

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, MAY 15, 2013**

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

Regrets: Casey Kooyman, Commission Member at Large

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

1. CALL TO ORDER

Chair Tammy Gagnon called the meeting to order at 9:01 AM.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

3.1 April 17, 2013 Regular Meeting Minutes

MOVED by Colleen Robinson to accept the regular meeting minutes of April 17, 2013 as amended.

CARRIED

Business Arising from the April 17, 2013 Minutes

The Commission agreed to defer April 17, 2013, Agenda item 6.2 LPS Cell Phone Policy to the June 2013 meeting of the Lacombe Police Commission.

Agenda Packages

The Commission discussed concerns with receiving the agenda packages late and also requested that meeting minutes be included and distributed earlier to allow for a review prior to the meeting. Vice-Chair, Colleen Robinson advised that the policy states agenda package will be distributed five days in advance of the next scheduled meeting.

CAO MacQuarrie informed the Commission, that in a review of the various Alberta Police Commissions practices and procedures in agenda preparation, Administration has found that the common practice is to have the agenda prepared through the Chief's office in conjunction with the Commission Chair. Meeting minutes continue to be recorded and prepared by the Legislative Coordinator. This practice enhanced the service and was considered more efficient. Inspector Murray suggested agenda packages be prepared by LPS, on a trial basis, beginning with the next meeting of the Commission.

The Commission agreed agenda preparation through the LPS and LPC Chair would streamline the process and that members can direct agenda items to the Chair. The Commission further agreed that Police Commission files, mail and meeting minutes continue to be managed from the CAO's office.

4. PRESENTATIONS

5. REPORTS

5.1 Chief of Police Monthly Report - April 2013

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

Chief Leslie informed the Commission that the County of Lacombe has agreed to let the LPS CPO piggyback their GEMINI Positioning Systems Ltd. which is used provincially and aids CPO's in carrying out their duties safely – the cost to the LPS is approximately \$5,500. Chief Leslie advised this item should be included in the next year's budget.

The Commission was advised of Grow Op Free Alberta stakeholders' consultations being led by Rick Fraser, MLA of Calgary-South East. A series of ministry and community consultation will gather vital information from key stakeholders to formulate recommendations for the Government of Alberta to address issues related to MGOs. This initiative is further supported by a cross-ministry expert panel as well as members of Alberta Justice and Solicitor General's office.

The Commission discussed other areas impacted by MGOs, including property values of former grow op locations and that realtors should be involved in the stakeholder's discussions. Chief Leslie advised that Grow Op will be on the agenda for discussion at the Banff Police meeting and also that a resolution from City of Edmonton, addressing Grow Ops was passed at the AAPG and forwarded to the Solicitor General's office. The Commission discussed the possibility of sending a letter of collective concern in support of the Grow Op Initiative but agreed to wait on a response to the City of Edmonton resolution from the Solicitor General's office.

a) Mayor's Report

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

The Commission expressed interest in receiving an education on reading the Mayor's report and would also like to see the year to date statistics from the beginning of the year and on a quarterly basis. It was also suggested that a one or two sentence summary be included in the report.

b) LPS – CPO1 Traffic Unit Report

The CPO1 Traffic Unit Report for the month of April 2013 was provided for the Commission's information. CAO MacQuarrie advised a meeting is being held next week regarding violations and photo radar locations. The photo radar statistics will be provided for the Chief's next report.

c) SRO Report

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

5.2 General Ledger Department Report - April 2013

General Ledger Department Report for April 2013 was provided for the Commission's information.

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

CARRIED

6. OLD BUSINESS

6.1 Community Standards Bylaw

The Commission reviewed the revised draft of the Community Standards Bylaw and discussed areas requiring changes and/or corrections and clarified that the Community Standards Bylaw changes will be made by LPS, forwarded to the CAO's office, followed by submission for legal opinion and brought forward to Council in the summer for consideration of three readings.

MOVED by Colleen Robinson that the Commission adopt the Community Standards Bylaw as amended; that the Bylaw be submitted for legal review; and further that the Bylaw be brought before City Council for review and consideration barring any legal concerns.

CARRIED

6.2 Alarm Bylaw

The Commission was provided with a Draft Alarm Bylaw for review and discussion. Chief Leslie and Inspector Murray suggested that this item be tabled until LPS is fully staffed and has had a chance to consult with support staff on the administrative implications of the bylaw. As well, further information and discussion is required with regard to areas of responsibility for managing alarm permits and associated administrative and enforcement issues. Chief Leslie suggested the Chief's Executive Assistant prepare a report on how the Alarms are managed in other areas such as Red Deer and bring forward the report to the Commission.

