



AGENDA

REGULAR MEETING OF THE TABER MUNICIPAL POLICE COMMISSION OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON WEDNESDAY, OCTOBER 07, 2015 AT 4:30 PM.

| | <u>MOTION</u> |
|---|---------------|
| ITEM No. 1. CALL TO ORDER | |
| ITEM No. 2. ADOPTION OF THE AGENDA | X |
| ITEM No. 3. DELEGATIONS | |
| ITEM No. 4. ADOPTION OF THE MINUTES | |
| ITEM No. 4.A. MINUTES OF THE REGULAR MEETING OF TABER MUNICIPAL POLICE COMMISSION JUNE 17, 2015 | X |
| ITEM No. 5. BUSINESS ARISING FROM MINUTES | |
| ITEM No. 6. ACTION ITEMS | |
| ITEM No. 6.A. AAPG CONFERENCE CALL | X |
| ITEM No. 6.B. TABER MUNICIPAL POLICE COMMISSION FINANCIAL INFORMATION | X |
| ITEM No. 6.C. COMMISSION MEMBER REPORTS (VERBAL) | X |
| ITEM No. 7. MEDIA INQUIRIES | |
| ITEM No. 8. CLOSED SESSION | X |
| ITEM No. 8.A. FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS | |
| ITEM No. 8.B. FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS | |
| ITEM No. 9. OPEN SESSION | X |
| ITEM No. 10. CLOSE OF MEETING | X |



Taber Municipal Police Commission Request for Decision

Meeting Date: October 7, 2015

Subject: Minutes of the Regular Meeting of Taber Municipal Police Commission June 17, 2015

| | |
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| Recommendation: | That the Taber Municipal Police Commission adopts the minutes of the Regular Meeting held on June 17, 2015, as presented. |
| Background: | N/A |
| Legislation / Authority: | MGA, Section 208(1)(a)(c) |
| Strategic Plan Alignment: | N/A |
| Financial Implication: | N/A |
| Service Level / Staff Resource Implication: | N/A |
| Justification: | Approval of minutes is in accordance with the Municipal Government Act, Section 208. |
| Alternative: | That the Taber Municipal Police Commission adopts the Minutes of the Regular Meeting held on June 17, 2015, as amended. |



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| Attachment(s): | Minutes |
|-----------------------|---------|

| APPROVALS: | |
|---|---------------|
| Originated By: | Kerry Van Ham |
| Chief Administrative Officer (CAO) or Designate: | |

MINUTES OF THE REGULAR MEETING OF THE TABER MUNICIPAL POLICE COMMISSION OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON WEDNESDAY, JUNE 17, 2015, AT 4:30 PM.

Chairperson

Holst, Ken

Members

Bernhardt, Chris
Osburne-Campbell, Wanda
Prummel, Harry
Sparks, Randy

Absent

Brewin, Jack
Gardner, Murray

Chief Administrative Officer

Birch, Greg

Staff

Abela, Graham (Arrived at 4:38 PM)
Van Ham, Kerry

CALL TO ORDER

Chair Holst called the Regular Meeting of the Taber Municipal Police Commission to Order at 4:31 PM.

Chair Holst stated that Chief Rudd was unable to attend this meeting; Inspector Abela will attend on the Chief's behalf.

ADOPTION OF THE AGENDA

Chair Holst inquired if there were any additions or deletions to the Agenda and advised that there were none.

ADOPTION OF THE AGENDA – CONT'D

RES.49/2015 MOVED by W. Osburne-Campbell that the Taber Municipal Police Commission adopts the Agenda as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

ADOPTION OF THE MINUTES

A) Minutes of the Regular Meeting of Taber Municipal Police Commission April 15, 2015

RES.50/2015 MOVED by H. Prummel that the Taber Municipal Police Commission adopts the minutes of the Regular Meeting held on April 15, 2015, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES

None.

ACTION ITEMS

A) Commission Member Terms of Office

Chair Holst reviewed the report detailing the terms of office for Commission members. It was noted that W. Osburne-Campbell's term expires at the Organizational Meeting of Council in 2015.

The Commission discussed the procedure for advertising of vacancies, and re-application.

