

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
FRIDAY, FEBRUARY 6, 2015**

**Attendees:** Jonathan Jacobson, Chairperson  
Tammy Gagnon, Vice-Chair  
Peter Bouwsema, City of Lacombe Councillor  
Robert Huff, Commission Member at Large  
John Walker, Commission Member at Large  
Tom Tack, Commission Member at Large

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

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

**1. Call to Order**

Jonathan called the meeting to order at 9:00 A.M.

**2. Adoption of Agenda**

An amendment was made to defer Agenda Item 7.2 until such time as the Strategic Plan is completed, to remove Item 7.7 (previously completed/underway), and to add Item 7.8 (Work plan edits).

***MOVED** by Robert Huff that the agenda be adopted as amended.*

**CARRIED**

**3. Adoption of Minutes**

3.1 January 5, 2015 Meeting Minutes.

***MOVED** by Bob Huff that the January 5, 2015 Minutes be adopted as presented.*

**CARRIED**

**4. Presentations**

None

**5. Reports**

None

## **6. Old Business**

### **6.1 LPS Strategic Plan**

Deferred, pending completion of the LPC Strategic Plan. A five year plan will be developed for LPS. The LPS H.R. plan carries through until 2016.

#### **LPC Strategic Plan**

Commission members discussed and updated Items in the LPC Strategic Plan.

#### **2014 Strategic Plan Items:**

Item 1.2 – to be completed pending completion of LPC Strat Plan, completion date Q2 - 2015.

Item 1.3 – Motion for next meeting to incorporate 2 % training budget for LPS members in policy and develop policy on budgetary guidelines for policy manual.

Item 1.5 – Update Completion Date to Q1 2017.

Item 1.6 – Completed

Item 1.7 – Q3 – 2015 to allow presentation with budget.

Item 2.1 – Motion for next meeting re: Annual budget meeting representatives and attendance at City management meetings.

Item 2.3 – Q1 – 2015 pending follow up with Russell Farmer.

Item 2.4 – To be integrated with Item 4.4 and LPC annual report presented in conjunction with the LPS Annual Report (updated Workplan).

Item 2.6 – Q3 – 2015 and in collaboration with Item 1.7.

Item 3.1 – To consult with Communications Coordinator, also in relation to 3.2 and 3.3.

Item 4.5 - Change to Q1 – 2015 to develop a position description.

Item 4.7 – Commission attendance at one LPS Staff Meeting – insert in Work Plan – April

#### **2015-16 Strategic Plan Items:**

Item 1.1 – Succession planning policy for Chief.

Item 1.4 – Succession planning for LPS members ongoing annually.

Item 2.1 and

Item 2.2 could be combined in developing a process to recommend LPC strategic initiatives which could impact City Council objectives, to determine any Commission fit in the City Strategic Plan.

Item 2.5 – Complete

Item 3.2 – Q2 2015 and request for 2016 budget.

Item 3.3 – April 10/11 Trade Show attendance – Add to Work Plan

Item 3.4 – Chief Murray would update LPS Policy by next quarterly update to reflect community surveys completed every four years, with the same term as the LPS Business Plan. The LPC Annual Work Plan would be updated to show that prior to completion of the Four Year Business Plan, a community survey is conducted (on April 1). Future Chiefs will approve or amend final surveys prior to distribution.

Item 4.4 – will be integrated into Item 2.4.

Item 4.6 – Self-assessment to be deferred until Q1-2016, with follow-up from Leslie Kelley.

### **6.2 Meeting with MLA re Equitable Funding**

Deferred, met with informally.

## **7. New Business**

### **7.1 Chief's Contract**

John Walker suggested another date for this item discussion. Chief Murray and Inspector Blumhagen departed the meeting.

**MOVED** by Bob Huff that the Commission move In Camera at 10:50 a.m.

**CARRIED**

**MOVED** by Bob Huff that the Commission move to Open Meeting at 11:00 a.m.

**CARRIED**

Chief Murray and Inspector Blumhagen re-entered the meeting.

**MOVED** by John Walker that the Commission defer Item 7.1 Chief's Contract until May 20, 2015.

**CARRIED**

### **7.2 Strategic Goals Adoption**

Deferred in Item 2 (above).

### **7.3 Draft Proposal for LPC Admin Support**

Commission members discussed creation of a Sub-Committee to draft a Proposal toward obtaining an Admin Support, as per Item 4.1 of the Strategic Plan.

**MOVED** by Peter Bouwsema that the Commission appoint Tammy Gagnon to the Committee drafting the proposal for the LPC Admin Support Position.

**CARRIED**

### **7.4 PCD Policy and Procedure Compliance with Police Act**

Commission members discussed creating a subcommittee to draft policy as necessary for the Public Complaint Director position, as per Item 4.5 of the Strategic Plan.

**MOVED** by Tom Tack that a subcommittee be created to review PCD policy and procedure ensuring compliance with the Police Act, to define a process for candidate selection, and to develop a position description.

**CARRIED**

### **7.5 Policy Proposal for Standard Police Commission Professional Development**

Commission members discussed drafting policy for Commission professional development, such as a ride-along, as budget allows, and per Items 1.3/4.2 of the Strategic Plan. Further input would be solicited from Members separately.

**MOVED** by Peter Bouwsema that a subcommittee be created to discuss policy development towards the professional development of commissioners.

**CARRIED**

### **7.6 New LPC Commissioner Selection Process**

Commission members discussed processes for commissioner recruitment and selection, to allow for succession planning, per Item 4.3 of the Strategic Plan.

**MOVED** by Bob Huff that a subcommittee be created to provide input in candidate selection for membership on the Commission prior to final appointment by Council.

**CARRIED**

- 7.7 LPS Dispatch Feasibility  
Removed per Item 2.

- 7.8 LPC Strategic Planning  
Commission members discussed holding additional meetings to review the Strategic Plan and assist with item completion.

**MOVED** by Jonathan Jacobson that additional meetings for the purposes of Strategic Plan Review be scheduled.

**DEFEATED**

Commission members agreed to add quarterly reviews of the Strategic Plan progress at regular LPC meetings (March, June, September, November) in addition to providing monthly Sub-Committee Updates. Quarterly Strategic Plan reviews would be added to the Annual Work Plan schedule.

**8. Information**

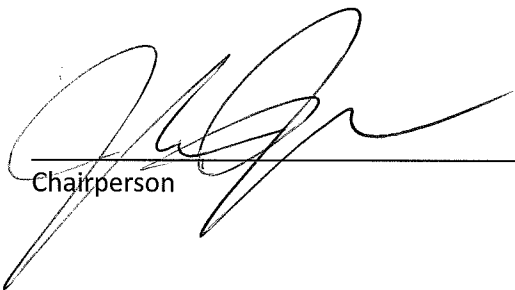

- 8.1 Next Meeting  
February 18, 2015, 9:00 a.m.

**Adjournment**

**MOVED** by Bob Huff to adjourn the meeting at 12:06 p.m.

**CARRIED**

**NEXT MEETING** of the LPC is scheduled for 9:00 A.M., February 18, 2015.

  
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Chairperson  
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Secretary