
**EDMONTON POLICE
COMMISSION
POLICY MANUAL**

APRIL 2008

UPDATED: DECEMBER, 2009

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**OUTCOMES “*How Do we make a difference
to the citizens of Edmonton?*”**

OUTCOMES: “HOW DO WE MAKE A DIFFERENCE TO THE CITIZENS OF EDMONTON?”

1.1 SETTING THE DIRECTION FOR POLICING IN EDMONTON

Effective: November 30 th , 2007	Revised:
Repealed:	

VISION

The vision shared by the Edmonton Police Commission and the Edmonton Police Service is: *a safe, vibrant city, achieved in partnership through innovative, responsive community policing.*

Definition: Community policing is the delivery of effective and efficient policing services through a collaborative partnership with the citizens of Edmonton. An appropriate balance of community consultations, community partnerships, prevention, problem solving and responsive investigation and enforcement characterizes it.

Reference:

1. *The Edmonton Police Commission/Edmonton Police Service Strategic Plan 2006.*

Effective: November 30 th , 2007	Revised:
Repealed:	

MISSION

The Edmonton Police Commission is committed to leadership and partnership with diverse communities and organizations to ensure effective, responsive and innovative policing for Edmonton.

The Mission of the Commission is outlined in the Edmonton Police Commission/Edmonton Police Service Strategic Plan, and is carried out with consideration to the guiding principles outlined in that document.

Reference:

1. *The Edmonton Police Commission/Edmonton Police Service Strategic Plan 2006.*

Effective: November 30 th , 2007	Revised:
Repealed:	

MANDATE

Pursuant to the *Police Act*, the *Police Service Regulation*, and the City of Edmonton Bylaw #14040, the mandate of the Edmonton Police Commission is to provide overall governance to the Edmonton Police Service on behalf of the citizens of Edmonton.

The mandate of the Commission requires that it:

1. establish policies for an efficient and effective police service in Edmonton and issue instructions to the Chief of Police with regard to these policies;
2. provide general supervision of the Edmonton Police Service; and,
3. allocate funds to the Edmonton Police Service.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. *Police Service Regulation*, ALBERTA REGULATION 356/90.
3. Appendix A – *The City of Edmonton Bylaw #14040*.

GOVERNANCE

Effective: November 30 th , 2007	Revised:
Repealed:	

1.1.4.1 Authority and Accountability

The Edmonton Police Commission is responsible to both the City of Edmonton and the Province of Alberta for exercising good governance of the Edmonton Police Service on behalf of the general public, staff, volunteers and other stakeholders.

Through the *Police Act* (sections 28(1) and (2)), the Government of Alberta requires that the City establish a police commission, prescribe the rules governing its operations (Bylaw #14040), and appoint its members. The Act (section 31 (1)) requires that the Commission oversee the Police Service and to that end, it is expected to:

1. allocate the funds that are provided by Council;
2. establish policies providing for efficient and effective policing;
3. issue instructions, as necessary, to the Chief of Police in respect of the policies;
and,
4. ensure that sufficient persons are employed for the purpose of carrying out the functions of the Police Service.

Individual Commissioners are appointed by Council. As a Commission, they are responsible to Council as a corporate body within the parameters of the *Police Act*. The Commission may make assignments to an individual Commissioner or officer or employee or member of a committee; however the Commission retains ultimate responsibility and accountability.

The Commission will account to Council and other key stakeholders through annual and periodic reports on the activities and finances of the Commission and of the Police Service, providing access to minutes of Board meetings (except in camera portions), receiving representations from and consulting with key stakeholders, and generally operating in an open and transparent manner.

Reference:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

1.1.4.2 Key Governance Principles

The Edmonton Police Commission will exercise its governance mandate, power and responsibilities in a manner that illustrates the value that the Commission places on key principles of:

1. professionalism;
2. accountability;
3. natural justice;
4. ethics;
5. partnerships;
6. safety;
7. future focus; and,
8. transparency.

Reference:

1. *The Edmonton Police Commission/Edmonton Police Service Strategic Plan 2006.*

Effective: November 30 th , 2007	Revised:
Repealed:	

POLICE COMMISSION AND POLICE SERVICE STRATEGIC PLANNING

1.1.5.1 Long-Term Planning

The Edmonton Police Commission (EPC) and the Edmonton Police Service (EPS) will jointly develop a strategic directional plan that will guide the future of policing in Edmonton. This will be a rolling plan. It will be reviewed and revised annually to accommodate progress and will be re-developed at a minimum every 3 years.

The strategic directional plan will include a five-year or longer projection and assessment of internal and external risks to both the EPC and the EPS.

1.1.5.2 Annual Business Planning

Annually, the Edmonton Police Commission will develop a business plan for the Commission that includes, at minimum, a budget and a statement of the Commission's priorities for the year.

Effective: November 30 th , 2007	Revised:
Repealed:	

RISK MANAGEMENT AND AUDIT

It is the responsibility of the Edmonton Police Commission to ensure that all significant risks facing the Edmonton Police Service are effectively managed. Risk refers to those conditions, events and developments that may affect the Service's ability to achieve its goals. In conjunction with the Chief of Police, the Commission will regularly assess strategic risks, prioritize them and incorporate necessary mitigation strategies into its long-term planning, its overall assessment of the evaluation of the Chief, and its overall interaction with the community and the Council in terms of funding.