The Commission made no motion.

ACTION ITEMS – CONT'D

B) Financial Information

Inspector Abela arrived at 4:38 PM.

The Commission reviewed and discussed the financial information provided.

RES.51/2015 MOVED by Councillor Sparks that the Taber Municipal Police Commission accepts the Financial Information to May 31, 2015.

CARRIED UNANIMOUSLY

C) Police Chief Rudd's Report

Inspector Abela provided an update of departmental activities and statistics to the Taber Police Commission.

RES.52/2015 MOVED by W. Osburne-Campbell that the Taber Municipal Police Commission accepts Chief Rudd's report and statistics for information purposes.

CARRIED UNANIMOUSLY

D) Commission Member Reports (Verbal)

Chair Holst stated that update reports are requested to be provided verbally to inform the Commission of individual Commission-related activity. This could come in the form of meeting attendance and activity intended to strengthen the Commission's reputation and visibility.

Chair Holst also stated that the standing item for update is the AAPG Conference Subcommittee update.

The Subcommittee discussed various ideas and plans for this upcoming event, and stated that full planning will commence September 2015.

The Commission made no motion.

MEDIA INQUIRIES

T. Busch inquired as to when the next Taber Municipal Police Commission Meeting will be.

Chair Holst stated that it will be held on September 16, 2015, unless there is a Special Meeting that is called, to which the media will be notified.

CLOSED SESSION

RES.53/2015 MOVED by C. Bernhardt that the Taber Municipal Police Commission moves into Closed Session to discuss matters subject to "Disclosure harmful to law enforcement" (FOIPP Act, Section 20), "Advice from officials" (FOIPP Act, Section 24), and "Disclosure harmful to economic and other interests of a public body" (FOIPP Act, Section 25).

CARRIED UNANIMOUSLY AT 4:57 PM

OPEN SESSION

RES.54/2015 MOVED by Councillor Sparks that the Taber Municipal Police Commission reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 5:55 PM

RES.55/2015 MOVED by Councillor Sparks that the Taber Municipal Police Commission approves the Report to the Community as presented and directs that the Report be made available to the public.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES.56/2015MOVED by H. Prummel that a subcommittee be formed, comprised of Chair Holst, Councillor Sparks, C. Bernhardt and CAO Birch, to lead the process of hiring a new police chief, including the review and updating of the job description for the position; and further that the hiring subcommittee keep the Commission informed of its progress on a regular basis.

CLOSE OF MEETING

RES.57/2015MOVED by C. Bernhard that this Regular Meeting of the Taber Municipal Police Commission is hereby Closed.

CARRIED UNANIMOUSLY AT 5:58 PM

CHAIR

CHIEF ADMINISTRATIVE OFFICER

Taber Municipal Police Commission Request for Decision

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|--|---|
| Meeting Date: October 7, 2015 | |
| Subject: AAPG Conference Call | |
| Recommendation: | The Taber Municipal Police Commission requests that representative(s) _____, participate in the AAPG October Member Conference Call on Monday October 19, 2015 at noon, and report the pertinent information back to the Commission at the next Commission meeting. |
| Background: | The Taber Municipal Police Commission is a member of the AAPG (Alberta Association of Police Governance). An invitation to attend the Member Conference call for October has been extended for Monday October 19, 2015 at noon. |
| Legislation / Authority: | Taber Municipal Police Commission Policy Manual |
| Strategic Plan Alignment: | Governance: Build partnerships with other governments and organizations where synergies may exist. |
| Financial Implication: | There is no financial implication at this time. |
| Service Level / Staff Resource Implication: | The service level of the Commission will increase due to increased knowledge about the ministry. |
| Justification: | To create awareness and gain knowledge of the Ministry and activities. Knowledge of ongoing and upcoming events keeps the Commission involved. |
| Alternative(s): | The Commission could choose to nominate a member to attend all conference calls and report back to the Commission. The Commission could choose to not nominate a member to attend conference calls. |



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|-----------------------|----------------------|
| Attachment(s): | Email Correspondence |
|-----------------------|----------------------|

| APPROVALS: | |
|---|---------------|
| Originated By: | Kerry Van Ham |
| Chief Administrative Officer (CAO) or Designate: | |

