

Organizational and Regular Meeting January 16, 2025 3:00 PM Centre 2000, Al Robertson Room

Members of the public will have the opportunity to make a presentation or raise a question at a meeting, whether with respect to an item on the agenda or to make a general inquiry. If you wish to bring forward a question at the meeting or make a presentation, please contact the Executive Director at <u>lsitler@cityofgp.com</u> at least 72 hours prior to the meeting. (Complaints about officer conduct will not be topics for this forum).

- 1. CALL TO ORDER
- 2. LAND ACKNOWLEDGEMENT
- 3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- 4.1 Minutes of November 21, 2024, Commission meeting
- 4.2 Minutes of December 11, 2024, Policy and Governance Committee meeting
- 4.3 2023 Commissioner Honorariums Report
- 4.4 2024 Commissioner Honorariums Report
- 4.5 2024-2026 Strategic Initiatives Workplan 2024 4th Quarter Progress Report
- 4.6 Correspondence
 - a) AAPG Independent Agency Police Oversight Appointments
 - b) AAPG Greeting Card and 2025 Annual Conference Information

5. ELECTION OF OFFICERS

- 5.1 Chair
- 5.2 Vice Chair

6. COMMITTEE APPOINTMENTS

- 6.1 Personnel Committee
- 6.2 Policy and Governance Committee

6.3 Finance Committee

6.4 Stakeholder Engagement Committee

7. BUSINESS ARISING

8. NEW BUSINESS

- 8.1 2025 Memberships
 - a) Canadian Association of Police Governance (CAPG)
 - b) Alberta Association of Police Governance (AAPG)
 - c) Grande Prairie Chamber of Commerce

9. STANDING ITEMS

- 9.1 Chair Report
- 9.2 Chief Report
 - a) Monthly Report January 16, 2025
- 9.3 Public Complaint Director Report
- 9.4 Executive Director Report

10. ROUND TABLE

11. CLOSED SESSION

- 11.1 Personnel FOIP Sec. 17(4)
- 11.2 Law Enforcement Matters FOIP Sec. 20(1)
- 11.3 Public Complaint Director FOIP Sec. 24(1)
- 11.4 Professional Standards FOIP Sec. 17(4)

12. BUSINESS ARISING FROM CLOSED SESSION

- 13. NEXT MEETING
- **14. ADJOURNMENT**



MEETING MINUTES November 21, 2024 Al Robertson Room, Centre 2000

- Attendees: Commissioner Dan Wong Commissioner Natalia Reiman Commissioner Timothy Burnham Commissioner Lois Duke Commissioner Donna Koch Commissioner Dylan Bressey Commissioner Warren Travasso Commissioner Kevin O'Toole
- Others: Lorrie Sitler, Executive Director (Commission) Dwayne Lakusta, Chief of Police (Virtual) Greg Redl, Superintendent John Respet, Superintendent (Virtual) Darrin Balanik, Executive Director (GPPS) (Virtual) Jodie Boyne, Senior Strategic Advisor Jacqueline Daigneault, Administrative Assistant

Regrets: Commissioner Everett McDonald

1. CALL TO ORDER – Chair Wong called the meeting to order at 3:08 PM

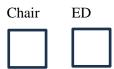
2. LAND ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

Motion to approve the agenda as presented.

Moved by: Commissioner Koch Carried Unanimously

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4. CONSENT AGENDA

- 4.1. Minutes of October 17, 2024, Commission meeting
- 4.2. Minutes of November 4, 2024, Finance Committee meeting
- 4.3. Minutes of November 8, 2024, Personnel Committee meeting
- 4.4. Correspondence
 - i. AAPG Special Governance Advisor Announcement

Adjust 4.1 to Minutes of October 17, 2024, Commission meeting

Motion to approve the consent agenda as amended.

Moved by: Commissioner Burnham Carried Unanimously

5. INQUIRIES BY THE PUBLIC

Nothing to report.