Procedures:

In order to successfully integrate risk management into policies, strategic planning and oversight of the performance of the Edmonton Police Service, the Commission will:

1. Adopt a standard diagnostic tool for identifying and assessing strategic risks.
2. Engage in an annual review of risk management using this tool, based on a scan of community issues that can involve:
 - a. advice from the Chief;
 - b. input from municipal and regional officials;
 - c. public input through open meetings or focus groups; and,
 - d. Commission meetings.
3. Annually prepare a general statement on strategic risks facing the Service and how they are to be addressed in planning, resourcing, auditing, performance tracking and policy. This statement will be incorporated into the Strategic Plan of the Service.
4. Annually review the Service's risk profile and ensure that mitigation strategies are in place. The Service will provide the Commission with regular performance reports of the identified risk mitigation strategies. These reports should verify that the assessments remain at the level identified, raising and lowering the inherent risks as deemed necessary.
5. Require the Chief to provide an audit plan that assesses those risks within the organization whose priority merits an audit review.
6. Review any policies for which significant risks have been identified.
7. Review, subsequent to the approval of strategic plans for the Police Service, those performance measures and indicators that will monitor high risk areas.
8. Ensure that the performance evaluations objectives of the Chief address high risk areas identified in the exercise that are part of the Chief's responsibility.

Definition – Risk Management is the process used to identify, assess, manage and control potential events or situations and to provide reasonable assurance regarding the achievement of the organization’s objectives. Risk in this policy refers to all those social, economic, organizational and human elements both within the Service and the community it serves that would affect the achievement of the Service’s approved mission, goals, objectives and activities.

References:

1. *Appendix B – Risk Management and Audit.*

Effective: November 30 th , 2007	Revised:
Repealed:	

FINANCIAL STEWARDSHIP

The Edmonton Police Commission will approve and monitor the budget of the Edmonton Police Service in order to fulfill the short and long term goals outlined in the joint strategic directional plan developed by the Service and the Commission.

The Commission and the Service will jointly develop the operating and capital budgets of the Service prior to presentation to City Council, in accordance with the *Police Act (section 29)*.

The *Police Act (section 41(3)(c))* gives the Commission authority to monitor the Edmonton Police Service's finances.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007 Repealed:	Revised: January 22, 2009 December 17, 2009
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POLICY DEVELOPMENT

The Commission will establish new policies as required for governance of the Edmonton Police Service. They will review existing policies every three years at a minimum and (if necessary) undertake revisions.

Procedures:

1. The Commission must review and approve all proposed Commission policies and revisions.
2. The formal adoption or amendment of policies is to be recorded in the minutes of a meeting of the Commission.
3. A copy of all new or revised policies will be included in the Commission's Policy Manual.
4. In the absence of pre-existing policy direction, the Executive Director may take immediate action on matters of unusual urgency but only after consultation with the Commission Chair, or if the Chair is unavailable, with the Vice Chair or Acting Chair. At the next meeting of the Commission (as appropriate), the emergency action taken or policy decision made shall be confirmed or modified.
5. The Executive Director shall be responsible for the establishment and maintenance of an orderly plan to ensure that Commissioners, employees, and other interested individuals or groups have access to current Commission policies.

Definition: A policy is a broadly stated guideline for the actions taken or decisions made by the Commission or its employees, including the Chief of Police and the Executive Director. Depending on the Policy the guideline may include the following:

- *Title* – Policy name.
- *Dates* – The date the policy takes effect, dates of any revisions and the date repealed (if relevant).
- *Policy Statement* – A statement that provides high level direction on the matter in question.
- *Procedures* – The steps required (if any are deemed necessary) to implement the policy. Generally these would outline who does what, when and in what order.
- *Definitions* – Explanations of certain terms that are specific to the policy and that are in addition to definitions contained in legislation or other sources.
- *References* – Acts, regulations, other manuals or documents which provide additional information with respect to the policy.

1.2 HANDLING OF COMPLAINTS

Effective: November 30 th , 2007	Revised:
Repealed:	

PUBLIC COMPLAINT DIRECTOR

The Edmonton Police Commission is committed to effective oversight of the public complaint process. To this end, the Commission will:

1. promote a complaints process that is fair, equitable and transparent for all parties to the complaint;
2. monitor the complaints process; and,
3. receive complaints, including third-party and anonymous complaints, and address the complaints or direct them to the Chief of Police as laid out in the *Police Act* (sections 43 (1) (2)).

In order to give effect to these objectives, the Commission has delegated its authority under the *Police Act* (section 28.1) to its Executive Director. The Executive Director will designate a person to operate in the capacity of Public Complaint Director. This person will act on behalf of, and under the supervision of the Executive Director.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

INQUIRIES BEFORE THE COMMISSION

The Edmonton Police Commission may conduct an inquiry into any matter respecting the Edmonton Police Service or the actions of any police officer or other person employed by the Police Service. In so doing, the Commission shall follow the provisions of section 32 of the *Police Act*.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

SERVICE AND POLICY APPEALS AND PUBLIC COMPLAINTS

The Edmonton Police Commission will follow the processes laid out in the *Police Act* regarding service and policy appeals and public complaints.

Procedures:

1. Where a complaint is a complaint as to the policies of or services provided by a police service, the Chief shall review the matter.
2. Where a complaint is disposed of by the Chief, the complainant may, within 30 days from the day the complainant was advised of the disposition of the complaint, appeal the disposition of the complaint to the Commission.
3. Upon receipt by the Commission of a letter of appeal, the Public Complaint Director shall:
 - 3.1. acknowledge receipt of the letter of appeal;
 - 3.2. provide a copy of the letter of appeal to the Chief and Executive Director;
 - 3.3. request that the Chief provide a copy of the investigative report to the Commission; and,
 - 3.4. provide the appellant with the opportunity to provide any other written submissions in support of the appeal.
4. The Public Complaint Director shall provide the Commission with a memorandum outlining a clear and concise statement of:
 - 4.1. the position of the parties;
 - 4.2. the issues; and,
 - 4.3. the relevant policy or case law.
5. In considering whether or not to allow the appeal, the Commission will be entitled to consider the matter with or without the necessity of an oral hearing.
6. To ensure fairness, where the Commission conducts a paper review of the appeal, neither the appellant nor the Chief or the Chief's Executive Committee shall be present.
7. On review of the appeal, the Commission shall determine firstly, whether the matter is properly characterized as a complaint of service or policy.
8. Upon establishing that the matter is properly before it, the Commission shall review the evidence to determine whether or not the policy or service is appropriate.