Van Ham, Kerry

From: Van Ham, Kerry
Sent: Monday, September 21, 2015 8:39 AM
To: * TOT - Police Commission
Cc: Rudd, Alf; Birch, Greg
Subject: FW: Member Conference Call - October 19th



Kerry Van Ham
Administrative Services Manager
Town of Taber
A - 4900 50 Street
Taber AB T1G 1T1

Phone: (403) 223-5519

Fax: (403) 223-5530

Visit our website at <http://www.taber.ca>

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From: Jennifer Freund [mailto:admin@aapg.ca]
Sent: Sunday, September 20, 2015 4:02 PM
To: Jennifer Freund
Subject: Member Conference Call - October 19th

Dear AAPG Members:

AAPG will be hosting its October Member Conference Call on **Monday October 19th at noon.**

Our guest speaker will be Assistant Deputy Minister Bill Sweeney. He will update us on activities of the Ministry, as well as participate in a question and answer session.

To join us:

Conference Call Numbers: Dial: 1-888-289-4573

Access Code: 7625238#

We look forward to your attendance.

Thank you.

Sincerely,

Jennifer Freund

Jennifer Freund
Executive Director
Alberta Association of Police Governance
www.aapg.ca



| Taber Municipal Police Commission Request for Decision | |
|---|---|
| Meeting Date: October 7, 2015 | |
| Subject: Taber Municipal Police Commission Financial Information | |
| Recommendation: | That the Taber Municipal Police Commission accepts the Financial Information to August 31, 2015. |
| Background: | The report of the financial information for the period ending August 31, 2015 is attached. |
| Legislation / Authority: | <i>The Police Act</i> , Section 31(1) |
| Strategic Plan Alignment: | Governance: Strengthen our core infrastructure and services in a fiscally responsible manner |
| Financial Implication: | None. |
| Service Level / Staff Resource Implication: | None. |
| Justification: | In accordance with the <i>Police Act</i> , Section 31, where a commission has been established, the commission shall, in the carrying out of its responsibilities, oversee the police service and for that purpose shall allocate the funds that are provided by the Council. |
| Alternative: | The Taber Municipal Police Commission could seek clarification on any item. |

| | |
|-----------------------|--|
| Attachment(s): | Financial Information to August 31, 2015 |
|-----------------------|--|



| APPROVALS: | |
|---|---------------|
| Originated By: | Kerry Van Ham |
| Chief Administrative Officer (CAO) or Designate: | |

