

LETHBRIDGE POLICE COMMISSION MEETING
MINUTES

Wednesday, February 26, 2020
Council Chamber, City Hall
6:00 p.m.

In Attendance:

Commission Members:

Chair Simon Griffiths, Vice-Chair Rob vanSpronsen, Members Dawna Coslovi, Rachel Hopf, Victoria Chester, Bruce Thurber, Diane Conley, Chris Spearman and Blaine Hyggen

Lethbridge Police Service Executive:

Chief Scott Woods, Inspector Jason Walper, Inspector Russell Lawrence and Acting Inspector Dwayne Smith

Other:

Lethbridge Police Service Finance Manager Kamran Ali, Executive Assistant to the Chief of Police Carmen Hellowell, Lethbridge Police Service Communications Manager Kristen Harding, and Administrative Assistant to the Police Commission Tara Cryderman

1. Meeting Called to Order

Chair Griffiths opened the meeting of the Lethbridge Police Commission for February 26, 2020, the time being 6:04 pm.

2. Reconciliation Statement

Chair Griffiths read the Reconciliation Statement.

3. Conflict of Interest Declaration

Chair Griffiths called for a Declaration of Conflict of Interest. None were noted.

4. Approval of Agenda

Moved by Rachel Hopf, seconded by Victoria Chester that the Agenda for the February 26, 2020 Lethbridge Police Commission Meeting be amended, the amendments as follows:

Addition to Policy Committee Report – Police Commission Evaluation Results Process;
Addition to New Business 18a – AAPG 2020 Membership;
Addition to New Business 18b – 2020 Meeting Schedule of Police Commission;
Addition to New Business 18c – Oath of new Members of Police Commission;

And that the agenda for February 26, 2020, be approved, as amended.

Carried

5. Approval of Minutes

a. Minutes of January 29, 2020, Special Meeting

Moved by Victoria Chester, seconded by Dawna Coslovi, that the Minutes of the January 29, 2020 Special Meeting be amended, the amendment as follows:

Edit the attendance to reflect that Dawna Coslovi and Blaine Hyggen were not in attendance for this meeting;

And that the Minutes be approved, as amended.

Carried

b. Minutes of January 29, 2020, Regular Meeting

Moved by Victoria Chester, seconded by Rachel Hopf, that the Minutes of the January 29, 2020 Meeting be amended, the amendments as follows:

Page 3 – 10.a.i. - Website Committee

- Amend to reflect that a written report was provided for consideration

Page 6 – 19.b. – Operational Review

- Correct wording to read "...possibility that the Lethbridge Police Commission be included in the third phase ..."

And that the Minutes be approved, as amended.

Carried

6. Business Arising from Previous Minutes

Moved by Chris Spearman, seconded by Rob vanSpronsen, that the January 29, 2020 presentation by Brian Loewen, titled Municipal Police Commission Statutory Provisions, be referred to the Policy Committee for further review and consideration.

Carried

7. Professional Development Session

- **Freedom of Information and Protection of Privacy (FOIP), Exceptions to Disclosures To Allow for Closed Sessions Presentation from David Sarsfield**

Moved by Diane Conley, seconded by Victoria Chester, that Mr. Sarsfield be thanked for his presentation;

And that the presentation be received as information.

Carried

8. Standing Items

a. Committee Reports

1) Finance Committee

Nothing to report at this time.

2) Policy and Governance Committee

The Minutes of the February 11, 2020 Policy and Governance Committee were presented for information.

Moved by Victoria Chester, seconded by Chris Spearman, that each committee review the results of the Police Commission Member Evaluation to determine if their own policies / procedures / training programs can be revised.

Carried

3) Website Committee

Moved by Victoria Chester, seconded by Blaine Hyggen, that the Lethbridge Police Commission continues with the current website and one – year hosting contract with Tride Media, but remove the Commission Only portal;

And that the Lethbridge Police Commission cancels its contract with Digital Boundary Group;

And further that the Lethbridge Police Commission selects Cloud-based Office 365 Business Essentials (Outlook monthly), for their email boxes, at an annual expenditure not to exceed \$1,000.

Carried

4) **HR Committee**

Moved by Bruce Thurber, seconded by Dawna Coslovi, that the Human Resource Committee be directed to submit their single preferred candidate to the Police Commission for consideration for the position of Chief of Police.

Carried

Moved by Dawna Coslovi, seconded by Victoria Chester, that the Human Resources Committee report be received as information.

Carried

b. **Criminal Investigation Division Update**

Moved by Bruce Thurber, seconded by Victoria Chester, that the Criminal Investigation Division Update Report, dated February 26, 2020, be received as information.

Carried

c. **Calls for Service and Community Issues**

Moved by Dawna Coslovi, seconded by Diane Conley, that the Calls for Service and Community Issues Report, for the month of January 2020, be received as information.