9. Following that review, the Commission may:
 - 9.1. allow the appeal;
 - 9.2. dismiss the appeal;
 - 9.3. initiate an inquiry; or,
 - 9.4. take whatever action the Commission considers appropriate, if any.
10. The Commission may appoint a committee consisting of not fewer than 3 members of the Commission to conduct appeals made to the Commission.
11. Where a committee of the Commission finishes conducting an appeal, it shall make a recommendation to the Commission with respect to the disposition of the appeal.
12. On reviewing the recommendation, the Commission shall take whatever action it considers appropriate, if any.
13. The Commission or, where a committee of the Commission is conducting an appeal, the committee, may conduct a hearing into the matter being appealed.
14. If an oral hearing is held, parties are entitled to:
 - 14.1. the right to counsel;
 - 14.2. the right to have evidence considered;
 - 14.3. the right to cross-examine witnesses; and,
 - 14.4. the right to an adjournment.
15. The Commission will not meet privately with one party in the absence of the other in relation to matters under appeal.
16. Following on each hearing, the Commission may:
 - 16.1. allow the appeal;
 - 16.2. dismiss the appeal;
 - 16.3. initiate an inquiry; or,
 - 16.4. take any other action the Commission considers appropriate, if any.
17. On disposing of an appeal, the Commission shall advise the complainant in writing as to the disposition of the appeal.
18. A copy of the decision of the Commission will be provided to the Chief of Police and to the Law Enforcement Review Board.

19. The decision of the Commission on service or policy appeals is not subject to a further appeal.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

COMPLAINTS AGAINST THE CHIEF

The Edmonton Police Commission will follow the processes laid out in the *Police Act* regarding complaints against the Chief. Specifically, the Commission will review all complaints against the Chief.

Procedures:

1. Upon receipt of a complaint against the Chief, the Public Complaint Director shall:
 - 1.1 immediately notify the Commission Chair and the Executive Director;
 - 1.2 provide copies of the complaint to all Commissioners;
 - 1.3 provide a copy of the complaint to the Chief and Executive Director; and,
 - 1.4 acknowledge receipt of the complaint to the complainant and, unless otherwise directed by the Commission, advise the complainant that the matter will be considered at the next available Commission meeting.
2. The Chief will be advised that he/she has two weeks from the date he/she receives a copy of the complaint to provide his/her response.
3. The Public Complaint Director will forward any response from the Chief to the complainant. At this time, the Public Complaint Director will inform the complainant that he/she may provide a response to the Chief's response, and that he/she has two weeks from the date he/she receives a copy of the complaint to provide his/her response.
4. The Public Complaint Director will forward any response from the complainant to the Chief and Executive Director.
5. At the Commission meeting, the Public Complaint Director shall provide to the Commission:
 - 5.1 a memorandum outlining a clear and concise statement of the facts, and the grounds of the complaint;
 - 5.2 a copy of the original complaint and any attachments;
 - 5.3 a copy of the Chief's response; and,
 - 5.4 a copy of the complainant's reply, if any.

6. The Commission may appoint a lawyer to present to the Commission the matter that is the subject of the complaint.
7. Where it appears to the Commission that the complaint is clearly frivolous, vexatious or made in bad faith, the Commission may dismiss the complaint.
8. On making a decision, after considering a public complaint against the Chief, the Commission shall, in writing, advise the Chief and the complainant of the findings and decision and the right of appeal. In the case of an internal complaint against the Chief, the Chief and the complainant shall be advised of the findings. However, only the Chief has the right of appeal.
9. The Commission's review of a complaint against the Chief of Police, and the Commission's decision, shall be made in the absence of the Chief of Police and the complainant.
10. If, after reviewing the complaint, the Commission is of the opinion that the actions of the Chief of Police may constitute:
 - 10.1 an offence under an Act of Parliament of Canada or the Legislature of Alberta; or
 - 10.2 a contravention of the regulations governing the discipline or the performance of duty of the police officers;the Chair of the Commission shall request the Solicitor General to request or direct another police service to investigate the complaint.
11. If a complaint is forwarded by the Commission to the Minister and the Chief of Police or the officer who has been requested or directed to carry out the investigation is of the opinion that the actions of the Chief that are the subject of the investigation constitute:
 - 11.1 an offence under an Act of Parliament of Canada or the Legislature of Alberta, that Chief of Police or officer shall refer the matter to the Minister of Justice and Attorney General and advise the Commission of the investigator's findings, unless the Minister of Justice and Attorney General directs otherwise; or
 - 11.2 a contravention of the regulations governing the discipline or the performance of duty of police officers, that Chief of Police or officer shall refer the matter to the Commission.
12. Where the matter has been referred back to the Commission, any charge of contravening a section of the regulation must be made within the time limits prescribed by the *Police Service Regulation (356/90)*.
13. Notice to the Chief must be given in accordance with and in the form prescribed in the *Police Service Regulation (356/90)*.

