

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 16, 2016**

**Attendees:** Jonathan Jacobson, Chair  
Tammy Gagnon, Vice-Chair  
Peter Bouwsema, City of Lacombe Councillor  
Robert Huff, Commission Member at Large  
Judy Lucht, Commission Member at Large  
John Walker, Commission Member at Large

**Others:** Chief Steve Murray, Lacombe Police Service  
Tom Tack, Public Complaint Director (*until 10:12 a.m.*)  
Brittney Brokenshire, Recording Secretary

**Regrets:** Luke Bannis, Commission Member at Large  
Inspector Lorne Blumhagen, Lacombe Police Service

**1. Call to Order**

Jonathan Jacobson called the meeting to order at 9:04 A.M.

**2. Adoption of Agenda**

The Agenda was adopted as amended to include Items as follows:

- 7.6 (Working the booth at Trade Show)
- 7.7 MOJ Online training
- 7.8 PCD & Admin Assistant business cards
- In Camera (Personnel)

*MOVED* by Peter Bouwsema that the agenda be adopted as amended.

**CARRIED UNANIMOUSLY**

**3. Adoption of Minutes**

3.1 February 17, 2016 Meeting Minutes were approved as amended to correct a typographical error in 5.4.

*MOVED* by John Walker that the February 17, 2016 Minutes be adopted as amended.

**CARRIED UNANIMOUSLY**

**4. Presentations**

None

## 5. Reports

### 5.1 Chief of Police Monthly Report-February 13, 2016-- March 11, 2016

- 5.1 a PROS Mayor's Report – February 2016
- 5.1 b Lacombe Police Service Community Peace Officer Traffic Unit Report –February, 2016.
- 5.1 c School Resource Officer Report and Statistics – February, 2016
- 5.2 General Ledger Department Report/Payments - (to March 9, 2016)
- 5.3 Public Complaints Director Report – February, 2016. (Verbal – Nothing to Report). Future PCD Reports would be submitted to Brittney Brokenshire for Agenda assembly.

#### **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 presented an update to Commission members on a meeting he attended March 14 with the MOJ on officers performing circumstance-based street checks.
- Chief Murray discussed the ALERT program
- Chief Murray reported a leak in the roof of the Police building
- Commission members discussed the recent three year partnership with Wolf Creek Public Schools for the School Resource Officer position with collaboration of the City and County, for internal follow up by the Chief/Chair/Vice-Chair.
- Chief Murray provided an update on the GL Report 2015/2016 expenses
- Chief Murray brought forward revisions to Promotion Policy 115.07 (procedures for promotion within the police service) to simplify and streamline the process, for approval.
- Chief Murray informed Commission members the RFP had been issued for Computer Aided Dispatch and AFRRCs radios.
- The Public Complaint Director (PCD) requested approval to attend PCD training April 21 and April 24 during the AAPG conference in Taber.

**MOVED** by John Walker to send Tom Tack to attend PCD training at the AAPG conference for the Thursday April 21 and Sunday April 24 sessions.

**CARRIED UNANIMOUSLY**

**MOVED** by Tammy Gagnon that the Lacombe Police Commission approve the Promotion Policy 115.07 as presented.

**CARRIED UNANIMOUSLY**

### 5.4 Policy Facility Update

Chief Murray provided a February 24, 2016 report on police facility construction and informed members the concrete floors have been poured and the interior walls should be up by next week.

### 5.5 Chair Report

Chair Jacobson distributed and reviewed his Chair's report as requested at the previous Strategic Planning meeting, for inclusion in future agendas.

*MOVED by Peter Bouwsema to accept all reports (5.1/5.2/5.3/5.4/5.5) as presented*

**CARRIED UNANIMOUSLY**

**6. Old Business**

**6.1 Bylaw 78 Revisions**

Commission members reviewed amendments to Bylaw 78 to define commission membership and "resident."

*MOVED by Peter Bouwsema*

That the Lacombe Police Commission recommend to the City Council that the definition of resident provide for a minimum of six months residency within the City of Lacombe.

**CARRIED**

**6.2 Commissioner Orientation/Training and Development report**

No date set for orientation/training at this time.

