Carried.**