6. BUSINESS ARISING

7. NEW BUSINESS

7.1. Native Counselling Services of Alberta Presentation by Laurie Emin and Constance Cardinal

8. STANDING ITEMS

- 8.1. Chair Report
- 8.2. Chief Report
 - a) Chief's Report November 21, 2024

Motion to accept the Chief's Monthly Report dated November 21, 2024.

Moved by: Commissioner Duke Carried Unanimously

- 8.3. Public Complaint Director Report
- 8.4. Executive Director Report

Chair

ED

8.5. Committee Updates

- a) Finance Committee Chair, Commissioner Burnham
 - i. 2024 3rd Quarter Policing Services Financials

Motion to accept the 2024 3rd Quarter Policing Services Financial report.

Moved by: Commissioner Burnham Carried Unanimously

- b) Policy & Governance Committee Chair, Commissioner Koch
 - i. Police Transition Management Committee Proposal

Motion to stand up an ad hoc committee to monitor and support the police service transition.

Moved by: Commissioner Koch Carried Unanimously

Motion to have Commissioner Burnham and Commissioner Bressey appointed to the Police Transition Management Committee with Commissioner Reiman as Committee Chair.

Moved by: Commissioner Koch Carried Unanimously

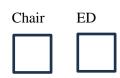
- c) Personnel Committee Chair, Commissioner Reiman
 - i. Policy & Governance Committee Referral Commission Annual Declarations

Motion to have the Policy and Governance Committee review the implementation of an annual declaration that includes conflict of interest along with other relevant disclosures.

Moved by: Commissioner Reiman Carried Unanimously

ii. 2025 COLA

Motion to approve a 2025 out of scope COLA for the Chief of Police and Executive Director that aligns with the City of Grande Prairie out of scope employee COLA increase.



Moved by: Commissioner Reiman Carried Unanimously

9. ROUND TABLE

10. CLOSED SESSION

- 10.1. Personnel FOIP Sec. 17(4)
- 10.2. Law Enforcement Matters FOIP Sec. 20(1)
- 10.3. Public Complaint Director FOIP Sec. 24(1)
- 10.4. Professional Standards FOIP Sec. 17(4)

Motion to move into closed session in accordance with Section 197 of the Municipal Government Act and specified sections of the Freedom of Information and Protection of Privacy Act.

Moved by: Commissioner Travasso Carried Unanimously

Motion to return to open session.

Moved by: Commissioner O'Toole Carried Unanimously

11. BUSINESS ARISING FROM CLOSED SESSION

12. NEXT MEETING – January 16, 2025, at 3:00 pm, Centre 2000, Al Robertson Room

13. ADJOURNMENT

Chair Wong adjourned the meeting at 5:32 PM

Date

Chair

Date

Executive Director

Chair

ED

Grande Prairie Police Commission Policy & Governance Committee Meeting Minutes December 11, 2024

In attendance: Commissioner Koch, Commissioner McDonald, Commissioner Bressey, Commissioner Duke, Executive Director Sitler, GPPS Executive Director Balanik

- 1. Meeting called to order at 10:06 am
- 2. Land Acknowledgement
- 3. Agenda was approved as presented
- 4. Action Items from previous meeting

ltem	Description	Due	Person Responsible	Progress
Strategic Plan Initiatives	ED will circulate the Onboarding and Training documents to the Committee for further input	ASAP	ED	Completed
Strategic Plan Initiatives	Review and provide input on the Onboarding and Training documents.	Dec 11/24	Committee	Completed
	Consult the Commission on their desire to include MGA language regarding items that are of broad interest to the public	Oct 17/24	Committee Chair	Completed
GPPS Financial Policies	ED to consult with Chief Lakusta and GPPS ED Balanik on drafting a financial policy that better aligns with the needs of the Finance Committee and the Commission	Dec 11/24	ED	Completed
	Refer to the Stakeholder Engagement Committee once developed	Jan/25	ED	