MOVED by Bob Huff to table agenda item 6.2 Alarm Bylaw to September 2013 meeting to allow LPS time to prepare a report on Alarm Management.

CARRIED

Commission Member, Tom Tack, left Council Chambers at 10:28 AM.

Commission Member, Tom Tack, returned to Council Chambers at 10:30 AM.

Meeting recessed at 10:46 AM.

Meeting resumed at 10:50 AM.

In-Camera 9.1, Personnel Matters (3) was reviewed at this time 10:50 AM – 11:14 AM.

7. NEW BUSINESS

7.1 Police Complaint and Discipline Process (11:14 AM)

Inspector Murray provided the Commission with an overview of how complaints against a municipal police services are handled. Inspector Murray advised that all complaints (filed at Chief's office, with the Public Complaints Director (PCD) or with the Municipal Police Commission) go to the Office of the Chief for further review where it is determined whether the complaint applies to policy, service or conduct of a member. If the complaint is policy or service related, the Chief's Office will handle with the right of appeal to the Police Commission. If the complaint is officer conduct, the Chief's Office will handle with the right of appeal to LERB and possibly to the Court of Appeal. If the complaint is against the Chief of Police, the Police Commission has to drive the process.

Commission member, Bob Huff, advised he would like to have a monthly written or verbal report from the PCD and the report added as a standing agenda item.

The Commission discussed advertising and posting the LPC agenda and minutes on the City of Lacombe website. Inspector Murray suggested using the Lacombe Police website. It was suggested that the Chief provide a report back on this after talking to the IT Department. This item will be added to the June agenda as *Website - Meeting Minutes & Agenda Items*.

Bob Huff suggested that this should be part of the LPC Strategic Plan and members should be provided with professional development. Chair Gagnon advised that the AAPG office can assist with strategic planning and this can be done jointly with the Chief's plan. Chair Gagnon advised she can request PD training and advise the Commission of potential PD date and time.

MOVED by Bob Huff that the Solicitor General's office be invited to Lacombe to provide professional development training on roles and responsibilities for the Lacombe Police Commission on a date mutually agreeable to all.

CARRIED

Chief Administrative Officer, Norma MacQuarrie, left the meeting at 11:45 AM.

7.2 Chief of Police Swearing-In Ceremony

The Commission was presented with a report on Chief of Police Swearing-In Ceremony for consideration. Discussion followed as to the date, time and formal ceremony versus a simple signing ceremony. The Commission agreed that Chair Gagnon will discuss with CAO MacQuarrie the possibility of holding a swearing-in ceremony on May 31, 2013 with an official event on June 4th, 2013.

MOVED by Colleen Robinson that agenda items 7.3 *Commission Strategic Plan* and 7.4 *New Chief of Police Strategic Plan* be deferred to the June 2013 meeting.

CARRIED

7.3 Commission Strategic Plan

This item was deferred to the June 2013 meeting.

7.4 New Chief of Police Strategic Plan

This item was deferred to the June 2013 meeting.

7.5 Chief of Police Ethical Guidelines

Bob Huff and Tom Tack presented an ethical guidelines document in draft for the Commission's review and consideration. The Commission was advised that Mr. Huff and Mr. Tack surveyed several police services including the Edmonton Police Service, Calgary Police Service, Medicine Hat, Camrose and Taber, as well as the AAPG to obtain information on each organization's ethical guidelines and a standardized document that can be used at the LPS. The Commission agreed that more information and discussion is required on this agenda item.

MOVED by *Bob Huff* that the Chief of Police Ethical Guidelines be tabled to the June 2013 meeting of Lacombe Police Commission.

CARRIED

7.6 AAPG 2013 Conference - Verbal Update

Peter Bouwsema and Tammy Gagnon provided the Commission with a verbal report of the 2-day AAPG Conference held in Edmonton May 3-4, 2013. The Commission was advised that the AAPG resolution submitted by the Commission was passed and that the AAPG Convention was a worthwhile conference to attend and beneficial to connect with others. The Edmonton Police Commission has extended an open invitation to attend an EPC meeting. The AAPG is open to all Police Commissions and Police Chiefs.

8. INFORMATION

9. IN CAMERA

MOVED by *Peter Bouwsema* to go in-camera at 10:50 AM.

CARRIED

MOVED by *Colleen Robinson* to return to regular meeting at 11:14 AM.

CARRIED

10. ADJOURNMENT

MOVED by *Donna Korpest* to adjourn the meeting at 12:20 PM.

CARRIED

NEXT MEETING is scheduled for 9:00 AM, June 19, 2013.

Chairperson

Secretary