14. Where a hearing is conducted:
 - 14.1 the hearing must be commenced no later than three months from the day that the Chief is charged with the contravention, subject to the *Police Service Regulation* (356/90); and,
 - 14.2 the procedure set out in the *Police Act s.47* applies to the hearing.
15. If the Commission is of the opinion that the contravention of the regulation governing the discipline or the performance of duty of the police officers is not of a serious nature, it may, subject to the regulations, dispose of the matter without conducting a hearing.
16. On making a decision after considering the matter in respect of which a complaint is made, the Commission, in the case of a complaint under s.46 of the *Police Act*, shall in writing advise, in the case of a public complaint, the Chief and the complainant:
 - 16.1 of the findings of the hearing, and any action to be taken; or,
 - 16.2 where a hearing is not held, of the disposition of the complaint and the grounds on which the disposition was made; and,
 - 16.3 of the right to appeal the decision within 30 days to the Law Enforcement Review Board.
17. In the case of a complaint other than a public complaint, the Commission shall advise the Chief in writing of the findings made and any action taken or to be taken in respect of the complaint and the Commission shall further advise the Chief of his/her right of appeal to the Law Enforcement Review Board.
18. If a complaint referred to in section 44, 45, 46 or 46.1 of the *Police Act* is made, the Commission shall, at the end of the month in which the complaint was made, or within a longer period of time as prescribed by the Director of Law Enforcement, advise the Director of the complaint and, after the disposition of the complaint, advise the Director as to how the complaint was disposed of.

Definitions – In the context of this document, the following definitions will apply:

1. *Frivolous* – When a complaint is either clearly devoid of substance, lacking in factual basis, absent of an air of reality, lacking in proper seriousness, or without importance.
2. *Vexatious* - When a complaint is clearly repetitious of one or more previous complaints that all share substantially the same theme and have already been determined. Attempts to abuse or misuse the complaint process even if legally justified to do so. Vexatious complaints include, without limitation, any one or more of the following:
 - a. persistently bringing complaints to determine an issue that has already been determined by a competent body;

- b. persistently bringing complaints that cannot succeed or that have no reasonable expectation of success;
- c. persistently bringing complaints for improper purposes;
- d. inappropriately using previously raised grounds and issues in subsequent complaints.

3. *Bad Faith* – When a complaint is made dishonestly or for an improper purpose.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

DISMISSAL OF COMPLAINTS¹

With respect to a complaint under subsection 43(2) or section 46(1) of the *Police Act*, the Edmonton Police Commission shall dismiss any complaint that is made more than one year after the events on which it is based occurred. In such an instance, the Commission shall notify the complainant and the police officer that is the subject of the complaint of the decision in writing within seven days by registered mail or courier.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

¹ This is derived from sections 43(11) and (13) of the *Police Act*.

Effective: November 30 th , 2007	Revised: December 17, 2009
Repealed:	

EXTENSION REQUESTS

The Edmonton Police Commission recognizes the importance of efficiency in investigating public complaints and the need for time limits as prescribed in the *Police Service Regulation* (section 7). The Commission may grant an extension if the Commission deems it necessary based on the specific circumstances of the investigation, where:

1. The Chief of Police is investigating a public complaint under section 43(1) of the *Police Act*, and the Chief submits an extension request prior to 3 months from the day that the complaint is made. Any extension requests must specify the reasoning and the length of the extension being requested.
2. The Commission or a committee of the Commission is investigating a public complaint under section 43(2) of the *Police Act* and the Commission passes a motion to extend the investigation.

A decision by the Commission regarding an extension request will not be reconsidered unless

1. new and relevant information is presented to the Commission which was not otherwise available at the time of the initial extension request;
2. procedural fairness would otherwise result to either or both the complainant or the subject officer; or
3. there is some other compelling reason.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. *Police Service Regulation*, ALBERTA REGULATION 356/90.

**EXECUTIVE DIRECTION “WHAT DO WE
EXPECT OF OUR CHIEF OF POLICE?”**

EXECUTIVE DIRECTION: “WHAT DO WE EXPECT OF OUR CHIEF OF POLICE?”

1.3 APPOINTMENT OF POLICE OFFICERS

Effective: November 30 th , 2007	Revised:
Repealed:	

APPOINTMENT OF THE CHIEF OF POLICE

Pursuant to section 36(1) of the *Police Act* the Edmonton Police Commission is responsible for appointing a Chief of Police.

1. The Edmonton Police Commission is responsible for hiring the Chief of Police subject to ratification by City Council.
2. The Chief of Police is the employee of the Edmonton Police Commission and reports to, and takes policy direction from the Commission in accordance with applicable legislation.
3. The Edmonton Police Commission will evaluate the performance of the Chief on an annual basis.

The Commission, pursuant to section 36(2) of the *Police Act* hereby delegates the power to appoint all police officers, other than the Chief of Police, to the Chief of Police.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. Appendix A – *The City of Edmonton Bylaw #14040*.

Effective: November 30 th , 2007	Revised:
Repealed:	

APPOINTMENT OF DEPUTY CHIEFS OF POLICE

The responsibility for appointing the Deputy Chiefs is delegated to the Chief of Police, subject to the following:

1. The Edmonton Police Commission, in consultation with the Chief, is responsible for ratifying the appointments, salaries and benefits of the Deputy Chiefs of Police.
2. Annually, the Chief will evaluate the performance of the Deputy Chiefs of Police and discuss these evaluations with the Commission.

1.4 PLANNING

Effective: November 30 th , 2007	Revised:
Repealed:	

ANNUAL PLANNING

Pursuant to the *Police Act* and consistent with the long term strategic plan prepared under policy 1.5.1.1, the Chief of Police will prepare an annual plan for review and approval by the Edmonton Police Commission that specifies the level of police service and the programs to be provided to the City of Edmonton, and provides operational details in regard to the level of service. The plan will include, at a minimum:

1. a budget;
2. long and short term goals and objectives;
3. implementation strategies; and,
4. benchmarks for success.

Reference:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

ANNUAL AUDIT PLAN

The Chief of Police will provide the Edmonton Police Commission with an annual audit plan that addresses risks affecting the organization. The risks addressed in this plan will be those whose priority merits an audit review.

