

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
MONDAY, NOVEMBER 25, 2013**

**Attendees:** Tammy Gagnon, Chairperson  
Colleen Robinson, Commission Member at Large  
Peter Bouwsema, City of Lacombe Councillor  
Casey Kooyman, Commission Member at Large  
Donna Korposs, Commission Member at Large  
Tom Tack, Commission Member at Large  
Robert Huff, Commission Member at Large

**Regrets:** None

**Others:** Tim Grant, Deputy Solicitor General, Justice and Solicitor General  
Linda Chupka, Chief of Staff  
Cal Duplessis, Compliance Advisor, Law Enforcement Standards and Audits  
  
Kelly Murray, former Executive Assistant  
Chief Steve Murray, Lacombe Police Service  
Norma MacQuarrie, Chief Administrative Officer  
Ross Pettibone, Recording Secretary

**1. Call to Order**

Chair Gagnon called the meeting to order at 9:10 AM and Item 7.1 was dealt with first.

**2. Adoption of Agenda**

Commission members added two items under new business (7.4 Christmas Party, 7.5 Staff Appreciation).

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

**CARRIED**

**3. Adoption of Minutes**

3.1 October 16, 2013 Regular Meeting Minutes

*MOVED* by Casey Kooyman that the October 16, 2013 Minutes be adopted as circulated.

**CARRIED**

**4. Presentations**

**5. Reports**

5.1 Chief of Police Monthly Report-October 12 – November 21, 2013:

- 5.1 a PROS Mayor's Report – October 2013
- 5.1 b Lacombe Police Service CPO1 Traffic Unit Report – October 2013
- 5.1 c SRO Report – October 2013
- 5.2 General Ledger Department Report – October, 2013
- 5.3 Public Complaints Director Report – October, 2013
- 5.4 Oversight Standards Audit

**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 and LPC Chair had presented the Draft 2014 Lacombe police budget to City Council Nov. 18.
- Chief Murray reported that calls for service had now returned to normal levels and no incidents were reported on Halloween night after officers engaged in an awareness campaign.
- Chief Murray reported the new Community Standards bylaw had been utilized several times.
- Chief Murray reported that discussions continue with Camrose on partnership with a goal of incurring savings.
- Chief Murray reported that the contract with the Corps of Commissionaires was cancelled.
- Commission members were informed the resolution to increase the presence of SROs in Alberta Schools had been defeated at the AUMA conference due to funding allocation concerns, and that the resolution for increasing the reporting threshold for non-injury collisions from \$2,000 to \$5,000 (aggregate total) had been supported.
- Chief Murray reported that federal implementation of electronic fingerprint live-scan devices will be mandatory April 1, 2014. CAO MacQuarrie confirmed the item would qualify as a capital budget expenditure, and offsetting revenue could be attributed to the capital cost through the Police Reserve.
- LPC members discussed the 2014 LPS budget in detail. Councillor Bouwsema will take the police budget discussion forward to Council on November 25.
- Chief Murray reported that fine revenue was as expected.
- Chair Gagnon reported the Oversight Standards Audit would involve Lacombe as a pilot site before the actual Lacombe Police Commission audit is required in spring 2014.

**MOVED** by Bob Huff to reaffirm the Lacombe Police budget as submitted to City Council .

**CARRIED**

**MOVED** by Bob Huff to draft a letter to representative Member of Parliament for Wetaskiwin expressing Lacombe Police Commission concerns with livescan fingerprinting operating costs and fee impacts to community volunteers.

**CARRIED**

**MOVED** by Donna Korpass that the Lacombe Police Commission recommend to Council that the 2014 Capital budget be amended to include an electronic fingerprinting live scan device at a cost of \$50,000, and that it be funded from the police capital reserve.

**CARRIED**

**MOVED** by Bob Huff to accept all reports as presented.

**CARRIED**

## **6. Old Business**

### **6.1 Chief of Police Ethical Guidelines**

The Commission reviewed and discussed revisions to the Ethical Guidelines draft.

**MOVED** by Peter Bouwsema to accept the Chief of Police Ethical Guidelines and Code of Conduct as amended.

**CARRIED**

## **7. New Business**

### **7.1 Deputy Solicitor General Tim Grant visit and Presentation**

Chief Steve Murray introduced visiting dignitaries attending to present a compliance certificate in recognition of the high standard of policing services provided to Albertans, after a successful 2013 Ministry of Justice and Solicitor General audit of the Lacombe Police Service. Commission members expressed appreciation to the Chief, Kelly Murray and staff for their work. Deputy Minister Grant, Cal Duplessis and Linda Chupka departed at 10:00 a.m.

### **7.2 Draft Lacombe Police Commission Policy Manual**

Norma MacQuarrie, Chief Administrative Officer, presented a Memo outlining governance and policy guidelines for the Lacombe Police Commission with an amended Policy Manual, after updates by the Policy Manual Review committee. LPC Members reviewed the Policy Manual updates for adoption.

**MOVED** by Donna Korpass to adopt the Lacombe Police Commission Policy Manual as amended.

**CARRIED**

### **7.3 Appointments to LPC**

Norma MacQuarrie, Chief Administrative Officer, informed commission members of six applicant names received for membership on the Lacombe Police Commission. CAO MacQuarrie reviewed the process for appointments of public members at large to the Lacombe Police Commission. Applications forwarded to Mayor's office for review and approval will be ratified by Council in December. CAO MacQuarrie indicated that subsequent appointments will be scheduled to be ratified by Council in October 2014 at the annual organization meeting. Tammy Gagnon was recommended for reappointment and Jonathan Jacobson for appointment, both as of January 2014.

*Casey Kooyman exited the meeting at 11:40 a.m.*

### **7.4 Christmas Party**

Commission members briefly discussed hosting a year-end Christmas party . A private

engagement was preferred and organized by the Chair.

**7.5 Staff Appreciation**

Bob Huff, Colleen Robinson, would coordinate delivery to the detachment during the second week of December items from the Lacombe Police Commission in appreciation of the Lacombe Police Service Staff, at a cost not to exceed \$75.00.

**MOVED** by Bob Huff to approve \$75.00 from budget for staff appreciation.

**CARRIED**

**8. Information**

**8.1 Council Member Appointment to Lacombe Police Commission**

Norma MacQuarrie, Chief Administrative Officer, informed commission members of Council's October 28, 2013 appointment of Peter Bouwsema as Council Representative on the Lacombe Police Commission.

**8.2 Next Meeting**

Commission members set the next meeting date as January 15, 2014. The Chief was requested to post the next meeting date on the website. Bob Huff had a schedule conflict and would be absent from the next meeting.

**In Camera**

**MOVED** by Donna Korpess that the Commission move *in camera* at 11:54 a.m.

**CARRIED**

**MOVED** by Colleen Robinson that the Commission return to open meeting at 12:02 p.m.

**CARRIED**


**Adjournment**

**MOVED** by Colleen Robinson to adjourn the meeting at 12:02 p.m.

**CARRIED**

**NEXT MEETING** of the LPC is scheduled for 9:00 AM, January 15, 2014.

  
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Chairperson

  
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Secretary