Carried

d. **Monthly Compliments**

Moved by Dawna Coslovi, seconded by Rachel Hopf, that the Monthly Compliments verbal report, provided by Chief Woods, be received as information.

Carried

e. LPA Communication

Moved by Dawna Coslovi, seconded by Rob vanSpronsen, that the letter from the Lethbridge Police Association, be received as information.

Carried

f. Alberta Association of Police Governance (AAPG) Report

Moved by Blaine Hyggen, seconded by Rachel Hopf, that discussions regarding hosting the AAPG Annual General Meeting and Conference for Spring 2022, be postponed to the March 25, 2020 Police Commission Meeting for further discussion and consideration.

Carried

Moved by Diane Conley, seconded by Rob vanSpronsen, that the AAPG Report be received as information.

Carried

9. Boards, Commissions and Committee (BCC) Days – April 27, 2020

Moved by Rob vanSpronsen, seconded by Dawna Coslovi, that the email regarding BCC day, scheduled for April 27, 2020 be received;

And that Simon Griffiths and Tara Cryderman be directed to prepare the report, and return the draft report for review and consideration at the March 25, 2020 Commission Meeting.

Carried

10. Professional Standards 2019 Annual Report

Moved by Rachel Hopf, seconded by Dawna Coslovi, that Sgt. Trevor Sheppard be thanked for his presentation;

And that the Professional Standards 2019 Annual Report be received as information.

Carried

11. Lethbridge Police Service 12-Month Goals

Moved by Rachel Hopf, seconded by Diane Conley, that the Lethbridge Police Service 12-Month Goals, be received as information.

Carried

12. Attendance to Canadian Association of Police Governance (CAPG) Annual Conference

Moved by Dawna Coslovi, seconded by Diane Conley, that Rob vanSpronsen, Victoria Chester, Dawna Coslovi, Diane Conley, Blaine Hyggen and Tara Cryderman be authorized to attend the CAPG Annual Conference, scheduled for August 20-23, 2020 in Victoria, BC.

Carried

13. Correspondence

Moved by Dawna Coslovi, seconded by Rob vanSpronsen, that the letter from WCHS Council, dated January 27, 2020, and the letter from Lethbridge Police Service, dated February 6, 2020, be received as information.

Carried

14. Communication to Council

Nothing was mentioned.

15. Inquiries by the Police Commission to the Police Executive

Rob vanSpronsen

Inquired about the "Own Your Zone" Program.

Victoria Chester

Inquired about the Lethbridge Police Association and the Seniors Police Officer collective bargains, and whether these need to be returned to the Commission for recommendation prior to ratification by Lethbridge City Council.

Blaine Hyggen

Inquired about the information that Dr. Em Pijl was requesting from the Lethbridge Police Service for the Urban Social Issues Study.

16. Inquiries from the Public

Merv Hudemka

Mr. Hudemka inquired about whether emergency service vehicles carry dash camera, and commented on the procedure drivers should follow when an emergency vehicle is approaching them

Tony Sprado

Mr. Sprado spoke to an application for a written transcription of a 4-Day Public Hearing that occurred in January 2016, in which he has been denied multiple times.

Moved by Rachel Hopf, seconded by Dawna Coslovi, that the Police Commission direct the Lethbridge Executive to investigate the issues raised by Mr. Sprado, and to report such findings back to the Commission.

Carried

September Mark

Ms. Mark spoke to an incident that occurred, which was quite personal in nature. Upon hearing the issue, Chair Griffiths interrupted Ms. Mark, and suggested that rather than share a private incident in an open public forum, that Ms. Mark contact Public Complaint Officer Rob vanSpronsen. Mr. vanSpronsen then met with Ms. Mark to provide his contact information.

17. In Camera Discussions

The Lethbridge Police Commission met in private to discuss items pursuant to the provision of the *Freedom of Information and Protection of Privacy Act*.

Moved by Dawna Coslovi, seconded by Blaine Hyggen, that the Police Commission move into closed session, the time being 4:06 pm, pursuant to provisions of the *Freedom of Information and Protection of Privacy Act*.

Carried

Moved by Rob vanSpronsen, seconded by Bruce Thurber, that the Police Commission Closed Session – Commission Only be adjourned, the time being 4:52 pm.

Carried

The Lethbridge Police Commission, Lethbridge Police Executive and Staff Members met in private to discuss items pursuant to the provision of the *Freedom of Information and Protection of Privacy Act*.

Moved by Dawna Coslovi, seconded by Blaine Hyggen, that the Police Commission Meeting move into Closed Session, the time being 5:14 pm.

Carried

Moved by Victoria Chester, seconded by Dawna Coslovi, that the Police Commission Meeting Closed Session be adjourned, the time being 5:47 pm.