References:

1. *Edmonton Police Commission Policy 1.1.6 Risk Management and Audit.*
2. *Appendix B – Risk Management and Audit.*

Effective: November 30 th , 2007	Revised:
Repealed:	

ITEMS REQUIRING COMMISSION APPROVAL

2.2.3.1 Yearly Plan

Pursuant to section 29(1)(b) of the *Police Act*, the Edmonton Police Commission must approve any material changes to the Edmonton Police Service annual plan described in section 2.2.1 of this document.

2.2.3.2 Budget Re-Allocations

The Chief of Police shall notify the Edmonton Police Commission and obtain approval of any budget re-allocations over the amount of \$500,000 from the annual allocation plan approved by the Commission.

2.2.3.3 Symbolic Instruments

The Edmonton Police Commission must, pursuant to section 55 of the *Police Act*, approve any changes to Edmonton Police Service symbolic instruments including:

1. badge or crest;
2. shoulder flash; and,
3. uniforms.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. Appendix A – *The City of Edmonton Bylaw #14040*.

1.5 INFORMATION REQUESTS AND REPORTING REQUIREMENTS

Effective: November 30 th , 2007	Revised:
Repealed:	

INFORMATION REQUESTS

The Chief of Police will provide the Edmonton Police Commission with all requested information that is necessary for the Commission to fulfill its statutory duties.

Effective: November 30 th , 2007	Revised:
Repealed:	

USE OF FORCE POLICIES

The Chief of Police will:

1. provide reports to the Edmonton Police Commission regarding plans for and changes to Edmonton Police Service ‘use of force’ policies;
2. provide reports to the Commission at the planning stages of any initiatives relating to proposed additions or significant modifications to existing lethal and non-lethal weapons used by the Service; and,
3. provide all information needed to permit the Commission to evaluate proposals for acquisition and deployment of weapons used by the Service.

Effective: November 30 th , 2007	Revised:
Repealed:	

REPORTING REQUIREMENTS

The Chief of Police will provide reports to the Edmonton Police Commission on all instances of the following:

1. Use of force, such as:
 - a. firearm deployment or discharge;
 - b. conducted energy device (CED) deployments;
 - c. canine deployments;
 - d. baton deployments;
 - e. use of physical control techniques;
 - f. oleoresin capsicum deployments; or
 - g. any other exceptional uses of force;
2. criminal flight;
3. sworn members of the Edmonton Police Service that are being investigated by Internal Affairs or that have been dismissed for disciplinary reasons; and,
4. other information as agreed to with the Commission.

These reports are to include an overview of all occurrences and the outcomes, as well as occurrences where investigations remain open. They shall also identify instances where the Service policy in respect of these matters has been breached and describe the remedial action taken in response to these breaches. Reports shall be submitted at least once every six months, or more often as agreed upon by the Chief and the Commission.

Effective: November 30 th , 2007	Revised:
Repealed:	

REPORTING OF SERIOUS INCIDENTS

In accordance with Section 46.1 of the *Police Act*, the Chief of Police will notify both the Alberta Solicitor General and the Chair of the Edmonton Police Commission as soon as practicable of any:

1. incident or complaint involving serious injury or death of any person that may have resulted from the actions of a Member of the Edmonton Police Service; or,
2. complaint alleging a matter of a serious or sensitive nature related to the actions of a Member of the Edmonton Police Service.

Procedures:

The Chief will notify the Director of Law Enforcement (Alberta Solicitor General and Public Security), the Commission Chair and the Executive Director, or in the absence of either of the latter two individuals, the Vice-Chair or the Public Complaint Director. The Executive Director or, in his/her absence, the Public Complaint Director, will contact the other Commissioners within 24 hours using electronic means or other forms of communication as appropriate.

Definitions:

1. Serious injury shall initially be presumed when the victim is admitted to hospital, suffers a fracture to a limb, rib or vertebrae or to the skull, suffers burns to a major portion of the body, or loses any portion of the body, or suffers loss of vision or hearing.
2. Identifying complaints of a serious or sensitive nature will require the exercise of judgment by the Chief of Police taking into account a variety of contextual factors, including the:
 - Nature of alleged incident.
 - Allegation of sexual assault by officer.
 - Extent of alleged loss or damage.
 - Impact on alleged victim.
 - Number of alleged victims.
 - Number/frequency of similar allegations.
 - Potential for perception of significant conflict of interest.
 - Impact on community, on police, on justice system.
 - Impact on public confidence in police (local and general).
 - Potential for bringing police or justice system into serious disrepute.

Reference:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

REPORTS TO CITY COUNCIL

The Chief of Police will ensure that the Edmonton Police Commission is aware of, and informed about any Edmonton Police Service presentations to City Council and/or Committees.

Process:

1. The Chief shall notify the Commission as early as possible in advance of a sworn or non-sworn officer of the Edmonton Police Service appearing before Council or a Council committee.
2. The Chief will ensure that Edmonton Police Commission representatives are briefed prior to attending duly scheduled Edmonton Police Service presentations.

Effective: November 30 th , 2007	Revised:
Repealed:	

INFORMATION ON SUBMITTING COMPLAINTS AND COMPLIMENTS

The Chief of Police will ensure that the public has access to the information required to make a complaint or to compliment a member of the Edmonton Police Service. This information is to be readily available and visible to the public at all police stations.

1.6 HUMAN RESOURCES

Effective: November 30 th , 2007	Revised:
Repealed:	

SUCCESSION PLANNING

Succession planning is crucial in the development of all employees of the Edmonton Police Service. Pursuant to section 31(1)(d) of the *Police Act*, the Chief of Police will ensure that procedures are in place to ensure effective succession planning throughout the Service. As part of the overall succession plan, the Chief will:

1. implement policies and procedures for succession planning for all senior officers; and,
2. ensure that his/her Deputy Chiefs are sufficiently conversant with Commission and Edmonton Police Service issues and processes to enable one of them to act as an interim successor, if required, or to provide back-up in the event of an extended absence or sudden loss of the Chief of Police.