- 5. Strategic Plan Workshop
 - a) Add space at the end for the Commission, ED and Chief check in.
- 6. Business Arising
 - a) Sponsorships and Attendance at Events
 - i. Reviewed events listed and discussed which ones should be the full Commission
 - ii. Perhaps we could look at having a budget per Commission member for community events
 - iii. Executive Director to develop a proposal for the Commission to decide between selecting between events and then deciding who should attend or a per Commission member budget
 - iv. Committee members add community events that they believe Commission should be represented at

b) Reviewed changes to the Policy 2.5 - Conflict of Interest

- c) Onboarding Journey
 - i. Discussion regarding important aspects of onboarding
 - ii. Approved document as presented and will continue to make improvements as needed

- d) Training and Professional Development Plan
 - i. Discussion around Councillor expenses for conferences.
- 7. Draft Policy 3.2
 - a) Discussion around transferring between accounts
 - b) Executive Director to obtain the City's financial policy on transferring
 - between accounts and provide to the Committee
- 8. Policy Review
 - a) Reviewed and approved Section 2.8 Roles and Responsibilities of Chair and Vice-Chair
 - b) Reviewed and approved Section 2.9 Selection and Role of the Public Complaint Director
- 9. Requests from the Commission
 - a) Annual Declaration for Commission members
 - i. Executive Director to draft an annual declaration and send out to the Committee for input
- 10. Next meeting will be determined in the new year once Committee appointments are made.
- 11. Meeting was adjourned at 11:32 am

ltem	Description	Due	Person Responsible	Progress
City Financial Policy	Send Financial Policy to Committee on transferring funds between accounts	Dec 19/24	ED	
Strategic Plan Check in	Send draft Agenda to Policing Committee	Dec 19/24	ED	
Community Events	Add Community Events Commission should be represented at		Committee	
Community Events	Develop proposal for a per event or per member budget for event attendance	Jan/25	ED	
Onboarding Journey	Bring to Commission for approval		Committee Chair	
Annual Declaration	Draft and send out to the Committee and updated annual declaration	Dec 19/24	ED	
Annual Declaration	Review and provide input on the draft annual declaration	Jan/25	Committee	
Professional Development Plan	Bring to Commission for approval		Committee Chair	
Land Acknowledgement	Refer to the Stakeholder Engagement Committee once developed	Jan/25	ED	

2023 COMMISSIONER HONORARIUMS

For the Period Ending December 31, 2023

Commission Member	Annual Budget	Year to Date Actuals	Budget Remaining
	\$40,000	\$32,950	\$7,050

Honorariums	
Benning, Kelly	\$600
Bressey, Dylan	\$0
Burnham, Timothy	\$6,250
Duke, Lois	\$4,200
Koch, Donna	\$5,450
O'Toole, Kevin	\$0
Reiman, Natalia	\$5,300
Sharma, Sandeep	\$450
Travasso, Warren	\$450
Wong, Dan	\$10,250
Total	\$32,950

Honorariums: Honorariums are paid for all Commission-related meetings including monthly meetings, Commission Committee meetings, attendance at conferences or training, and attendance at community events when representing the Commission. Remuneration is outlined in Section 6.2 of the Grande Prairie Police Commission Policy and Procedure Manual and aligns with Grande Prairie City Council Bylaw C-1455.

2024 COMMISSIONER HONORARIUMS

For the Period Ending December 31, 2024

Commission Member	Annual Budget	Year to Date Actuals	Budget Remaining
	\$64,800	\$38,500	\$26,300

Honorariums	
Bressey, Dylan	\$0
Burnham, Timothy	\$5,300
Duke, Lois	\$4,200
Koch, Donna	\$4,850
McDonald, Everett	\$1,650
O'Toole, Kevin	\$0
Reiman, Natalia	\$7,300
Sharma, Sandeep	\$600
Travasso, Warren	\$4,500
Wong, Dan	\$10,100
Total	\$38,500

Honorariums: Honorariums are paid for all Commission-related meetings including monthly meetings, Commission Committee meetings, attendance at conferences or training, and attendance at community events when representing the Commission. Remuneration is outlined in Section 6.2 of the Grande Prairie Police Commission Policy and Procedure Manual and aligns with Grande Prairie City Council Bylaw C-1455.



