

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
Thursday, December 8, 2022**

Attendees: Corey Gish, Chair
Cameron Penstone, Vice-Chair
Sonja Dykslag, Commission Member at Large
Elaine Willette-Larsen, Commission Member at Large
Ken Kulak, Public Complaints Director
John Soderberg, Commission Member at Large
Cora Hoekstra, City of Lacombe Councillor

Others: Chief Lorne Blumhagen, Lacombe Police Service
Jennifer Peterson, Secretary

Guest: Staff Sergeant Bryan Zens, Lacombe Police Service
Tabatha Robbins-Deutsch, Records Management & FOIP Coordinator
Tracey McKinnon, Senior Manager of Financial Services

Regrets: Diane Piché, Director of Corporate Service

1. CALL TO ORDER

Chair Gish called the meeting to order at 8:58 am.

2. LAND ACKNOWLEDGEMENT

Chair Gish read the Land Acknowledgement.

3. ADOPTION OF AGENDA

December 8, 2022, Lacombe Police Commission Agenda was presented for adoption.

(22.65) **MOVED by** *Cameron Penstone*, Seconded by *John Soderberg*, to adopt December 8, 2022, agenda as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

November 10, 2022, Lacombe Police Commission meeting minutes were presented for adoption.

(22.66) **MOVED by** *Cora Hoekstra*, Seconded by *Cameron Penstone*, to adopt the meeting minutes for November 10, 2022, as presented.

CARRIED UNANIMOUSLY

5. PRESENTATIONS

5.1. The Queen Elizabeth II's Platinum Jubilee Medal Presentation

It was with great honour that Chair Gish presented Chief Blumhagen and Staff Sergeant Zens with the Queen Elizabeth II's Platinum Jubilee Medal. This medal is given to those representing the true meaning of family, community, and service. Fifty medals were given out within enforcement services, and Lacombe Police Service was honoured to receive two.

5.2. FOIP Training – Tabatha Robbins-Deutsch, Records Management & FOIP Coordinator

Ms. Robbins-Deutsch provided the Commission with the introduction to the Freedom of Information and Protection of Privacy Act. During the training, it was confirmed that for the purpose of the Act, the Chair of the Commission is designated as the head of the public body.

A Lacombe Police Commission FOIP request form was presented to the Commission for review and support. Upon examination, the Commissioners supported the request form and asked that it is placed on the LPC website and in the policy binders.

Ms. Robbins- Deutsch left the meeting at 9:45 am.

5.3. 2023 Budget and 3rd Quarter Update – Tracey McKinnon, Sr. Finance Manager
Ms. McKinnon advised the Commission that the 3rd Quarter financial results to the end of September have been presented to Council, and the 2023 Operating and Capital budget has been approved as per the changes requested by Council in November.

Mr. McKinnon left the meeting at 9:54 am

6. REPORTS

6.1. *Chief of Police Monthly Reports: November 1, 2022 – December 1, 2022

Chief Blumhagen's report was presented to the Commission as information. The key items that were shared are as follows:

- The fire alarm system was inspected, and the primary control will need to be replaced for the sprinkler system to work.
- The janitorial service contract is up at the end of the year and will not be renewed. Finalizing arrangements with the City to subcontract the Lacombe Memorial Centre staff to clean the Lacombe Police Services building. The cost of janitorial service will decrease with the change.
- The open Sergeant's position has closed. Cst. Josh Smith was the successful candidate and will assume the role upon his return from ALERT in February 2023.
- With Cst Smith's return from ALERT, the Chief is working to identify his replacement with two members. The secondment to ALERT will be placed in the 2024 Human Resource Plan as a three-year commitment.

6.2. *School Resource Officer Report and Statistics

Constable Wilzer's (SRO) report was presented to the Commission as information. This month's stats are exceedingly high compared to past months.

6.3. *Budget and Variance Report (Actual vs Budget 2022)

The Actual vs Budget report was presented. Due to timing, grants show a deficit; this will be corrected by year-end. The Fine Revenue is below the budgeted amount, which has been lowered in the 2023 Budget. Personnel Wages and Benefits are below the budget due to position vacancies. The Lacombe Police Services is projecting a year-end surplus due to vacancies and the revenue surplus from security clearances and other revenue.

Ms. McKinnon shared that overtime and banked hours will be paid out at year-end. A new timesheet and scheduling system has been chosen, and she will follow up with Chief Blumhagen on how the system will improve tracking in 2023.

6.4. *Public Complaints Director Report

PDC Kulak advised the Commission that no complaints were received for this period.