File No. 037-19 Update

Commission Members
Administrative Assistant

Moved by Dawna Coslovi, seconded by Bruce Thurber, that the Lethbridge Police Commission direct the Public Complaints Director to respond as directed during the Closed Session discussions;

And that this item, and discussion, remain confidential, pursuant to Sections 17, 18, 20 and 24 of the *Freedom and Information and Protection of Privacy Act*.

Carried

Invitation to Meet – City Council

Commission Members
Administrative Assistant

Moved by Rob vanSpronsen, seconded by Victoria Chester, that the Lethbridge Police Commission accept the invitation to meet from the Lethbridge City Council, scheduled for March 30, 2020.

Carried

Professional Standards Unit Monthly Report

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Bruce Thurber, seconded by Dawna Coslovi, that the Professional Standard Unit Monthly Report, for the month of February 2020, be received as information;

And that this Report remain confidential, pursuant to Sections 17, 18 and 20 of the *Freedom and Information and Protection of Privacy Act*.

Carried

File No. 2019-027

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Rob vanSpronsen, seconded by Diane Conley, that
File No. 2019-27 be extended to March 25, 2020;

And that the Report remain confidential, pursuant to Sections 17, 18 and
20 of the *Freedom and Information and Protection of Privacy Act*.

Carried

File No. 2019-051

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Rob vanSpronsen, seconded by Victoria Chester, that
File No. 2019-51 be extended to April 29, 2020;

And that the Report remain confidential, pursuant to Sections 17, 18 and
20 of the *Freedom and Information and Protection of Privacy Act*.

Carried

2019 Lethbridge Police Service Annual Report

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Dawna Coslovi, seconded by Rachel Hopf, that the
2019 Lethbridge Police Service Annual Report be approved for
publication.

Carried

2019 Grievance Analysis Report

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Dawna Coslovi, seconded by Diane Conley, that the 2019 Grievance Analysis Report, be received as information, subject to the amendments as directed during the Closed Session;

And that the Report remain confidential, pursuant to Sections 17, 18 and 20 of the *Freedom and Information and Protection of Privacy Act*.

Carried

2020 Focus Initiatives

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Rachel Hopf, seconded by Dawna Coslovi, that the 2020 Focus Initiates, be received as information;

And that the Report remain confidential, pursuant to Sections 17, 18 and 20 of the *Freedom and Information and Protection of Privacy Act*.

Carried

Monthly Compliments – January 2020

Commission Members
Lethbridge Police Service Executive
Lethbridge Police Service Finance Manager
Executive Assistant to the Chief of Police
Lethbridge Police Service Communications Manager
Administrative Assistant

Moved by Diane Conley, seconded by Blaine Hyggen, that the Monthly Compliments, for the Month of January 2020, be received as information;

And that the Report remain confidential, pursuant to Sections 17, 18 and 20 of the *Freedom and Information and Protection of Privacy Act*.

Carried

18. New Business

a. AAPG 2020 Membership and Invoice

Victoria Chester declared a conflict of interest, and did not vote on this issue.

Moved by Rachel Hopf, seconded by Dawna Coslovi, that the AAPG Annual Membership be renewed for 2020;

And that the invoice for membership fees be paid.

Carried

b. 2020 Police Commission Meeting Schedule

Moved by Victoria Chester, seconded by Rachel Hopf, that the 2020 Police Commission meeting schedule be referred back to the Policy Committee for further consideration regarding start times for the meeting.

Defeated

Moved by Dawna Coslovi, seconded by Chris Spearman, that the Policy regarding Police Commission Meeting Times be amended to remove a specific start time, but ensure that start time of the public portion of the Police Commission Meetings remain at 6:00 pm.

Carried

c. Official Oath for New Commission Members

It is noted, for the record, that new Commission Members Diane Conley, Blaine Hyggen and Bruce Thurber took their Official Oaths for the Lethbridge Police Commission on January 7, 2020.

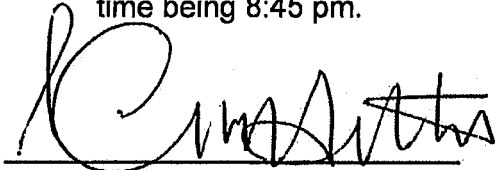
19. Next Meeting

The next meeting is scheduled for March 25, 2020.

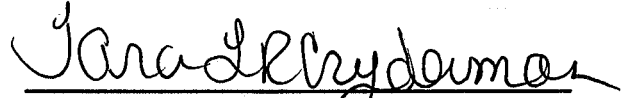
20. Meeting Adjournment

Moved by Victoria Chester, seconded by Dawna Coslovi, that the Lethbridge Police Commission Meeting for February 26, 2020 adjourn, the time being 8:45 pm.

Carried



Simon Griffiths, Chair



Tara Cryderman, Recording Secretary