Grande Prairie Police Commission

Deliverable/Initiative Strategic Responsible Project Project Project Completion Priorities Commencement Status Quarter/Year Quarter/Year Governance **Development and Maintenance of a Board Matrix** Policy & Governance 1/2024 1/2024 Excellence 1/2024 **Policy Review Schedule** Policy & Governance 2/2024 Training and Professional Development Plan Policy & Governance 3/2024 4/2024 **Develop Terms of Reference for Commission** All 1/2024 2/2024 Committees Defined onboarding process **Executive Director** 2/2025 3/2025 Strategic Planning Workshop Policy & Governance 2/2026 3/2026 Succession Planning All 4/2025 1/2026 Successful Transition Performance Report All Community 1/2024 **Community Presentations to Commission Executive Director** 4/2026 Engagement Communications Plan **Executive Director** 1/2025 2/2025 Stakeholder Engagement Plan Stakeholder 2/2025 4/2025 Monitor and Standing Agenda Item to report on the Transition 1/2024 4/2026 Chair Support **Quarterly Report on Police Transition** 3/2024 4/2026 **Executive Director** Transition **Quarterly Report to City Council** Chair 2/2024 4/2026 Advocacy 1/2026 Political Advocacy Plan Stakeholder 2/2026 3/2026 Social Agency Environmental Scan 4/2026 **Executive Director**

Strategic Initiatives Workplan – 2024 4th Quarter Progress Report

Not started

In progress - Delayed

In progress – On Track



Completed

Lorrie Sitler

From:Executive Director < >Sent:December 19, 2024 1:02 PMTo:Executive DirectorSubject:Appointment of Independent Agency Police Oversight Board Members

mail originated from outside of the organization! Do not click links, open attachments, or reply unless you recognize the sender's email address and know the content is Members - sharing the below email announcement provided by the Ministry this morning.

Victoria Chester Executive Director Alberta Association of Police Governance

www.aapg.ca

------ Forwarded message ------From: **PSES ADM Public Security Division** < Date: Thu, Dec 19, 2024 at 11:19 AM Subject: Appointment of Independent Agency Police Oversight Board Members

I am emailing AAPG to provide an update on developments with respect to the Independent Agency Police Service (IAPS). As you are likely aware, on <u>May 16, 2024</u>, the <u>Public Safety Statutes Amendment</u> <u>Act</u> received royal assent, updating policing legislation in Alberta to allow for the creation of an IAPS, which would work alongside police services across the province. If created, police officers in the new agency would take on responsibility for police functions currently carried out by the Alberta Sheriffs. While no decisions have been made on the establishment of an IAPS, should this organization be created, it will be overseen by an IAPS Oversight Board which will provide civilian oversight of any policing services provided by an IAPS.

We continue to value our partnership with the Alberta Association of Police Governance and will endeavour to provide relevant updates as the initiative moves forward.

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Arometer Street



Through every moment of the holidays, every day of the new year, may peace and joy be yours.

The Board

of the Alberta Association of Police Governance



2025 Annual Conference & AGM Westlock, AB – May 2nd & 3rd

Supporting excellence in civilian governance and oversight of police services in Alberta by providing our members, and potential members, with an enjoyable opportunity to learn and network.

We invite all those participating in community police governance to attend!

This year our Conference venue will be at the Westlock Inn & Conference Centre. There are two options for your Hotel stay; the Conference Venue location with its ease of walking to the Conference from your room, and another a short drive away that offers newer accommodations. *Block of reserved rooms are limited, BOOK EARLY! Call the hotel for reservations and reference AAPG.* Ramada by Wyndham | P. 780-349-2245 Westlock Inn (Conference Venue) | P. 780-349-4483

Our Conference Program offers many Education/Training presentations and break-out sessions on various topics, such as:

Public Relations & Social Media: Changing the perception of Police and Transparency to Citizens, Data and Reports: How to Glean Trends & Gaps, Alberta Ombudsman Office; LERB and other complaints, Al Technology & Privacy; the effects on Police, Policy and Governance, Data and Reports: How to glean Trends & Gaps, Emergency Preparedness; your role in Mass Evacuations, Encampments and the Unhoused, Role of Police Associations, Creation of a

Policing Committee, Governance E-learning Update, New Commission/Committee Member Orientation, Round-table Discussions, <u>PLUS</u> former Winnipeg Police Chief Devon Clunis presents Cultural Diversity Training & Dr Leroy Little Bear presents Collectivity or Individuality

Flying to Edmonton? Use WestJet Coupon Code 1H6S2DG

Along with a schedule filled with these topical speakers, your registration includes:

NEW: Thursday Evening May 1st Early Registration Mix & Mingle! 6pm to 7:30pm at Kerri's Bakery, a former Church now a Café. Enjoy a welcome drink with appetizer desserts & snacks.

