

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 15, 2014**

- Attendees:** Tammy Gagnon, Chairperson
Peter Bouwsema, City of Lacombe Councillor
Jonathan Jacobson, Commission Member at Large
Casey Kooyman, Commission Member at Large
Donna Korpess, Commission Member at Large
- Regrets:** Robert Huff, Commission Member at Large
Tom Tack, Commission Member at Large
Norma MacQuarrie, Chief Administrative Officer
- Others:** Chief Steve Murray, Lacombe Police Service
Colin Verbisky, Administrative Support Team Leader (Open Meeting only)
Ross Pettibone, Recording Secretary

1. Call to Order

Tammy Gagnon called the meeting to order at 9:10 AM.

2. Adoption of Agenda

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

CARRIED

3. Adoption of Minutes

- 3.1 November 25, 2013 Meeting Minutes

MOVED by Donna Korpess that the November 25, 2013 Minutes be adopted as circulated.

CARRIED

4. Presentations

Chief Murray administered the oath of office for Members of Police Commissions to new appointee Jonathan Jacobson and re-appointee Tammy Gagnon.

5. Reports

5.1 Chief of Police Monthly Report-November 21, 2013 – January 10, 2014:

- 5.1 a PROS Mayor's Report – December 2013
5.1 b Lacombe Police Service CPO1 Traffic Unit Report – December 2013
5.1 c SRO Report – November 2013
5.2 General Ledger Department Report –January 2014 (Final Budget, 2013)

5.3 Public Complaints Director Report (N/A)

Discussion Items / Action Plans:

Chief Murray provided the Commission with a brief introduction of new staff member Colin Verbisky, Administrative Support Team Leader. Chief Murray then provided an overview of current activities, complaints, policy/operational/statistical information, and human resources. The following items from the above reports were discussed by Commission members:

- Commission members and Chief Murray discussed potential 2013 budget revenue and expense variances, with some revenue earned to be recognized in 2014 and final adjustments to be made by April.
- Chief Murray confirmed that the November 2013 CPO traffic unit report statistics were combined with those in the current December, 2013 CPO report.
- Chief Murray highlighted the Charity Checkstop raising over \$6,000 and MADD raising over \$2,000 through community generosity.
- Chief Murray will be meeting with Wolf Creek School Division January 22 to discuss School Resource Officer objectives.

5.4 Oversight Standards Audit

Chair Gagnon reported on a recent meeting held with provincial law enforcement standards and audits staff, regarding the 2014 oversight standards compliance review audit for the Lacombe Police Commission, scheduled to be completed by March 1. A subcommittee of Commission members including Chair Gagnon, Councillor Bouwsema, and Jonathan Jacobson, will participate in finalizing the audit report.

MOVED by Donna Korress to accept all reports as presented.

CARRIED

6. Old Business

7. New Business

7.1 Appointments to LPC

Commission Members received notice of one appointment and one re-appointment of members to the Lacombe Police Commission for information.

7.2 Member Orientation and Lacombe Police Commission Binder Review/2014 Meeting Dates

Commission members were introduced to new member Jonathan Jacobson and subsequently reviewed Member orientation binders. Chief Murray's contact information would be included along with 2014 Meeting Dates.

7.3 Nominations for Lacombe Police Commission Chair/Vice-Chair

Chief Murray conducted the elections.

MOVED by Donna Korpass to nominate Tammy Gagnon as Chairperson.

CARRIED

MOVED by Donna Korpass that nominations for Chairperson cease.

CARRIED

Re-elected Chair Gagnon conducted the following election.

MOVED by Chair Gagnon to nominate Donna Korpass as Vice-Chair

CARRIED

MOVED by Chair Gagnon that nominations for Vice- Chair cease.

CARRIED

7.4 2014-2017 Strategic Planning

Commission members discussed development of the Lacombe Police Commission Strategic Plan in light of budget constraints and consultant and staff requirements.

7.5 Police Service Regulation Changes

Chief Murray and Commission members reviewed correspondence from Alberta Justice and Solicitor General on the Police Service Regulation changes. Commission members had no concerns with the proposed changes.

7.6 Complaint Data Submission

Chief Murray and Commission members reviewed correspondence received from Alberta Justice and Solicitor General regarding complaint data submission and collection in the Policing Complaint Database. Commission members agreed a further monthly generic statistical complaint IAPro report from the Chief (personnel issues in camera only) would be established as a standing agenda item (Monthly Complaint report). Chair Gagnon would follow up with Justice and Solicitor General Law Enforcement Standards and Audits Branch regarding data collection from the Public Complaint Director.

7.7 LPC Ethical Guidelines and Code of Conduct

Chair Gagnon informed Commission members that an Ethical Guidelines and Code of Conduct for commission members is now required, under the oversight standards compliance review audit. A draft will be brought to the February meeting for discussion.

8. Information

8.1 Next Meeting

Commission members' next meeting of February 19, 2014 would include an afternoon training session attended by provincial staff. It was agreed the Agenda would reflect any in camera items by subject only as a standard item. Chair Gagnon asked members about availability for a

full day on February 19. Donna Korpass will be away, and Councillor Bouwsema indicated he is unavailable on May 21.

In Camera

MOVED by Donna Korpass that the Commission move *in camera* to discuss a labour issue at 10:29 a.m.

CARRIED

MOVED by Peter Bouwsema that the Commission return to open meeting at 11:00 a.m.


CARRIED

Adjournment

MOVED by Peter Bouwsema to adjourn the meeting at 11:00 a.m.

CARRIED

NEXT MEETING of the LPC is scheduled for 9:00 AM, February 19, 2014.



Chairperson



Secretary