6.5. Chair Report

Chair Gish presented her report on her monthly activities. The Chair advised the Commission that she participated in a conference call with Minister Ellis on Monday, December 5, 2022, regarding the recommended changes to the Police Act.

(22.67) **MOVED by Elaine Willette-Larsen, Seconded by Cameron Penstone, to enter In-Camera at 10:06 am to discuss the recommended amendments to the Police Act.**

CARRIED UNANIMOUSLY

(22.68) **MOVED by Cora Hoekstra, Seconded by Elaine Willette-Larsen, to return to Open Meeting at 10:09 am.**

CARRIED UNANIMOUSLY

6.6. Vice-Chair Report

Vice-Chair Penstone presented his report verbally on his monthly activities.

6.7. Council Rep. Report

Councillor Hoekstra's presented her report on council business.

(22.69) **MOVED by Cameron Penstone, Seconded by Elaine Willette-Larsen, to accept reports (6.1/6.2/6.3/6.4/6.5/6.6/6.7) as information.**

CARRIED UNANIMOUSLY

7. OLD BUSINESS

7.1. Reappointment of Commission Members

On November 14, 2022, Commission Gish, Dykslag and Willette-Larsen were reappointed for a three-year term ending December 31, 2025. At the January 12,

2023, Lacombe Police Commission Meeting, the reappointed Commissioners' will affirm their Oath of Office.

The frequency of when a Police Check needs to be completed will be discussed and confirmed at the February 2023 meeting.

7.2. Lacombe Police Commission Members' Self-assessment

The survey results were shared with the members. The Lacombe Police Commission will look at setting goals based on the results. Areas that will be addressed are as follows:

- Public engagement
- Direction to the Chief on Policy
- Whether discussing or reassessing the information from the Chief
- Re-understanding the roles of the Commission and Chief
- Meetings with and without the Chief
- Meeting agenda packages – content and timing

7.3. 2023-2025 Strategic Plan/KPI

The Strategic Plan 2023-2026 document was presented. A discussion occurred regarding the images and placement of there occurred. The Commissioners agreed that a couple of the pictures should be repositioned within the document or replaced with updated ones. Chief Blumhagen will follow up with the City's Marketing department for the changes.

8. NEW BUSINESS

8.1. Review of the 2021 -2023 Human Resource Plan

Chief Blumhagen presented the amended 2021-2023 Human Resource Plan that coincides with the 2023 Budget. Upon review of the plan, it was noted that there is some confusion with the updates. Chief Blumhagen will amend and present the updates at the January 12, 2023, meeting.

8.2. Central Alberta Crime Prevention Centre (CACPC) Service – Input Request

Chair Gish presented an email from Mayor Creasey requesting comments on the service the CACPC provides. After a discussion, it was agreed that the Chair would respond indicating that LPC is aware of the service and that LPS has sent members to training opportunities, but at this time, LPC does not see a need to subscribe to the program.

9. INFORMATION

9.1. News Regarding BC Human Rights Commissioner's Response to SRO/SLO Program in Schools. A discussion occurred on the importance of the right person being trained in diversity and relationship building before being placed in an SRO/SLO program.

9.2. Christmas Greetings from MLA Ron Orr and the AAPG were received.

10. STANDING ITEMS

Commissioners acknowledged standing items.

10.1. LPC Annual Work Plan Review

10.2. FOIP Training December 08, 2022

10.3. LPS – Alberta Provincial Policing Standard Audit – Cycle 5

The audit has been delayed to January 2023. Staff Sergeant Zens is finalizing the compiling of the information.

10.4. ALERT Presentation – March 2023 (tentative)

10.5. The Next Meeting Confirmation

Commissioners confirmed the next meeting date to be January 12, 2023, in the Community Room at Lacombe Police Services.

11. IN-CAMERA

(22.70) **MOVED by** *Elaine Willette-Larsen*, Seconded by *Cameron Penstone*, to enter In-Camera at 11:10 am to discuss the following:

CARRIED UNANIMOUSLY

11.1. Labour (FOIP Section 24)

11.2. Legal (FOIP Section 17)

(22.71) **MOVED by** *Cameron Penstone*, Seconded by *Elaine Willette-Larsen*, to return to Open Meeting at 11:26 am.

CARRIED UNANIMOUSLY

12. ADJOURNMENT

DECLARED by *-Chair Gish* that the regular meeting is adjourned at 11:27 am.

____ Original Signed ____
Chairperson

_____ Original Signed _____
Secretary