Friday Evening Networking Event + Banquet Extraordinaire! Networking & drinks at the Canadian Tractor Museum Rotary Spirit Centre Banquet plus Casino Fun Night with prize draws (add-on your significant other as a Banquet guest during registration)

Register NOW at www.aapg.ca and click on the Conference tab



Meeting: GPPC Public Meeting Date: January 16, 2025

Ongoing Initiatives

1. Recruit Training Class (RTC) #1 Update:

Recruit Training Class (RTC) #1 is currently in week 19 of their training, and we continue to receive positive feedback from our instructors. The graduation of RTC #1 is scheduled for February 21, marking a historic milestone for both the City of Grande Prairie and the Grande Prairie Police Service.

2. **Post-Graduation Deployment and Field Training Challenges:**

Upon graduation, the twelve recruits from RTC #1 will be deployed to frontline operations within the Grande Prairie RCMP. They will undergo an additional four months of field training. The Edmonton Police Service has graciously shared their field training program and will provide the necessary mentorship to help develop our officers.

3. Update on EPO #2 Deployment:

Three members of EPO #2 graduated on November 25 and have been successfully integrated into operations. Two officers are working on the frontline, while Detective McCormack has been assigned to the Caribou Child and Youth Centre.

4. Detective McCormack's Specialized Training:

Detective Jason McCormack is scheduled to attend the Canadian Police College in September for the Polygraph Examiners Course, a 10-week program that will certify him to conduct polygraph examinations. This skill is essential for both investigative and pre-employment purposes. The Edmonton Police Service has committed to providing Detective McCormack with the necessary mentorship prior to his course in September.

5. Recruit Class #2 Application Process:

We are currently processing applications for our second recruit class, set to begin in March. We have received 288 applications for the 14 positions available.



6. Appointment of Inspector Dave Knibbs:

I am pleased to announce that Dave Knibbs will be joining our team as the Inspector overseeing the Patrol and Investigations Branch. Inspector Knibbs began his 24-year career with the RCMP in Fort St. John, BC, and is eager to return to the Peace Region to help strengthen the GPPS. Throughout his career, he has worked in various locations, including British Columbia, Alberta, Nunavut, Nova Scotia, and as an International Liaison Officer in Kingston, Jamaica. He brings extensive experience in specialized units, including patrol, child exploitation, firearms trafficking, organized crime, and national security. Inspector Knibbs also has expertise in major event command, undercover operations, surveillance, wiretap, and Indigenous policing.

7. **Experienced Officer Class #3 Selection:**

Three officers have been selected for our third Experienced Officer Class, which will begin on January 27. In our pursuit of quality over quantity, we have chosen only three officers who meet our high standards for character, skills, and experience:

- Sergeant Walter Kubrak 25 years with the Edmonton Police Service
- Detective Kevin Woytas 16 years with the RCMP (Federal and Provincial)
- \circ Constable Matt Romeral 14 years with the Toronto Police Service
- This brings our total count of sworn officers to 33, which represents 30% of our full staffing complement.

8. **Constable Scott Blandford's Assignment:**

We have also hired Constable Scott Blandford, a former Sergeant with the Canadian Armed Forces Military Police, where he served for 15 years. While Constable Blandford brings significant experience, we have assigned him to Recruit Training Class #2 to ensure he acquires the necessary skills for municipal police work. He began his employment on January 6, supporting our transition team as a pre-hire.

9. APCAT and APREP Testing:

APCAT testing was conducted on November 22, December 2, and December 17. APREP testing was held on December 3, December 12, January 5, and January 12.