Town of Taber
Commission - Police
For the Eight Months Ending August 31, 2015

| Account | Description | 2015 Total Budget | 2015 Actual Annual | Variance | Percentage Used | 2014 Actual YTD | 2015 Actual YTD | Variance |
|------------------|---------------------------------------|-------------------------|--------------------------|--------------|--------------------|-----------------------|-----------------------|-------------|
| Revenues: | | | | | | | | |
| 1-21-10-412-0000 | Sales of Services | 95,000.00 | 75,366.99 | (19,633.01) | 79.33% | 73,957.82 | 75,366.99 | 1,409.17 |
| 1-21-10-531-0010 | Fines | 406,500.00 | 427,001.13 | 20,501.13 | 105.04% | 364,614.90 | 427,001.13 | 62,386.23 |
| 1-21-10-539-0000 | Other Fines | 4,750.00 | 2,050.00 | (2,700.00) | 43.16% | 2,750.00 | 2,050.00 | (700.00) |
| 1-21-10-590-0000 | Sundry Revenue | 0.00 | 620.50 | 620.50 | 0.00% | 21.44 | 620.50 | 599.06 |
| 1-21-10-610-0000 | Insurance Proceeds | 0.00 | 0.00 | 0.00 | 0.00% | 15,991.26 | 0.00 | (15,991.26) |
| 1-21-10-840-0010 | Transfers from Provincial Gov Condi | 497,500.00 | 467,268.66 | (30,231.34) | 93.92% | 364,832.00 | 467,268.66 | 102,436.66 |
| 1-21-10-990-0000 | Operating Contingency/Debt Recove | 80,000.00 | 0.00 | (80,000.00) | 0.00% | 0.00 | 0.00 | 0.00 |
| 1??????? | Total Revenues | 1,083,750.00 | 972,307.28 | (111,442.72) | 89.72% | 822,167.42 | 972,307.28 | 150,139.86 |
| Expenditures: | | | | | | | | |
| 2-21-10-110-0000 | Salaries - Out of Scope | 275,312.00 | 179,338.66 | (95,973.34) | 65.14% | 170,256.66 | 179,338.66 | 9,082.00 |
| 2-21-10-111-0000 | Police Assoc Wages - Full Time | 1,257,761.00 | 800,984.21 | (456,776.79) | 63.68% | 786,506.97 | 800,984.21 | 14,477.24 |
| 2-21-10-113-0000 | CUPE Wages - Full Time Clerical | 379,393.00 | 228,921.20 | (150,471.80) | 60.34% | 223,783.87 | 228,921.20 | 5,137.33 |
| 2-21-10-114-0000 | CUPE Wages - Part Time Clerical | 78,136.00 | 38,179.95 | (39,956.05) | 48.86% | 59,176.85 | 38,179.95 | (20,996.90) |
| 2-21-10-117-0000 | CUPE Wages - Casual | 0.00 | 43,492.65 | 43,492.65 | 0.00% | 0.00 | 43,492.65 | 43,492.65 |
| 2-21-10-118-0000 | CUPE Wages - Casual Guards | 68,814.00 | 43,760.06 | (25,053.94) | 63.59% | 39,046.28 | 43,760.06 | 4,713.78 |
| 2-21-10-130-0000 | Employer Statutory & Benefits Contri | 462,730.00 | 330,657.15 | (132,072.85) | 71.46% | 311,834.97 | 330,657.15 | 18,822.18 |
| 2-21-10-211-0000 | Travel and Subsistence | 15,000.00 | 13,584.37 | (1,415.63) | 90.56% | 5,791.92 | 13,584.37 | 7,792.45 |
| 2-21-10-211-0001 | Travel and Subsistence | 5,000.00 | 288.12 | (4,711.88) | 5.76% | 1,074.13 | 288.12 | (786.01) |
| 2-21-10-213-0000 | Training - External | 25,550.00 | 4,292.49 | (21,257.51) | 16.80% | 2,710.54 | 4,292.49 | 1,581.95 |
