

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, JUNE 18, 2014**

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

**Regrets:** Casey Kooyman, 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**

Tammy Gagnon called the meeting to order at 9:08 AM.

**2. Adoption of Agenda**

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

**CARRIED**

**3. Adoption of Minutes**

3.1 May 28, 2014 Meeting Minutes

*MOVED* by Bob Huff that the May 28, 2014 Minutes be adopted as circulated.

**CARRIED**

**4. Presentations**

(None)

**5. Reports**

5.1 Chief of Police Monthly Report-May 23, 2014 – June 13, 2014:

5.1 a PROS Mayor's Report – May 2014.

5.1 b Lacombe Police Service CPO1 Traffic Unit Report – May 2014

5.1 c SRO Report – May 2014

5.2 Public Complaints Director Report (to May 30, 2014).

5.3 General Ledger Department Report – June 2014 (period 5)

### **Discussion Items / Action Plans:**

Chief Murray provided the Commission with a brief introduction of new LPS staff member Lorne Blumhagen, Inspector, who was available to attend Lacombe Police Commission Meetings for the Lacombe Police Service. An overview of activities, complaints, policy/operational statistical information, and human resources was provided by the Chief. The following items from the above reports were discussed by Commission members:

- Chief Murray reported that following a meeting of Police Chiefs, budgeting and shift scheduling improvements will result from the use of the Justice Online Information Network (J.O.I.N.) with the Alberta court system.
- Chief Murray reported on increased policing presence in targeted community areas and proactive education efforts to prevent thefts.
- Chief Murray reported on attendance at the police facility design committee and the project schedule.
- Chief Murray informed Commission members of potential deferral of the LiveScan implementation pending new facility construction with the necessary interface, for endorsement. It was confirmed that funds had been allocated separately from the new facility construction budget.
- Chief Murray reported on a C.P.I.C. audit and required query documentation.
- Chief Murray clarified that the May PROS clearance rate statistics are incomplete and will be reconciled at year end through the uniform crime reporting standards (UCR) and with those from Statistics Canada, for later publication in the annual report.
- Commission members discussed enforcement and traffic light violations at the intersection of Highway 2A and 47 Avenue. The transition zone will be examined for any necessary traffic safety improvements.
- Chief Murray reported on bylaw tickets issued to improve downtown safety and youth educational efforts on foot and planned by the S.R.O.
- Chief Murray provided a verbal report to the Commission that he had received no public complaints for the month of May.
- Commission members discussed budgeted revenue and expenses. Chief Murray will follow up with finance to collect increased financial report detail.

**MOVED** by *Jonathan Jacobson* to accept all reports (5.1/5.2/5.3) as presented.

**CARRIED**

#### 5.4 Oversight Standards Audit

Chair Gagnon reported that a meeting will be scheduled with Leslie Kelley (Policing Oversight and Funding Programs, Solicitor General and Public Security), to complete the audit.

## 5.5 Police Facility Design Committee

Chair Gagnon provided a verbal report that proposals from three architectural/engineering firms are being reviewed, and facility design requirements communicated. A preliminary presentation from those firms will be held prior to final selection in the fall. Facility Design committee meetings continue.

**MOVED** by Bob Huff that Inspector Lorne Blumhagen attend all Lacombe Police Commission meetings.

**CARRIED**

## 6. Old Business

### 6.1 LPC Draft Strategic Plan – 2014 - 2017

Chair Gagnon distributed the Draft Strategic Plan, for review and acceptance. Commission members discussed and made updates to the Strategic Plan objectives and completion dates. The printing budget would be utilized for the final LPC strategic plan publication for release, and separate meetings via LPC subcommittees would be held to implement key activities. Areas of mutual interest were discussed for follow up with City administration. Chair Gagnon would follow up with Leslie Kelly for input related to the City services operating agreement. Chair Gagnon would follow up with the consultant to update the Strategic Plan for printing.

**MOVED** by Tom Tack that the Lacombe Police Commission approve the Lacombe Police Commission Strategic Plan as amended.

**CARRIED**

### 6.2 LPS 2014 Annual Report

Commission members were informed the LPS Annual Report would benefit from later review with the LPS Business Plan in September to allow accurate reporting.

**MOVED** by Bob Huff that the Lacombe Police Commission amend the LPC Annual Work Plan Key Dates for LPS Business Plan Annual Review and LPS Annual Report to September.

**CARRIED**

### 6.3 LPS Business Plan Annual Review

Item discussed above in 6.2.

## 7. New Business

### 7.1 City of Lacombe Financial Report

Commission Members received a Financial Report from Michael Minchin, Director of Corporate Services. Director Minchin reported that efforts to reduce variances had been successful through capital planning and other means. 2013 operating deficits in the roads and police department budgets were discussed. The option of funding the deficit from reserves had been presented to Council on April 28, and approved by Council for contingency funding from general operating reserve and the Lacombe Police Reserve. Commission members were informed that



Lacombe Police Commission policy items such as funding police reserves can be presented by the Commission to Council for approval. To further assist with police budgeting, Michael Minchin would assemble historical variances, budget and actuals for the Commission.

*Michael Minchin left the meeting at 11:48 a.m.*

**8. Information**

**8.1 Next Meeting**

Commission Members agreed to meet August 6, 2014.

**8.2 Mail to Chair**

One letter was received for information.

**In Camera**

**MOVED** by Donna Korpess that the Lacombe Police Commission move *in camera* to discuss a legal issue at 11:57 a.m.

**CARRIED**

**MOVED** by Bob Huff that the Lacombe Police Commission return to open meeting at 12:30 p.m.

**CARRIED**

**MOVED** by Bob Huff that any requests related to the Chief or Lacombe Police Service (LPS) members under the *Freedom of Information and Protection of Privacy Act* (FOIP) be directed to the FOIP Coordinator for the LPS for consideration and processing, with section 2.12(13) of the Policy Manual updated to reflect the change.

**CARRIED**

**MOVED** by Tom Tack that any requests related to the Lacombe Police Commission (LPC) under the *Freedom of Information and Protection of Privacy Act* (FOIP) be directed to the FOIP Coordinator for the LPC for consideration and processing, with section 2.12(13) of the Policy Manual updated to reflect the change.

**CARRIED**

**MOVED** by Peter Bouwsema that the City of Lacombe Organizational Chart be amended by removal of the Lacombe Police Service.

**CARRIED**

**MOVED** by Jonathan Jacobson that the Lacombe Police Commission (LPC) amend the LPC Strategic Plan by adding the Item 4.8 Objective "To Assign a FOIP Coordinator to the LPC."

**CARRIED**

**Adjournment**

**MOVED** by Peter Bouwsema to adjourn the meeting at 12:34 p.m.

**CARRIED**

**NEXT MEETING** of the LPC is scheduled for 9:00 AM, August 6, 2014.

  
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Chairperson

  
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Secretary