

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 13, 2016**

Attendees: Jonathan Jacobson, Chair
Peter Bouwsema, City of Lacombe Councillor
Tammy Gagnon, Vice-Chair (*from 9:40 a.m.*)
Luke Bannis, Commission Member at Large
Judy Lucht, Commission Member at Large
John Walker, Commission Member at Large

Others: Chief Steve Murray, Lacombe Police Service
Inspector Lorne Blumhagen, Lacombe Police Service
Ross Pettibone, Recording Secretary

Regrets: Robert Huff, Commission Member at Large

1. Call to Order

Jonathan Jacobson called the meeting to order at 9:10 A.M.

2. Adoption of Agenda

The Agenda was adopted as amended to include information Item 8.2 (Admin Assistant Update), and New Business Items 7.8 (Bylaw 78 Revisions), 7.9 (Additional Officer) and 7.10 (2016-2018 Business Plan).

MOVED by Peter Bouwsema that the agenda be adopted as circulated

CARRIED UNANIMOUSLY

3. Adoption of Minutes

3.1 December 16, 2015 Meeting Minutes were approved as presented.

MOVED by John Walker that the December 16, 2015 Minutes be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

None

5. Reports

5.1 Chief of Police Monthly Report-December 12, 2015 – January 8, 2016

- 5.1 a PROS Mayor's Report – December 2015
- 5.1 b Lacombe Police Service Community Peace Officer Traffic Unit Report – December, 2015.
- 5.1 c School Resource Officer Report and Statistics/Charity Check stop – December, 2015

- 5.2 General Ledger Department Report/Payments - (to January 6, 2016)
- 5.3 Public Complaints Director Report / 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 briefly summarized standard agenda reports and processes for budget, receiving complaints, Community Peace Officers, and the School Resource Officer (SRO) program for new Commission members. A motion was expected at the next school board meeting to extend the SRO program.
- Chief Murray reported on his activities with the Canadian Association of Chiefs of Police and a submission to government to be forwarded on marijuana use.
- Chief Murray reported on a meeting with the Ministerial association to discuss crime prevention.
- Chief Murray reported on activities of the Lacombe community watch and rural crime watch association.
- Commission members were informed a replacement patrol vehicle had arrived and on expense savings through the use of a dedicated vehicle for administrative purposes.
- Chief Murray submitted a draft 2016 – 2018 business plan for review.
- Additional credit cards were discussed to facilitate larger purchases.

MOVED by *John Walker* that one additional credit card with a \$5,000 limit be requested for Inspector Blumhagen and that the Chief's card limit be increased to \$5,000.

CARRIED UNANIMOUSLY

MOVED by *Tammy Gagnon* to accept all reports (5.1/5.2/5.3) as presented.

CARRIED UNANIMOUSLY

- 5.4 Policy Facility Update
Chief Murray reported that the police facility was ahead of schedule with no budget concerns.

6. Old Business

- 6.1 LPC Policy Manual Annual Review
Commission members were informed that bulleting and numbering in the draft 2015 LPC Policy Manual had been reformatted in section 2.9 for consistency.

MOVED by *Peter Bouwsema* that the Commission accept the Lacombe Police Commission Policy Manual as amended.

CARRIED UNANIMOUSLY

7. New Business

- 7.1 New Member Oaths/Orientation
Chief Murray administered the oath of office for new Police Commission appointees Judy Lucht

and Luke Bannis. The new members were informed that the Vice-Chair would be in contact to complete an orientation.

7.2 Election of Chair/Vice-Chair

Vice-Chair Gagnon opened nominations for Lacombe Police Commission Chair.

MOVED by Peter Bouwsema to nominate Jonathan Jacobson as Chair.

CARRIED UNANIMOUSLY

MOVED by John Walker that nominations cease.

CARRIED UNANIMOUSLY

Chair Jacobson opened nominations for Lacombe Police Commission Vice-Chair.

MOVED by John Walker to nominate Tammy Gagnon as Vice-Chair.

CARRIED UNANIMOUSLY

MOVED by Peter Bouwsema that nominations cease.

CARRIED UNANIMOUSLY

7.3 Schedule of Meetings

Commission members reviewed 2016 meetings and scheduled meetings from 9:00 a.m. to 12:00 p.m. for the third Wednesday of the month, with the December meeting on December 14th.

MOVED by John Walker to accept the meeting dates as amended.

CARRIED UNANIMOUSLY

7.4 Annual Strategic Plan

Commission members reviewed two ongoing items from the Strategic Plan. Item 1.5 Regional Training Center was revised for completion by March 2017. Item 2.6 Responsibility for Traffic Enforcement/Compliance programs supporting a safe and desirable community with business model, was updated to Q2 2016 and deferred for discussion by LPC on May 18. The traffic safety feasibility review/business model was revised for completion by Q2 of 2017. The Chair will circulate the updated Strategic Plan.

MOVED by Peter Bouwsema to accept the Strategic Plan review for information.

CARRIED UNANIMOUSLY

7.5 2015 LPC Annual Report

Commission members deferred the 2015 LPC Annual Report pending placement of an administrative assistant.

7.6 LPC Annual Plan

Commission members agreed to defer discussion of the Annual Plan and related items to a separate Strategic Planning meeting (subsequently scheduled to be held February 10 at 9:00 a.m.).

7.7 Annual Policing Plan Presentation

Commission members rescheduled discussion of the Annual Policing Plan to a Strategic Planning meeting.

MOVED by *Tammy Gagnon* that the annual Policing Plan presentation per the Annual Work Plan for January be discussed at a February 10, 2016 Strategic Planning Session scheduled for 9:00 a.m.

CARRIED UNANIMOUSLY

7.8 Bylaw 78 Revisions

Commission members discussed the negotiation process for the collective agreement between the City and the Lacombe Police Association. Chair Jacobson presented a recommendation for appointing negotiating committee members that separated governance roles (the decisions) from operational roles (the negotiations), which would require a recommendation to Council to amend Bylaw 78 by deleting Section 19(1). The process in other jurisdictions and involvement of Commission members would be researched for decision on February 17.

MOVED by *Peter Bouwsema* that Item 7.8 be received for information and brought forward for decision on February 17.

CARRIED UNANIMOUSLY

7.9 Additional Officer Hire

Commission members were informed of process in other jurisdictions for police service staffing and the budget requirement to support an additional member in subsequent years. Further discussion was scheduled for next meeting (February 17) to take the School Resource Officer decision into consideration.

7.10 2016-2018 Business Plan

Chief Murray presented a draft 2016-2018 Business Plan for member review and comment on February 10 for further discussion on February 17.

8. Information

8.1 Next Meeting

Commission members confirmed the next meeting for February 10, 2016 for Strategic Planning and the next regular meeting for February 17, 2016 at 9:00 a.m.

8.2 Administrative Assistant Update

Commission members were informed the Chair and Vice-Chair had reviewed an internal advertisement for a Commission administrative assistant, with interviews to follow.

9 In Camera

(None)

10 Upcoming Items


Commission members briefly reviewed upcoming items for February.

11. Adjournment

MOVED by Peter Bouwsema to adjourn the meeting at 12:23 p.m.

CARRIED UNANIMOUSLY

NEXT MEETING of the LPC is scheduled for 9:00 A.M., February 10, 2016.



Chairperson



Secretary