

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 16, 2015**

Attendees: Jonathan Jacobson, Chair
Peter Bouwsema, City of Lacombe Councillor
Tammy Gagnon, Vice-Chair
Robert Huff, Commission Member at Large
Donna Korpress, Commission Member at Large
Tom Tack, Commission Member at Large (to 10:30 a.m.)
John Walker, Commission Member at Large

Regrets:

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

1. Call to Order

Jonathan Jacobson called the meeting to order at 9:07 A.M.

2. Adoption of Agenda

The Agenda was adopted as amended to combine Item 6.5 with 7.1 and to add the 2015 Police Dispatch Review Report to Item 7.6 (handout).

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

CARRIED UNANIMOUSLY

3. Adoption of Minutes

3.1 August 19, 2015 Meeting Minutes were approved as presented.

***MOVED** by John Walker that the August 19, 2015 Minutes be adopted as presented.*

CARRIED UNANIMOUSLY

4. Presentations

None.

5. Reports

5.1 Chief of Police Monthly Report-August 15, 2015 – September 11, 2015

5.1 a PROS Mayor's Report – August 2015.

- 5.1 b Lacombe Police Service CPO1 Traffic Unit Report – July/August, 2015.
- 5.2 General Ledger Department Report - (Period 8 – September 8, 2015)
- 5.3 Public Complaints Director Report (Verbal)
- 5.4 Police Facility Update (Chief)
- 5.5 SRO Update (Chief)

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 provided an update on two assaults occurring in the City, with one arrest warrant issued for a suspect deemed not to be a community threat.
- Chief Murray reported on delayed dispatch call routing for a local crime in progress, and subsequent follow-up with RCMP dispatch.
- Commission members were informed of a pending meeting with City administration to discuss a business plan for local dispatch delivery.
- Chief Murray reported on the progress of ongoing recruitment for two members, and one new constable and one civilian staff member recently hired.
- Commission members were informed most common occurrences in the PROS Report were related to the Community Standards Bylaw and the noise bylaw.
- Chief Murray reported that the Community Peace Officer participated in an inter-agency joint operation commercial vehicle safety check stop.
- Chief Murray reported 44 percent of the budget used to September with transfer items pending for dispatch and full year I.T. charges.
- Tom Tack, Public Complaints Director, and Chief Murray informed Commission members for information on an arrest, parent complaint, and results of a subsequent bail hearing.
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MOVED by Peter Bouwsema to accept all reports (5.1/5.2/5.3) as presented.

CARRIED UNANIMOUSLY

5.4 Policy Facility Update

Chief Murray reported on Police Facility construction progress. A waterline had to be moved and loose soil removed, with a budget expenditure as approved by Council for an additional \$300,000.

5.5 SRO Update

Chief Murray reported that CST Zens was the School Resource Officer. A Wolf Creek Schools committee will meet with the SROs regularly. Commission members agreed to advocate strongly in continuing the existing SRO and carrying forward the position during future budget discussions with the funding partners (County/City/Wolf Creek Public Schools).

6. Old Business

6.1 Monthly Commission Sub-Committee Updates

Commission members reported on work progress for their various subcommittees as follows:

- 6.1a - Administrative Support: It was clarified the Year one total budget figure as stipulated represented a half time position for six months, with the full year double that figure. The first Goal & Objective would be modified similar to “facilitate internal/external requirements on the commission and its members,” and wording would be added to identify the position to administratively assist the Chair of the Commission as well as the Chief of Police, to allow the commission to function in a governance capacity.

MOVED by Tammy Gagnon that the Commission accept the proposal for funding by the administrative support subcommittee as amended.

CARRIED UNANIMOUSLY

- 6.1b - Public Complaint Director: Tom Tack and John Walker would finalize a position description and duties for the PCD and for subsequent incorporation in the policy manual for next meeting.
- 6.1c - Commissioner Selection: Councillor Bouwsema and Chair Jacobson reported on a meeting with the Mayor and CAO, and the candidate ranking process developed. Diversity is a requirement of the Alberta Policing Oversight Standard Role and Responsibility (RR) 2.1 and in City HR policy. Meeting schedule flexibility would be considered in 2016. Ranking did not require explanation.

MOVED by Peter Bouwsema that the Commission accept the policy proposal from the Commissioner Selection Subcommittee for Commissioner Selection as amended.

CARRIED UNANIMOUSLY

- 6.1d - Professional Development: Jonathan Jacobson and Robert Huff reported on the policy proposal for Commissioner Professional Development. Police facility tour would replace item 4b(i). Attendance and introduction to City Council would replace Item 4(b)(iii). Vice-Chair items would also be added to the annual work plan.

MOVED by Robert Huff to accept the policy amendments and reports from the Professional Development Subcommittee as amended.