**6.3 2015 LPC Annual Report**

Jonathan advised members that the report is nearing completion and will be ready for the next meeting. Provided update on long term projects of the new Admin Assistant and plans for the Commission website.

**6.4 2017 LPC Annual Plan**

Have direction for the Annual Plan discussion by May with final review in August. Taking information and feedback we will have received from the Lacombe Trade Show in April for Commission.

**7. New Business**

**7.1 Commissioner Self Assessment**

By end of March a draft will be prepared for review with comments due at next Commission meeting, towards development of a template for Commissioner Self Assessment/evaluation.

**7.2 Chief Self Assessment**

Chair and the Admin Assistant have been working to get a proper evaluation ready for Chief Murray to complete. Chief self assessment (same as in past) to be sent for Commission review by month end.

**7.3 Chief Evaluation by LPS**

LPS Staff evaluations for Chief Murray to be completed and returned for review In Camera at the next commission meeting.

**7.4 AAPG Training Session at Conference**

Copies of the AAPG Conference Agenda were distributed to Commission members. Training in reference to Policing Oversight and Funding Programs for Commission members was discussed in 7.7. The Chair recommended sending the Admin Assistant to the AAPG conference in Taber, AB. Commissioner terms and AAPG Resolutions (pending) were discussed for follow up by the Administrative Assistant.

**MOVED** by Tammy Gagnon to send Brittney Brokenshire to the AAPG Conference

**CARRIED UNANIMOUSLY**

7.5 Work Plan Amendment

Amendments to the Work Plan for September (promotion of Commission) and April/May (trade show) were discussed to ensure registration for these events. An amended Annual Work Plan would be reviewed next meeting.

**MOVED** by Tammy Gagnon to approve amendment to Annual Work Plan September Promotion item to state "Commission participation in the annual "Don't Hibernate" community fair."

**CARRIED UNANIMOUSLY**

7.6 Lacombe Trade Show Booth

Commission members volunteered for attending the Spring Trade Show (Friday April 8 from 2 p.m. to 8 p.m and Saturday April 9 from 10 a.m. to 4 p.m.). Jonathan Jacobson will be in the booth at the trade show on April 8<sup>th</sup> from 2 pm until 8 pm. Peter Bouwsema will join him for part of Friday evening and is attending on behalf of the City on Saturday for 4 hours, and John Walker will attend Saturday, April 9<sup>th</sup> from 10 until 4.

7.7 MOJ Online Training

Commission members will be enrolled in the Ministry of Justice Online training program. It will replace in-person training that has been done in the past. Commission members will be enrolled in the coming weeks.

7.8 Business Cards

The PCD requested basic business cards (name/position/contact information/procedure on reverse). Admin Assistant business cards with incorrect logo will be re-ordered.

**8. Information**

8.1 Next Meeting

Commission members confirmed the next regular meeting for April 20<sup>th</sup>, 2016 at 9:00 a.m.

**9 In Camera**

**MOVED** by Peter Bouwsema that the Commission go in camera at 10:33 a.m.

**CARRIED UNANIMOUSLY**

**MOVED** by Judy Lucht that the Commission move to open meeting at 11:26 a.m.

CARRIED UNANIMOUSLY

*MOVED* by Tammy Gagnon to amend the "Performance Evaluation Chief of Police" policy to have every LPS staff member complete the evaluation.

CARRIED UNANIMOUSLY

**10 Emerging Items**

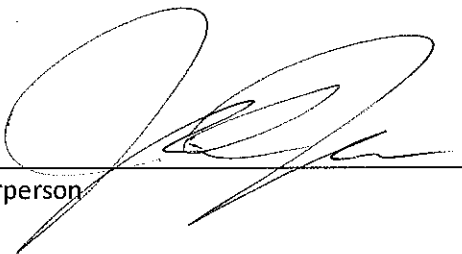
Commission members briefly reviewed upcoming items for April.

**11. Adjournment**

*MOVED* by Judy Lucht to adjourn the meeting at 11:35 a.m.

CARRIED UNANIMOUSLY

**NEXT MEETING** of the LPC is scheduled for 9:00 A.M., April 20, 2016 (Regular Meeting).



Chairperson



Secretary