| 2-21-10-214-0000 | Memberships, Conferences, Registr | 9,600.00 | 3,551.00 | (6,049.00) | 36.99% | 4,735.00 | 3,551.00 | (1,184.00) |
| 2-21-10-215-0000 | Express, Cartage, Freight | 2,500.00 | 1,121.07 | (1,378.93) | 44.84% | 1,713.91 | 1,121.07 | (592.84) |
| 2-21-10-216-0000 | Postage | 1,100.00 | 416.46 | (683.54) | 37.86% | 1,397.47 | 416.46 | (981.01) |
| 2-21-10-217-0001 | Communications - Telephone Land L | 12,270.00 | 9,862.53 | (2,407.47) | 80.38% | 9,707.53 | 9,862.53 | 155.00 |
| 2-21-10-217-0002 | Communications - Telephone Mobile | 5,400.00 | 3,009.70 | (2,390.30) | 55.74% | 3,017.88 | 3,009.70 | (8.18) |
| 2-21-10-217-0003 | Communications - Data | 4,800.00 | 1,823.29 | (2,976.71) | 37.99% | 1,599.13 | 1,823.29 | 224.16 |
| 2-21-10-221-0000 | Advertising, Promotion, Public Relati | 4,800.00 | 3,055.52 | (1,744.48) | 63.66% | 4,231.53 | 3,055.52 | (1,176.01) |
| 2-21-10-223-0000 | Subscriptions and Publications | 500.00 | 641.00 | 141.00 | 128.20% | 376.00 | 641.00 | 265.00 |
| 2-21-10-232-0000 | Professional Services - Legal | 500.00 | 0.00 | (500.00) | 0.00% | 53,846.86 | 0.00 | (53,846.86) |
| 2-21-10-235-0000 | Professional Services - Managemen | 6,000.00 | 0.00 | (6,000.00) | 0.00% | 0.00 | 0.00 | 0.00 |
| 2-21-10-236-0000 | Professional Services - Information T | 0.00 | 0.00 | 0.00 | 0.00% | 19,194.03 | 0.00 | (19,194.03) |
| 2-21-10-239-0000 | Professional Services - Other | 5,000.00 | 1,614.52 | (3,385.48) | 32.29% | 975.00 | 1,614.52 | 639.52 |
| 2-21-10-252-0010 | Contracted Repairs, Maintenance - E | 5,000.00 | 164.39 | (4,835.61) | 3.29% | 225.20 | 164.39 | (60.81) |
| 2-21-10-252-0020 | Contracted Repairs, Maintenance - E | 28,020.00 | 20,433.36 | (7,586.64) | 72.92% | 20,030.00 | 20,433.36 | 403.36 |
| 2-21-10-253-0010 | Contracted Repairs, Maintenance - M | 9,000.00 | 8,065.02 | (934.98) | 89.61% | 2,647.39 | 8,065.02 | 5,417.63 |
| 2-21-10-255-0010 | Contracted Repairs, Maintenance - \ | 12,000.00 | 11,756.08 | (243.92) | 97.97% | 5,578.49 | 11,756.08 | 6,177.59 |
| 2-21-10-256-0010 | Contracted Repairs, Maintenance - L | 0.00 | 468.48 | 468.48 | 0.00% | 0.00 | 468.48 | 468.48 |
| 2-21-10-263-0000 | Rental / Lease of Equipment & Furni | 5,400.00 | 6,663.87 | 1,263.87 | 123.41% | 5,968.19 | 6,663.87 | 695.68 |
| 2-21-10-265-0000 | Rental / Lease of Vehicle | 1,500.00 | 1,732.91 | 232.91 | 115.53% | 664.70 | 1,732.91 | 1,068.21 |
| 2-21-10-271-0000 | Licenses, Permits and Software Sup | 26,500.00 | 18,325.91 | (8,174.09) | 69.15% | 4,299.48 | 18,325.91 | 14,026.43 |
| 2-21-10-274-0000 | Insurance Premiums | 17,570.00 | 15,748.29 | (1,821.71) | 89.63% | 16,161.95 | 15,748.29 | (413.66) |

