

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 19, 2015**

**Attendees:** Peter Bouwsema, City of Lacombe Councillor  
Tammy Gagnon, Vice-Chair  
Robert Huff, Commission Member at Large  
Donna Korpess, Commission Member at Large  
Tom Tack, Commission Member at Large  
John Walker, Commission Member at Large

**Regrets:** Jonathan Jacobson, Chair

**Others:** Chief Steve Murray, Lacombe Police Service  
Inspector Lorne Blumhagen, Lacombe Police Service  
Norma MacQuarrie, Chief Administrative Officer (Item 9 only)  
Ross Pettibone, Recording Secretary

**1. Call to Order**

Tammy Gagnon called the meeting to order at 9:08 A.M.

**2. Adoption of Agenda**

The Agenda was adopted as amended to add Item 7.4 (L.P.S. Policy).

*MOVED* by Donna Korpess that the agenda be adopted as amended.

**CARRIED UNANIMOUSLY**

**3. Adoption of Minutes**

3.1 June 24, 2015 Meeting Minutes

*MOVED* by Robert Huff that the June 24, 2015 Minutes be adopted as presented.

**CARRIED UNANIMOUSLY**

**4. Presentations**

None.

**5. Reports**

**5.1 Chief of Police Monthly Report-July 10, 2015 – August 14, 2015**

5.1 a PROS Mayor's Report – June and July 2015.

5.1 b Crime Severity Index – May 2015.

5.2 General Ledger Department Report - (Period 6-July 9, 2015 and Period 7, -August 12, 2015)

5.3 Public Complaints Director Report (Verbal – Nothing to Report)

**Discussion Items / Action Plans:**

Chief Murray provided the Commission with an overview of activities, complaints, policy/operational statistical information, and human resources. The following items from the above reports were discussed by Commission members:

- Chief Murray reported on a pending decision to repair fleet hail damage with one windshield replaced to date.
  - Chief Murray reported on statistical trends from data gathered from the community survey and regional crime statistics in general. A media release would be prepared in conjunction with the Mayor and Commission Chair. A statistical summary of community responses was provided for information.
- 5.4 Policy Facility Update
- Chief Murray updated the Commission on Police Facility construction progress and ground preparation.
- 5.5 An update was provided on the School Resource Officer program, to which Wolf Creek Public School Board had recently committed for an additional year. The Chief and Chair would attend an upcoming Board meeting. Stakeholder committee meetings will be held on a regular basis. It was suggested the SRO Report be shared with School Councils in Lacombe.

**MOVED** by *Peter Bouwsema* to accept all reports (5.1/5.2/5.3/5.5) as presented.

**CARRIED UNANIMOUSLY**

**6. Old Business**

6.1 July 15 LPC Agenda Reports

Accepted above with current reports.

6.2 LPS 2016-2018 Human Resources Plan – Annual Review

Chief Murray presented the 2016-2018 H.R. Plan to Commission members, discussing a proposed additional officer in 2016 to operate at full capacity, allow for leadership opportunities, and reduce needs for backfilling absences. Chief Murray also informed members of requirements for support staff should in-house dispatch be adopted.

**MOVED** by *John Walker* to accept the LPS 2016-2018 Human Resources Plan as presented.

**CARRIED UNANIMOUSLY**

6.3 LPC Annual Plan

Commission members deferred the review of the draft LPC Annual Plan until next meeting (September 16).

- 6.4 Police Facility Contract Award  
(Information Only/Completed in 6.1).
- 6.5 Lacombe Police Commission Self Assessment Results  
Commission members deferred discussion of self assessment results until next meeting (September 16).
- 6.6 Monthly Commission Sub-Committee Updates  
Commission members reported on work progress for their subcommittees.

- Administrative Support: Tammy Gagnon and Donna Korpass provided a proposal for funding with salary budget figures and draft job description for review and budget discussion at the September 16 Commission meeting.

**MOVED** by *Peter Bouwsema* to accept the proposal for funding a half time Executive Director as presented for inclusion in the Budget.

**CARRIED UNANIMOUSLY**

- Professional Development: Nothing to report.
- Public Complaint Director: Tom Tack informed members public complaint director duties would be finalized for incorporation into policy at the September 16 Commission meeting.
- Commissioner Selection Sub-committee: Councillor Bouwsema provided a Commission Member Competency Matrix hand-out to assist in Commissioner selection, for discussion next meeting. Bylaw 78 would be forwarded to Council following final review of updates to Section 3(7)(b) at the next September 16 Commission meeting.

## **7. New Business**

- 7.1 Quarterly Strategic Plan Review  
The Quarterly Strategic Plan review was deferred to the next September 16 Commission meeting.
- 7.2 Annual Provisional Budget Preparation (for approval by Sep 30, due Oct 1)  
Commission members scheduled the afternoon for budget preparation and discussion of service levels immediately following the next September 16 Commission meeting.
- 7.3 Lacombe Police Commission Bylaw 78.7 Amendments  
Deferred to September 16 pending input on Section 3(7)(b) from the Provincial Public Complaint Director (per Item 6.6 Commissioner Selection Sub-committee).
- 7.4 Clothing and Equipment Policy and Procedures  
Chief Murray presented an updated Clothing and Equipment Policy to Commission members.

**MOVED** by *John Walker* that the Commission approve the amended Clothing and Equipment policy as presented.

CARRIED UNANIMOUSLY

**8. Information**

**8.1 Next Meeting**

September 16, 2015, 9:00 a.m.

**MOVED** by Peter Bouwsema that the Commission confirm its next meeting for September 16, 2015 at 9:00 a.m.

CARRIED UNANIMOUSLY

**9. In Camera**

**MOVED** by Donna Korpess that the Commission move In Camera at 10:53 a.m. to discuss three personnel items.

CARRIED UNANIMOUSLY

*Chief Murray and Inspector Blumhagen absent between 11:10 a.m. and 11:38 a.m.*

**MOVED** by Donna Korpess that the Commission return to open meeting at 11:41 a.m.

CARRIED UNANIMOUSLY

**MOVED** by Peter Bouwsema that the Commission requires that prior to contract renewal an accrued vacation time reduction plan be presented with the option of payout in lieu of time off, for approval by the Commission.

CARRIED UNANIMOUSLY

**10. Emerging Items**

(None)

**11. Adjournment**

**MOVED** by Peter Bouwsema to adjourn the meeting at 11:44 a.m.

CARRIED UNANIMOUSLY

**NEXT MEETING** of the LPC is scheduled for 9:00 A.M., September 16, 2015.

  
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Chairperson

  
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Secretary