CARRIED UNANIMOUSLY

6.2 Police Commission Bylaw 78

Commission members proposed a further amendment to Bylaw 78 using the word annually to replace November in sections 15 and 16. Commissioner Tack provided a handout confirming no conflict with section 3(7) b and a member’s existing employment.

MOVED by Donna Korpess that the Lacombe Police Commission recommend the proposed amendments to the Lacombe Police Commission Bylaw 78 for Council approval.

CARRIED UNANIMOUSLY

6.3 Quarterly Strategic Plan Review

Commission members reviewed the Strategic Plan and finalized all items, with a position description to be provided per Item 6.1b. The Strategic Plan will be added to the 2016 Annual Work Plan for annual review in January.

MOVED by John Walker to add the Strategic Plan review in January to the Annual Work Plan.

CARRIED UNANIMOUSLY

6.4 Police Commission Self Assessment Results
Self-assessment results would be deferred to next meeting.

6.5 Police Commission Annual Plan and Budget
(Discussion moved to Item 7.1).

6.6 Budget Capital Expenditures for Transfer to Reserve
Commission members deferred discussion of this item.

7. New Business

7.1 Lacombe Police Commission 2014 Annual Report to Community /Annual Plan & Budget
Commission members discussed the Annual Plan related to budgeting for the following year, and the 2014 LPC Annual Report for prior year results. Annual Reports would be scheduled for completion in the first quarter of the following year (with corresponding amendments to the Annual WorkPlan). A framework for the LPC Annual Plan would be established for the 2017 budget year in January to identify any planning items for the LPS to address by May, with final review in August and submission to Council in October (with corresponding amendments to the Annual WorkPlan). The Strategic Plan would provide information for the 2016 budget year.

MOVED by Peter Bouwsema to add the Annual Strategic Plan review in January to the Annual Work Plan.

CARRIED UNANIMOUSLY

7.2 Lacombe Police Service 2014 Annual Report
Chief Murray presented the proposed 2014 LPS Annual Report to Commission members, highlighting key items including increases in assistance to other agencies since 2013 and reductions in violent crime.

MOVED by Peter Bouwsema that the Commission accept the Lacombe Police Service 2014 Annual Report for information.

CARRIED UNANIMOUSLY

7.3 Lacombe Police Service Business Plan Annual Review
Chief Murray reviewed the 2012-2016 Business Plan objectives, the majority of which were met. The 2016-2018 goals and objectives were to be developed and include improved response times.

MOVED by Peter Bouwsema that the Commission receive the Lacombe Police Service 2012-2016 Business Plan Review for information.

CARRIED UNANIMOUSLY

7.4 Annual Provisional Budget
Commission members discussed the 2016 budget in the afternoon session following the regular meeting.

7.5 Presentation for Council
Commission members deferred presentation of a May 20 Commission presentation for Council.

7.6 Dispatch Business Plan for Council

Chief Murray presented the final 2015 Dispatch Review Report, as proposed for the Budget presentation. Commission members adopted the report to initiate local police dispatch service.

MOVED by Bob Huff that the Police Commission recommend that City of Lacombe Council adopt the Lacombe Police Dispatch review as presented by the Lacombe Police Service for local dispatch services.

CARRIED UNANIMOUSLY

8. Information

8.1 Police Memorial Day Letters to LPC and Chair
For information Only

8.2 Budget Reminder Letter
For Information Only

MOVED by Peter Bouwsema that the Commission receive the correspondence for information.

CARRIED UNANIMOUSLY

8.3 Next Meeting
October 21, 2015, 9:00 a.m.

9 Emerging Items

9.1 2016 Printed Promotional Materials
Commission members were informed the proposed budget contained an allowance for printing and binding.

9.2 Data Required for Resourcing Proposals: Commission members were informed the CAO letter and data required for resource assistance is being reviewed.

9.3 Automated Enforcement Recommendation: Commission Members scheduled this item for the October 21, 2015 meeting agenda and the June 29 automated traffic enforcement report to Council would be distributed to members.

10 In Camera

MOVED by Peter Bouwsema that the Commission move In Camera at 2:26 p.m. to discuss three personnel items.

CARRIED UNANIMOUSLY

MOVED by Donna Korpess that the Commission return to open meeting.

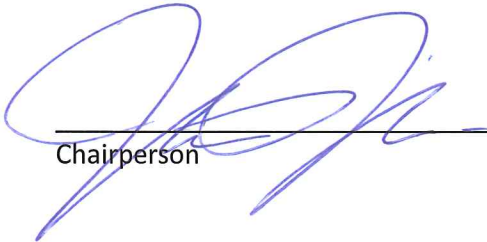
CARRIED UNANIMOUSLY

11. Adjournment

MOVED by John Walker to adjourn the meeting at 4:00 p.m.

CARRIED UNANIMOUSLY

NEXT MEETING of the LPC is scheduled for 9:00 A.M., October 21, 2015.



Chairperson

Secretary