| | | | | | | | | |
|------------------|--------------------------------------|----------------|----------------|----------------|--------|----------------|----------------|------------|
| 2-21-10-280-0000 | Uniform and Clothing Alterations | 0.00 | 49.52 | 49.52 | 0.00% | 403.50 | 49.52 | (353.98) |
| 2-21-10-290-0000 | Towing | 1,000.00 | 300.00 | (700.00) | 30.00% | 250.00 | 300.00 | 50.00 |
| 2-21-10-351-0000 | Purchases from Local Government | 96,000.00 | 54,740.00 | (41,260.00) | 57.02% | 46,618.74 | 54,740.00 | 8,121.26 |
| 2-21-10-511-0000 | Stationery, Office Supplies | 13,000.00 | 7,167.47 | (5,832.53) | 55.13% | 7,572.20 | 7,167.47 | (404.73) |
| 2-21-10-512-0000 | Clothing & Boots | 14,000.00 | 5,346.53 | (8,653.47) | 38.19% | 6,996.79 | 5,346.53 | (1,650.26) |
| 2-21-10-513-0000 | Janitorial Supplies | 4,000.00 | 958.43 | (3,041.57) | 23.96% | 610.85 | 958.43 | 347.58 |
| 2-21-10-515-0000 | Catered or Purchased Foods | 700.00 | 214.41 | (485.59) | 30.63% | 461.83 | 214.41 | (247.42) |
| 2-21-10-516-0000 | Pharmaceutical & First Aid | 1,000.00 | 171.53 | (828.47) | 17.15% | 369.92 | 171.53 | (198.39) |
| 2-21-10-517-0000 | Promotional Materials | 500.00 | 225.00 | (275.00) | 45.00% | 0.00 | 225.00 | 225.00 |
| 2-21-10-519-0000 | General Goods and Supplies - Other | 1,000.00 | 0.00 | (1,000.00) | 0.00% | 26.27 | 0.00 | (26.27) |
| 2-21-10-521-0000 | Gas, Oil, Antifreeze, Etc. | 25,000.00 | 17,584.64 | (7,415.36) | 70.34% | 20,428.03 | 17,584.64 | (2,843.39) |
| 2-21-10-522-0000 | Tires & Batteries | 5,000.00 | 1,405.12 | (3,594.88) | 28.10% | 773.00 | 1,405.12 | 632.12 |
| 2-21-10-523-0000 | Machine & Equipment Parts | 1,500.00 | 297.97 | (1,202.03) | 19.86% | 815.52 | 297.97 | (517.55) |
| 2-21-10-523-0010 | Vehicle Parts | 0.00 | 0.00 | 0.00 | 0.00% | 206.06 | 0.00 | (206.06) |
| 2-21-10-523-0020 | Building Furnishings & Supplies | 600.00 | 399.00 | (201.00) | 66.50% | 0.00 | 399.00 | 399.00 |
| 2-21-10-523-0030 | Computer Equipment & Supplies | 0.00 | 0.00 | 0.00 | 0.00% | 108.99 | 0.00 | (108.99) |
| 2-21-10-524-0000 | Small Equipment and Tools | 19,680.00 | 2,845.67 | (16,834.33) | 14.46% | 7,328.59 | 2,845.67 | (4,482.92) |
| 2-21-10-531-0000 | Chemicals, Salt, Etc. | 0.00 | 0.00 | 0.00 | 0.00% | 54.98 | 0.00 | (54.98) |
| 2-21-10-538-0000 | Building, Plumbing and Electrical Su | 2,000.00 | 1,414.39 | (585.61) | 70.72% | 1,455.25 | 1,414.39 | (40.86) |
| 2-21-10-543-0000 | Natural Gas | 3,300.00 | 2,232.34 | (1,067.66) | 67.65% | 2,715.51 | 2,232.34 | (483.17) |
| 2-21-10-544-0000 | Electricity | 18,330.00 | 11,825.66 | (6,504.34) | 64.52% | 11,396.06 | 11,825.66 | 429.60 |
| 2-21-10-690-0000 | Amortization | 167,489.00 | 111,659.00 | (55,830.00) | 66.67% | 93,738.00 | 111,659.00 | 17,921.00 |
| 2-21-10-940-0000 | Contributions to Capital Fund | 67,100.00 | 44,733.60 | (22,366.40) | 66.67% | 44,736.00 | 44,733.60 | (2.40) |
| 2??????? | Total Expenditures | 3,166,355.00 | 2,055,522.54 | (1,110,832.46) | 64.92% | 2,003,618.02 | 2,055,522.54 | 51,904.52 |
| | Net Operating | (2,082,605.00) | (1,083,215.26) | 999,389.74 | 52.01% | (1,181,450.60) | (1,083,215.26) | 98,235.34 |



| Taber Municipal Police Commission Request for Decision | |
|---|---|
| Meeting Date: October 7, 2015 | |
| Subject: Commission Member Reports (Verbal) | |
| Recommendation: | The Taber Municipal Police Commission accepts the Commission Member Reports for information. |
| Background: | Updates are provided verbally to inform the Commission of individual Commission-related activity. This could come in the form of meeting attendance and activity intended to strengthen the Commission's reputation and visibility. The standing item for update is the AAPG Conference Subcommittee update. |
| Legislation / Authority: | MGA, Section 207(c) |
| Strategic Plan Alignment: | Governance: Build partnerships with other governments and organizations where synergies may exist. |
| Financial Implication: | N/A |
| Service Level / Staff Resource Implication: | The service level will remain status quo. |
| Justification: | To keep all of the Commission informed of activity. |
| Alternative: | The Commission could seek clarification on any of the matters. |



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|-----------------------|-------|
| Attachment(s): | None. |
|-----------------------|-------|

| APPROVALS: | |
|---|---------------|
| Originated By: | Kerry Van Ham |
| Chief Administrative Officer (CAO) or Designate: | |