

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 20, 2013**

Attendees: Tammy Gagnon, Chairperson
Colleen Robinson, Vice-Chair
Casey Kooyman, Commission Member at Large
Donna Korpess, Commission Member at Large
Tom Tack, Commission Member at Large
Bob Huff, Commission Member at Large
Peter Bouwsema, City of Lacombe Councillor

Others: Chief Gary Leslie, Lacombe Police Service
Inspector Steve Murray, Lacombe Police Service
Norma MacQuarrie, Chief Administrative Officer, City of Lacombe
Bert Assen, Human Resources Manager, City of Lacombe
Doreen Simon, Recording Secretary

CALL TO ORDER

Chair Tammy Gagnon called the meeting to order at 9:05 AM.

ADOPTION OF AGENDA

MOVED by Colleen Robinson that the agenda be adopted as circulated.

CARRIED

ADOPTION OF MINUTES

1. February 20, 2013 Regular Meeting Minutes

MOVED by Peter Bouwsema to accept the regular meeting minutes of February 20, 2013 as amended.

CARRIED

2. Business Arising from the Minutes

Bob Huff advised the Superintendent of Schools with be working with the Chief of Police on SRO position funding.

PRESENTATION

4.1 Security Clearances

Dr. Dennis Ethier, Lacombe's VolunteerLink was in attendance to present the Commission with information on the Volunteer Police Information Check Program and to inform the Commission of the review process and costs that volunteers currently undergo in their attempt to volunteer and contribute to the community, specifically the criminal record checks. The current system of fingerprinting requires a potential volunteer to go to the RCMP in Red Deer for fingerprinting at a cost of \$75.00. Dr. Ethier inquired if the Commission is aware of any way to have the cost of the criminal record checks changed, reduced or waived. The provincial Volunteer Organization Authorization Number (VOAN) program allows for a volunteer organization to apply for a number and potential access funds for criminal record checks for volunteers.

MOVED by Peter Bouwsema to accept the Security Clearances presentation by Dr. Dennis Ethier as information.

CARRIED

Inspector Murray provided the Commission with LPS policy 172.07 Police Information Checks, Pardons/non-criminal fingerprint requests and advised that for certain volunteer groups i.e. Big Brothers, Girl Guides, the fees are waived – this fee waiver also applies to students. Bob Huff suggested that the policy be changed to reflect all groups.

Chief Leslie advised discussions with the Rotary indicate they are willing to consider the possibility of purchasing a fingerprint scan for use in Lacombe. This would require approximately 25-45 minutes per applicant and costs can be determined if approved. Currently, LPS receives approximately 250 requests a year for criminal records checks. The Commission discussed the requirement for a policy to set direction and provide guidance on usage and costs.

MOVED by Bob Huff that Lacombe Police Service be directed to further investigate live scan machines versus other options and to draft a policy for the Commission's review and consideration.

CARRIED

IN CAMERA

MOVED by Donna Korpess to go in-camera at 10:15 AM.

CARRIED

MOVED by Colleen Robinson to return to regular meeting at 10:55 AM.

CARRIED

Presentation to Council

MOVED by Colleen Robinson that Chair Tammy Gagnon and Chief Gary Leslie make a presentation to Council on LPS additional human resource requirements.

CARRIED

New Business agenda item 7.1 Employee Opinion Survey was reviewed at this time 10:56 AM.

REPORTS

5.1 Chief of Police Monthly Report - February 2013

Chief Leslie provided the Commission with an overview of the February 2013 report, including purchases impacting budget; complaints & compliments; human resource issues; operations/statistical report on activities; policy; training and seminars.

a) **Mayor's Report**

The Mayor's Report for the month of February 2013 was provided for the Commission's information.

b) **LPS – CPO1 Traffic Unit Report**

The CPO1 Traffic Unit Report for the month of February 2013 was provided for the Commission's information.

c) **SRO Report**

The SRO's Report for the month of February 2013 was provided for the Commission's information.

5.2 General Ledger Department Report - February 2013

a) General Ledger Department Report for January 2013 was provided for the Commission's information.

5.3 General Ledger Department Report 2012 Final Variance

Chief Administrative Officer, Norma MacQuarrie provided a report on the 2012 final variance for the Commission's information.

Inspector Murray provided information to the Commission on the potential impact to the overtime budget, from the officers' side only should the current requirements continue versus hiring a new member in May 2013. Commission was advised that the information is brought forward early in the year in order to address and minimize the overtime overage early on. Inspector Murray will bring forward a forecast of wages and benefit costs for the Commission to review at the next meeting.