10. Grande Prairie Police Transition Governance Committee Update:

• We have requested office space at the RCMP Detachment for a commissioned officer to support both sworn and civilian employees during the transition, ensuring the GPPS culture and practices are preserved.

11. **Grande Prairie Enforcement Services Staffing Update:** Grande Prairie Enforcement Services will be fully staffed pending the completion of the final two security clearances from the latest hiring process. However, we anticipate the loss of at least one Community Peace Officer (CPO) in March, with the possibility of up to three. A hiring process will be initiated in anticipation of these vacancies, and a pool of qualified candidates will be retained to immediately fill any unexpected vacancies. Our goal is to maintain a full staff, especially during the busy spring and summer seasons.

- 12. **2025 Strategy Session for Grande Prairie Enforcement Services:** The Grande Prairie Enforcement Services 2025 strategy session, held prior to the holidays, identified social disorder and traffic as key priorities. We are creating a dedicated traffic unit, with one CPO assigned to each Watch, alongside one CPO from the Community Engagement Team (CET) per Watch. As we continue staffing, we will leverage remaining CPOs to address emerging priorities in the city.
- 13. Local Community Peace Officer Induction Program (CPOIP) Development: We have partnered with Alberta Health Services' Protective Services Division to provide core CPO training for our new Peace Officer hires. While we will maintain responsibility for EVOC and traffic training, the program's courses will be held in Edmonton. Additionally, the Government of Alberta Training Academy has offered free housing for our candidates during their training.

14. Mobile Outreach Unit (MOU) Update:

The Mobile Outreach Unit continues to support vulnerable individuals in the city, offering assistance, diversion, referrals, and support to GPES and RCMP/GPPS as needed. We are currently evaluating the potential integration of MOU into a new Community Safety and Well-Being Directorate.

15. Town Hall Meetings Update:

The first of several town hall meetings with municipal employees at the RCMP



Detachment took place on December 5. The discussion focused on the proposed transition, changes, and the new tiered policing model, along with the introduction of the Integrated Emergency Communications Centre (IECC). The meeting was well-received, with staff showing strong interest and engagement. The next meeting is scheduled for March 2025.

16. **Community Engagement Team and Social Disorder Priorities:** GPPS continues to support the Community Engagement Team program with a dedicated Sergeant leading the efforts. Addressing social disorder remains a priority to ensure that businesses and the public can enjoy the downtown core and other affected areas.

17. Records Management System (RMS) Update:

The Edmonton Police Service, which will host our RMS, has completed a Scope of Work, which will be presented to us shortly. They have assigned a project manager with a strong IT background, supported by the EPS IT team.

18. IT Specialist and Enterprise Architect Contract:

The Edmonton Police Service has agreed to relinquish a contract with an IT specialist and allow us to enter into a new agreement with the specialist who will serve as an Enterprise Architect. This contractor will design and implement IT systems and solutions, further supported by an additional IT specialist contracted to develop the Computer-Aided Dispatch (CAD) system used by the Integrated Emergency Communications Centre.

Engagements

1. Holiday School Engagement:

Superintendent Redl and Constable Tunke served a Christmas lunch to students at St. Kateri School, while Superintendent Respet and Sergeant McFarlane did the same at I.V. Macklin School. School engagement remains a key priority for the Grande Prairie Police Service (GPPS).



2. Legion Engagement:

Chief Lakusta, Superintendent Respet, Superintendent Redl, Executive Director Balanik, and Public Information Officer Fisher visited the local Legion, where they met with the Legion President and Vice President. The Legion leadership expressed strong support for our operations.

3. Candy Cane Check Stops

Municipal Enforcement participated in this annual initiative aimed at promoting safe driving during the holiday season. This campaign is a collaborative effort involving various community partners, including local law enforcement agencies, Alberta Health Service, and organizations like Grande Prairie & Area Safe Communities. These groups work together to spread holiday cheer while delivering crucial messages about the importance of sober driving and overall road safety during the festive season. During the event, participants distributed candy canes and informational materials to drivers, reminding them of the importance of road safety.

POJ: Q2 2026