

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, FEBRUARY 19, 2014**

**Attendees:** Tammy Gagnon, Chairperson  
Peter Bouwsema, City of Lacombe Councillor  
Robert Huff, Commission Member at Large  
Jonathan Jacobson, Commission Member at Large  
Casey Kooyman, Commission Member at Large  
Tom Tack, Commission Member at Large

**Regrets:** Donna Korpress, Commission Member at Large

**Others:** Chief Steve Murray, Lacombe Police Service  
Norma MacQuarrie, Chief Administrative Officer  
Ross Pettibone, Recording Secretary

**1. Call to Order**

Tammy Gagnon called the meeting to order at 9:00 AM.

**2. Adoption of Agenda**

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

**CARRIED**

**3. Adoption of Minutes**

3.1 January 15, 2014 Meeting Minutes

*MOVED* by Peter Bouwsema that the January 15, 2014 Minutes be adopted as circulated.

**CARRIED**

**4. Presentations**

(None)

**5. Reports**

5.1 Chief of Police Monthly Report-January 16, 2014 – February 14, 2014:

- 5.1 a PROS Mayor's Report – January 2014
- 5.1 b Lacombe Police Service CPO1 Traffic Unit Report – January 2014
- 5.1 c SRO Report – January 2014
- 5.2 Public Complaints Director Report (to January 31, 2014)
- 5.3 Monthly Complaint Report
- 5.5 General Ledger Department Report

## 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 reported on positive results obtained through a recent all staff meeting to increase teamwork, with further meetings planned.
- Chief Murray highlighted advantages in the increased sharing of monthly revenue information with City staff and from the province, with the current report detailing a portion of fine revenue to January 2014.
- Chief Murray reported on recent changes to street team composition and schedule offsets to ensure consistent exposure to Sergeants.
- Chief Murray clarified to the Commission the Community Peace Officer structure used in Alberta and performance of administrative function versus the use of police officers for same, such as swearing information and taking witness statements.
- Chief Murray reported on plans to meet with the Wolf Creek School District to discuss the funding for a second School Resource Officer (SRO) and in general the SRO program.
- Chief Murray reported on provincial protocols for investigation of harm to children or family violence and consistent recording and reporting.
- Commission members discussed communication and extension efforts for community outreach via social media and trade shows, and for police week in May, including commission members' attendance at the April 11 trade show.
- Chief Murray confirmed that two complaint reports would be formalized by May's commission meeting from both the PCD and for any other complaints received, after April IAPro training was completed to meet Solicitor General requirements.
- CAO MacQuarrie confirmed the unaudited final GL report would be brought forward for the next meeting.

### 5.4 Oversight Standards Audit

CAO MacQuarrie confirmed a schedule would be set to meet with the Commission Chair, Jonathan Jacobson, Bob Huff, and Counsellor Bouwsema to complete the audit standards file per the 2014 oversight standards compliance review audit for the Lacombe Police Commission.

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

**CARRIED**

## **6. Old Business**

### **6.1 Ethical guidelines for Lacombe Police Commission**

Chair Gagnon submitted the draft ethical guidelines for review and placement in Commission member binders/Tab 9.

*MOVED by Peter Bouwsema to accept the Lacombe Police Commission Ethical Guidelines and Code of Conduct as presented.*

**CARRIED**

### **6.2 2014-17 Strategic Planning RFP**

CAO MacQuarrie reported on submissions received to conduct the work for the LPC Strategic Plan, and recommended acceptance of Russell Farmer, with final deliverables and details to be confirmed. Commission members discussed the work schedule and deliverables.

*MOVED by Peter Bouwsema to accept the proposal from Russell Farmer and Associates for \$4200 plus travel costs, subject to contract signing to provide the requested deliverables.*

**CARRIED**

## **7. New Business**

### **7.1 Annual Report to the Community – Lacombe Police Commission**

Commission Members received the draft Commission Annual Report to the Community for consideration.

*MOVED by Peter Bouwsema to accept the draft Annual Report as amended for information.*

**CARRIED**

## **8. Information**

### **8.1 Next Meeting**

Commission members' next meeting of March 26, 2014 would include an afternoon training session attended by provincial staff. LPC Annual Work Plan items were reviewed and it was confirmed that an Annual Report from Lacombe Police Service was to be brought forward for the March meeting, and that the Chief's annual performance evaluation would be finalized with assistance from Human Resources. LPS Staff and Lacombe Police Commission members will participate in the performance review. The March meeting would also include discussion of attendees for the AAPG conference. Bob Huff indicated a schedule conflict for March 26 and would be absent.

**In Camera**

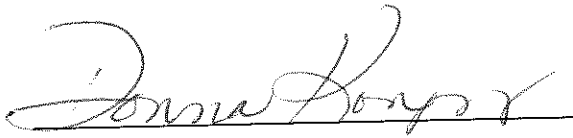
**MOVED** by Jonathan Jacobson that the Commission move *in camera* to discuss a legal issue at 11:04 a.m. **CARRIED**

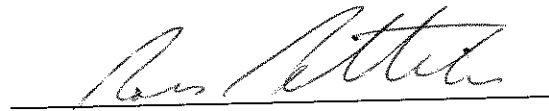
**MOVED** by Bob Huff that the Commission return to open meeting at 11:50 a.m. **CARRIED**

**Adjournment**

**MOVED** by Bob Huff to adjourn the meeting at 11:50 a.m. **CARRIED**

**NEXT MEETING** of the LPC is scheduled for 9:00 AM, March 26, 2014.

  
Chairperson

  
Secretary