MOVED by Peter Bouwsema that the Commission accept all the reports as presented.

CARRIED

Commission Chair, Tammy Gagnon, left Council Chambers at 12:05 PM.

Commission Chair, Tammy Gagnon, returned to Council Chambers at 12:08 PM.

OLD BUSINESS

6.1 AAPG – AGM Notice & Call for Resolutions

The Commission was provided with a revised draft copy of the “*Call for Enhanced Funding for School Resource Officers*” resolution for their consideration and approval.

MOVED by Colleen Robinson that the Lacombe Police Commission adopts the “*Call for Enhanced Funding for School Resource Officers*” resolution and further that the resolution be presented by the Lacombe Police Commission representative(s) at the Alberta Association of Police Governance AGM on May 4, 2013 in Edmonton.

CARRIED

6.2 AAPG 2013 Annual Conference & AGM - LPC Attendance

The Commission discussed and agreed that Chair Tammy Gagnon and Peter Bouwsema will attend the May 3-4, 2013 AAPG Conference and AGM in Edmonton as representatives of the Commission.

6.3 Community Standards Bylaw

This item was tabled to the April 17, 2013 meeting.

NEW BUSINESS

7.1 Employee Opinion Survey (reviewed at 10:56 AM)

Bert Assen, Human Resource Manager provided the Commission with information on the employee opinion survey the City is currently conducting and advised a similar survey for the LPS. The survey is intended to assist LPS in understanding and evaluating from an employee perspective where we are at today and where we wish to go tomorrow. The results will be shared with the LPC and LPS staff. Mr. Assen informed the Commission that upon completion of the survey, an employee task team would be engaged to review the results and make recommendations on improving services delivery, building collaborative relationships, communication and developing stronger functioning teams while building a better service. The draft LPS survey document before the Commission was completed with input from Inspector Murray.

MOVED by Tom Tack that the Lacombe Police Commission endorse and proceed with the 2013 Employee Opinion Survey, as presented and that the survey task team include a member of the Commission.

CARRIED

Commission Member, Bob Huff, left Council Chambers at 11:16 AM.

Commission Member, Bob Huff, returned to Council Chambers at 11:19 AM.

7.2 LPS Cell Phone Policy

Chief Leslie advised LPS is currently working on drafting a policy and has requested and is waiting on information from the Edmonton Police Service regarding their Cell Phone Policy. This will be brought back to the next LPC meeting on April 17, 2013.

7.3 LPS Fleet Management Plan and Policy

Inspector Murray provided the Commission with information on a proposed Police Service Equipment Replacement Plan and a fleet status of operational and non-operational vehicles. The information provided included type of vehicle purchased, when purchased, and current kilometre readings. The Commission discussed fleet reserve and replacement requirements and agreed that they required a plan to assist in determining if a replacement is required and to assist the Commission in their decision to approve. Several suggestions were brought forward including one to have employees reimbursed for use of their vehicle to training courses and attendance at court in Red Deer – parking can be negotiated with the City of Red Deer. As well, the Commission noted that vehicle reserves should be increased in 2014.

Commission Member, Bob Huff, left the meeting at 11:23 AM.

Commission Member, Donna Korpass, left Council Chambers at 11:40 AM.

Commission Member, Donna Korpass, returned to Council Chambers at 11:42 AM.

Commission Member, Casey Kooyman, left the meeting at 11:50 AM.

7.4 2013 Provincial Budget Impact on Policing

Chief Administrative Officer, Norma MacQuarrie, provided a brief synopsis of the impact to Policing resulting from 2013 Provincial budget announcements for the Commission's information.

7.5 Collective Agreement - Taber Police Association Document

Chief Leslie advised that the Taber Police Association just recently signed the Employment & Benefit Terms agreement and the document is provided for the Commission's information.

MOVED by *Colleen Robinson* that the Commission accept the Taber Police Association Collective Agreement as information.

CARRIED

INFORMATION

IN CAMERA

MOVED by *Peter Bouwsema* to go in-camera at 12:40 AM.

CARRIED

MOVED by *Donna Korpass* to return to regular meeting at 12:49 PM.

CARRIED

NEXT MEETING is scheduled for 9:00 AM, April 17, 2013.

ADJOURNMENT

MOVED by *Colleen Robinson* to adjourn the meeting at 12:50 PM.

CARRIED

Chairperson

Secretary

DRAFT