

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, April 15, 2015**

**Attendees:** Jonathan Jacobson, Chair  
Tammy Gagnon, Vice-Chair  
Robert Huff, Commission Member at Large  
Donna Korpess, Commission Member at Large  
Tom Tack, Commission Member at Large  
John Walker, Commission Member at Large

**Regrets:** Peter Bouwsema, City of Lacombe Councillor

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

**1. Call to Order**

Jonathan Jacobson called the meeting to order at 9:03 A.M.

**2. Adoption of Agenda**

The Agenda was adopted as amended to include as New Business a review of data requirements to support the need for resourcing proposals.

*MOVED* by Jonathan Jacobson that the agenda be adopted as amended.

**CARRIED UNANIMOUSLY**

**3. Adoption of Minutes**

3.1 March 25, 2015 Meeting Minutes.

*MOVED* by Tammy Gagnon that the March 25, 2015 Minutes be adopted as presented.

**CARRIED UNANIMOUSLY**

**4. Presentations**

None

**5. Reports**

**5.1 Chief of Police Monthly Report-March 20, 2015 – April 10, 2015**

5.1 a PROS Mayor's Report – March 2015.

5.1 b Lacombe Police Service CPO1 Traffic Unit Report – March 2015.

5.1 c SRO Report – March 2015.

5.2 Public Complaints Director Report (Verbal/None received).

5.3 General Ledger Department Report (Period 3 April 9, 2015)

## 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 a workplace training seminar benefiting many local organizations in Lacombe with positive response with the LMC venue.
- Chief Murray reported on the April 12 residential fire and difficulties with onlookers encountered that delayed securing the scene.
- Commission members discussed the Chief's H.R. report and the deferral of a civilian position until July 1. In future, any proposed changes affecting the LPS Budget will be discussed by the Lacombe Police Commission prior to implementation.
- Chief Murray reported on PROS scoring, tracking and continued efforts to improve clearance rates.
- Chief Murray reported on rollout of provincial threat assessment protocols with Wolf Creek School Division, and input from principals on School Resource Officers.
- Chief Murray reported on improved traffic flow in the child safety zone at J.S. McCormick, following the school division's decision to close the parking lot in mornings and afternoons.
- Chief Murray reported that for the period the budget was on target for the first quarter.
- The Public Complaint Director reported no complaints for the period. A written report template is planned for the future.
- Chair Jacobson would follow up for information on City policies for treatment of reserves/surpluses.

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

**CARRIED UNANIMOUSLY**

### 5.4 Policy Facility Update

Chief Murray reported on Police Facility progress, cost reductions, and confirmed Council had approved funding the previously unidentified estimated cost from a portion of the forecasted 2014 budget surplus. Tendering was anticipated in the next two weeks.

## 6. Old Business

### 6.1 Inclusion of Two-Percent Training Budget

Commission members discussed allocating a consistent percent (two percent in Strategic Plan) of the Lacombe Police Service Budget for training as a request each year during budget preparation.

**MOVED** by Robert Huff that the Chief shall request that the training portion of the Lacombe Police Service Budget at a minimum aligns with the City of Lacombe Training Policy.

**CARRIED UNANIMOUSLY**

**MOVED** by Tammy Gagnon that the Commission adopt the wording ("*the Chief shall request that the training portion of the Lacombe Police Service Budget at a minimum aligns with the City of Lacombe Training Policy*") into Section 3.5 (Financial) of the Lacombe Police Commission Policy Manual.

**CARRIED UNANIMOUSLY**

6.2 Review of Draft Strategic Plan

Commission members reviewed and updated the Draft Commission Strategic Plan. Key items discussed by Commission members included the following:

- The Community Survey launched April 10 and would run until May 29, following which data tabulation would be completed for presentation at the June 17 Lacombe Police Commission meeting.
- The Business Plan for dispatch and other responsibilities would be presented in Q3 of 2015 (September).
- Chair Jacobson would discuss the draft CAO policy on roles with the CAO to obtain input for the next meeting on May 20.
- By early 2016 Commission printed promotional materials would be developed for use at trade shows, and are to be included in the October 2015 budget proposal.
- Input from the CAO would be gathered pending further discussion of the Strategic Plan.

6.3 Monthly Commission Sub-Committee Updates

Commission members reported on work progress for their various subcommittees.

- Administrative Support: Tammy Gagnon and Donna Korpess deferred their report until May 20.
- Professional Development: Robert Huff and Jonathan Jacobson reported on progress made to develop a governance frame of reference, including new member orientation and continuing professional development for commission members by attending conferences, or hosting an AAPG conference. Honorariums were also discussed to encourage new member participation.
- Public Complaint Director: Tom Tack and John Walker submitted a written draft for review and reported on the complaint process. Further development would be made to include Strategic Plan Item 4.5 in defining a process for PCD candidate selection and a position description, for incorporation into LPC policy.
- Commissioner Selection Sub-committee: Jonathan Jacobson reported on a past meeting with Peter Bouwsema to develop a comprehensive HR plan outlining varied specialized skill sets desired. Holding candidate interviews and using a vetting process and recommendations to the Mayor for appointment were discussed.

6.4 Updated LPC Annual Work Plan

Commission members discussed the strategic benefits of developing a succession plan, and having the H.R. Manager facilitate. The June LPC Annual Plan item should show the Chief and LPC as jointly responsible. The September item would be edited to be recruitment advertising as needed. An amended Annual Work Plan including succession planning would come forward on May 20 for adoption.

**MOVED** by Tammy Gagnon that the review and adoption of the Updated Annual Work Plan be deferred to the next LPC meeting on May 20, 2015.

**CARRIED UNANIMOUSLY**

**7. New Business**

**7.1 Review of Data for Additional Resourcing**

Chair Jacobson presented a short summary of data required to support the need for additional resources, to be brought forward again for discussion on May 20, 2015.

**8. Information**

**8.1 Next Meeting**

May 20, 2015, 9:00 a.m.

**8.2 AAPG April 10-11 Conference**

John Walker presented a brief overview of the Conference he and Jonathan Jacobson attended. Modules and webinars are available to assist with member professional development, and the two resolutions (from Edmonton Police Commission and Lethbridge Regional Police Commission) had been passed.

**9. In Camera**

**MOVED** by Donna Korress that the Commission move In Camera at 11:28 a.m. to discuss a personnel item.

**CARRIED UNANIMOUSLY**

**MOVED** by John Walker that the Commission return to open meeting at 11:39 a.m.

**CARRIED UNANIMOUSLY**

**10. Emerging Items**

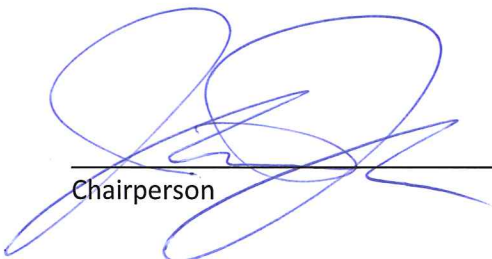
(None)

**11. Adjournment**

**MOVED** by Tammy Gagnon to adjourn the meeting at 11:40 a.m.

**CARRIED UNANIMOUSLY**

**NEXT MEETING** of the LPC is scheduled for 9:00 A.M., May 20, 2015.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Secretary