Procedure:

The Edmonton Police Commission will be briefed yearly by the Chief on the Edmonton Police Service's succession plan for the Chief, Deputy Chiefs and senior officers.

References:

1. *Police Act*, RSA 2000 Chapter P-17.

Effective: November 30 th , 2007	Revised:
Repealed:	

DISCRIMINATION AND HARASSMENT

The Commission affirms its commitment to the principle that all people have the right to live and work in an environment free of discrimination and harassment, and will use this as a guiding principle in dealing with all people. To this end, the Chief will:

1. implement hiring policies that promote equality within the Edmonton Police Service and which ensure that all individuals are treated equally, and with respect and dignity, and in a manner which is wholly consistent with the protection of the fundamental rights as provided by law to all persons regarding individual rights and employment opportunities;
2. develop and implement policies to ensure the Edmonton Police Service work environment is free of discrimination, harassment and racism, and ensure that sworn members, non-sworn members and volunteers treat the public in the same manner;
3. ensure that all staff and volunteers are made aware of these policies on commencement of their duties; and,
4. establish and maintain a complaint investigation procedure in which all harassment, discrimination and inequitable treatment complaints are handled seriously, expeditiously and appropriately.

Effective: November 30th, 2007

Revised:

Repealed:

RELIEF FROM DUTY WITHOUT PAY

As per section 8(11) of the *Police Service Regulation*, the Edmonton Police Commission will confirm or rescind the decision of the Chief to relieve an officer from duty without pay within 30 days from the day that police officer is relieved from duty without pay.

Procedures:

1. The Chief shall provide submissions to the Commission and to the aggrieved officer setting out the circumstances as to why the officer has been relieved from duty without pay.
2. The officer will be given an opportunity to provide a written submission to the Chief and the Commission responding to the Chief's submission.
3. The Chief will be given an opportunity to provide a written reply to the response from the officer.
4. In making its decision whether or not to confirm the Chief's decision, the Commission will be entitled to consider the matter with or without the necessity of hearing oral submissions.
5. To ensure fairness, where the Commission makes the decision to consider the matter based solely on the written submissions provided by the Chief and the aggrieved officer, neither the aggrieved officer nor the Chief or the Chief's Executive Committee shall be present.
6. In the event the Commission decides to allow the parties an opportunity to make oral submissions to supplement their written submissions, the Commission shall ensure that all the written submissions are received and reviewed by the Commission in advance of the hearing.
7. At the hearing, the Chair, or the Commission member appointed to chair the hearing, shall call the in camera meeting to order and request that all parties present identify themselves.
8. If third parties are present, other than the aggrieved officer and the Chief, or counsel and staff for the Commission, the Chair will inquire about the reason for their attendance and will ask whether there are any objections to the third party being present. If any objections are received, submissions may then be presented as to the reasons why the third party should or should not be entitled to stay for the review. The Commission shall make a decision on the third party's entitlement to be present prior to proceeding with the review.
9. The Commission will advise that minutes will be taken of the review, but no recording of the review will be made and no transcript prepared.
10. The Commission will confirm that all parties have received each party's written submissions to the Commission. Each party will be given the opportunity to make oral submissions to the Commission, and to respond to the other party's written submissions in the oral submissions.

11. The Chief, or his/her counsel, will present to the Commission the reasons leading to the decision to suspend without pay. If he/she chooses, he/she may also make submissions as to why the suspension without pay should be confirmed.
12. The Commission may ask questions of the Chief, or his/her counsel.
13. The aggrieved officer or his/her counsel will present submissions, if any, as to why the suspension without pay should not be confirmed by the Commission. The aggrieved officer will also be given the opportunity to respond to the Chief's written or oral submissions.
14. The Commission may ask questions of the aggrieved officer, or his/her counsel.
15. The Commission may consider hearing oral submissions from any third party present during the course of the proceedings if the Commission determines that it is appropriate, having regard to all of the circumstances, to hear such further submissions.
16. Following the conclusion of the review, the Commission shall issue a decision, through resolution, to either confirm or rescind the Chief's decision to suspend the aggrieved officer from duty without pay.
17. The Commission shall provide a copy of the decision to the aggrieved officer and to the Chief.
18. Where a police officer is relieved from duty for 30 days or longer, the Chief shall update the Commission every 30 days on the status of the matter as per section 8(13) of the *Police Service Regulation*.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. *Police Service Regulation*, ALBERTA REGULATION 356/90.

Effective: July 18, 2007	Revised:
Repealed:	

CONCERN OF EDMONTON POLICE SERVICE MEMBERS

The Edmonton Police Commission is committed to the principles of responsibility, accountability, and transparency.

The Edmonton Police Service will have in place policy and procedures that allow members a formal method of resolving workplace concerns fairly and expeditiously.

Reference:

1. *The Edmonton Police Service Policy and Procedure Part 11, Chapter G, #3*

2.5 AWARDS

Effective: November 30 th , 2007	Revised:
Repealed:	

2.5.1 AWARDS

The Edmonton Police Commission endorses and supports the recognition of citizens, sworn members, non-sworn members and volunteers of the Edmonton Police Service who have made a significant contribution to the work of the Edmonton Police Service. To this end the Commission has:

1. created the annual Edmonton Police Commission Citizen Awards for civilians that have rendered outstanding service to either the Edmonton Police Service or the community in a police-related incident.
2. established a Problem Solving Award that is given to the Recruit and Field Training officer with the highest score in this section of each Recruit Training Program; and,
3. endorsed the Edmonton Police Service Awards and Recognition Programs.

Procedures:

In respect to the Edmonton Police Commission Awards:

1. The Chief of Police will be responsible for identifying individuals who should be considered as candidates for the awards.
2. The Commission may also identify individuals who should be considered as candidates for the awards.
3. The Commission will appoint one or more delegates to the Edmonton Police Service Awards Committee. This body is to be a joint Edmonton Police Commission/Edmonton Police Service committee that is responsible for recommending the award recipients.

2.6 REWARDS

Effective: November 30 th , 2007	Revised:
Repealed:	

2.6.1 REWARDS

The Edmonton Police Commission recognizes and endorses the use of rewards in cases where the Chief of Police is of the opinion that the reward will assist in the investigation of crimes.

Procedures:

1. Establishment of Rewards:

- a. The Chief will submit for approval to the Commission a proposal for the establishment of a reward. The proposal will include recommendations regarding the posting and the amount of the reward.
- b. Rewards remain current for three years and can be renewed for additional terms of up to three years each.

2. Distribution of Rewards:

- a. The Edmonton Police Commission delegates to the Chief of Police the authority to manage the administration of rewards.
- b. The Chief will submit any recommendations regarding disbursement of reward funds to claimants to the Commission for approval.
- c. No Commissioner, sworn member, non-sworn member or volunteer of the Edmonton Police Service, or immediate family member, will receive a reward for the apprehension of a suspect or wanted persons, or for supplying information.
- d. Rewards will not be given to persons whose knowledge arose through their own participation in the criminal activity.

**EXECUTIVE DIRECTION “WHAT DO WE
EXPECT OF OUR EXECUTIVE DIRECTOR?”**

EXECUTIVE DIRECTION: “WHAT DO WE EXPECT OF OUR EXECUTIVE DIRECTOR?”

1.7 HUMAN RESOURCES

Effective: November 30 th , 2007	Revised:
Repealed:	

COMMISSION STAFF

Pursuant to its responsibilities under the *Police Act*, the Edmonton Police Commission will employ an Executive Director. The duty of the Executive Director will be to ensure that the Commission is able to fulfill its obligations under the *Police Act*. As such, the Executive Director is responsible for the positive and progressive management and operation of the Commission on a day-to-day basis. Specific duties and delegated authorities include:

1. retaining the necessary staff to fulfill the requirements of the *Police Act*, and carry out other such duties as required by the Edmonton Police Commission;
2. delegating any duties related to the *Police Act*, as approved by the Edmonton Police Commission in policy or at a duly constituted meeting;
3. designating a person to operate in the capacity of Public Complaint Director on behalf of, and under the supervision of, the Executive Director;
4. retaining the services of additional employees, as approved by the Edmonton Police Commission, from time to time; and,
5. with respect to the staff of the Edmonton Police Commission, discharging, suspending or applying other disciplinary action as appropriate.

The Executive Director shall report directly to the Edmonton Police Commission. All Commission staff other than the Chief of Police shall report to the Executive Director.

Effective: November 30 th , 2007	Revised:
Repealed:	

SECURITY CLEARANCES FOR STAFF

The Edmonton Police Commission requires that enhanced security clearances be conducted for all staff members and contractors who are provided with access to sensitive police information.

Procedures:

1. The Executive Director will be responsible for ensuring that prior to granting access to sensitive police information, all staff members and contractors are subject to an enhanced security clearance.
2. This requirement should be outlined in all materials relevant to the hiring process including, but not limited to job postings and requests for proposals.

Effective: November 30 th , 2007	Revised:
Repealed:	

STAFF EVALUATION

In order to ensure a high level of performance, regular performance reviews will be carried out.

Procedures:

1. The Edmonton Police Commission will conduct an annual review of the Executive Director.
2. The Executive Director will conduct an annual review of all Commission staff except the Chief of Police.

1.8 ACCESS TO INFORMATION

Effective: November 30 th , 2007	Revised:
Repealed:	

ACCESS TO INFORMATION

The Edmonton Police Commission is committed to the principle of fair and reasonable disclosure of information. As such, the Commission will comply with Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP Act).

For the purpose of the FOIP Act, the Commission designates its Executive Director as the head of the organization in respect to all FOIP matters. Consistent with the Act, the Executive Director may delegate any FOIP duty, power or function as long as that delegation is in writing.

The Executive Director will establish procedures that ensure fair and reasonable disclosure of Edmonton Police Commission information in accordance with the FOIP Act, and will ensure that Commissioners are promptly advised of requests for information under the FOIP Act.

References:

1. *Freedom of Information and Protection of Privacy Act*, RSA 2000 Chapter F-25.

**APPROACH TO ACHIEVING OUTCOMES
“WHAT DO WE EXPECT OF
OURSELVES?”**

APPROACH TO ACHIEVING OUTCOMES: “WHAT DO WE EXPECT OF OURSELVES?”

1.9 ROLES AND RESPONSIBILITIES

Effective: November 30 th , 2007	Revised: October 22, 2009
Repealed:	

ROLES AND DUTIES OF COMMISSION MEMBERS

Edmonton Police Commissioners are to represent the public in carrying out their duties as described in the *Police Act*, the *Police Service Regulation*, *City of Edmonton Bylaw #14040* and this policy manual.

Commissioners should expect to spend a significant number of hours each month in performance of their duties as required by Commission business. They should also expect to be appointed to sub-committees of the Commission. These may include standing committees such as the **Internal Affairs Committee**, Finance Committee, or Governance Committee; and, ad hoc Committees that are formed to address specific matters for the Commission.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. *Police Service Regulation*, ALBERTA REGULATION 356/90.
3. Appendix A – *The City of Edmonton Bylaw #14040*.
4. Appendix C – *Edmonton Police Commission Meeting Procedures*.

Effective: November 30 th , 2007	Revised:
Repealed:	

ROLES AND DUTIES OF THE CHAIR OF THE COMMISSION

The Chair of the Edmonton Police Commission is to represent the public in carrying out his/her duties as described in the *Police Act*, the *Police Service Regulation*, *City of Edmonton Bylaw #14040* and this policy manual. The Chair is also responsible for ensuring that the Commission is operating in accordance with its policies and procedures, and for ensuring the ongoing integrity of the Commission's processes.

In carrying out his/her duties, the Chair works with the Executive Director to set the agenda for Commission meetings and is empowered to chair Commission meetings. The Chair is the official spokesperson for the Commission.

References:

1. *Police Act*, RSA 2000 Chapter P-17.
2. *Police Service Regulation*, ALBERTA REGULATION 356/90.
3. Appendix A – *The City of Edmonton Bylaw #14040*.
4. Appendix C – *Edmonton Police Commission Meeting Procedures*.

1.10 CODE OF CONDUCT AND ETHICAL GUIDELINES

Effective: November 30 th , 2007	Revised:
Repealed:	

CODE OF CONDUCT

Commissioners will abide by the Edmonton Police Commission's Code of Conduct as described in Appendix D.

References:

1. Appendix D – Edmonton Police Commission Code of Conduct.
2. City of Edmonton Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees.

Effective: November 30 th , 2007	Revised:
Repealed:	

REPORTING A BREACH OF THE OATH OF OFFICE

Where it appears that a Commission member may have breached his/her Oath of Office, the following procedures will apply:

Procedures:

1. Any Commission member, who becomes aware that another Commission member may have breached the Oath of Office, shall advise the Chair.
2. Any Commission member who suspects the Chair of a breach of the Oath of Office shall advise the Vice-Chair, who will perform the duties required of the Chair as set out in the following paragraphs.
3. When the Chair is advised of a suspected breach, he/she will review the allegation or concern with the Commission member who is the subject to the allegation. The Chair may, if he/she determines it to be appropriate in the circumstances, initiate such investigations or inquiries as he/she may deem necessary in an effort to identify all of the facts which may be relevant to the issue. In order to conduct such investigations or inquiries, the Chair shall be at liberty to engage the assistance of outside agencies or experts to the extent he/she deems it necessary and/or appropriate having regard to all of the circumstances.
4. If the suspected breach is substantiated, the Chair shall advise all Commission members, in a Closed or Special Meeting that a suspected breach has been brought to his or her attention. Commission members will be given the opportunity to seek clarity on, or lend clarity to the matter. The Commission member who is suspected of the breach will be entitled to attend this meeting and will be entitled to respond to the issue of the alleged breach or to any questions which may be put forward by any of the Commission members.
5. When the Commission meeting is concluded, the Chair will prepare a report to the Commission outlining the inquiries made and/or steps taken as part of the investigative process and the results obtained.
6. If, following the investigation and the conclusion of the Commission meeting referred to in section 4 above, the Chair is satisfied that the Commission member has in fact breached the Oath of Office, the Chair will:
 - a. Call a Special Meeting of the Commission where the Commission members, in the absence of the Commission member suspected of the breach, can review the Chair's report and determine their recommendation to Council on whether the revocation of the Commission member's appointment is warranted.
 - b. After consulting with City of Edmonton Administration, arrange to meet directly with Council, in private session, in order to provide them with the report and the Commission's recommendation, and to answer questions from Council members.

7. The decision as to whether or not to revoke the appointment of the Commission member who is the subject of the investigation, rests with Council.
8. Following the meeting with Council, the Commission will receive the Chair's report for information at the next scheduled meeting.

References:

1. Schedule 1 of the *Police Act*, RSA 2000 Chapter P-17 (Oath of Office – Members of Police Commissions).
2. Appendix A – *The City of Edmonton Bylaw #14040*.

Effective: November 30 th , 2007	Revised: December 17, 2009
Repealed:	

OBTAINING INFORMATION FROM THE EDMONTON POLICE SERVICE

Edmonton Police Commissioners may not seek general information related to an issue that is before the Commission or to be considered at an upcoming Commission meeting except through the Commission office.

Procedures:

1. Commissioners should not be restricted from contacting the police about a personal matter to the same extent that any other member of the public would be entitled to make such an enquiry.
2. Requests from the Commission or Commission members to the Chief of Police for information concerning Commission business, specific investigations, occurrences or individuals shall be made only at regularly scheduled Commission or Committee meetings, or shall be directed to the Chair or the Executive Director.
3. If a request from the Commission or Commission members results in a significant resource effort from the Service, the Chief may seek direction from the Commission.
4. Requests from the Commission or Commission members for written reports from the Edmonton Police Service shall be by way of a duly passed motion of the Commission.
5. The Executive Director will maintain a tracking system to ensure that all requests for information, and the results of those requests, are appropriately tracked.

1.11 COMMISSION EVALUATION

Effective: November 30 th , 2007	Revised:
Repealed:	

EVALUATION OF COMMISSION

The Edmonton Police Commission as an entity will do a self-evaluation annually.

Procedures:

1. At a minimum of once per year, the Governance Committee will carry out a formal assessment of the performance of the Commission as a whole. This assessment will measure how Commissioners perceive the Commission is performing in its duties.
2. Periodically, the Governance Committee will carry out a governance review of the Commission as a whole. This will assess the state of the Commission's governance and whether the current model and processes are effective in carrying out the responsibilities of the Commission. This process will involve input from Commission members and Commission staff, including the Chief of Police, and may involve input from other stakeholders.

Effective: November 30 th , 2007	Revised:
Repealed:	

EVALUATION AND RE-APPOINTMENT OF COMMISSION MEMBERS

As required under City of Edmonton Policy C476B, the Edmonton Police Commission will provide recommendations to Council on the re-appointment of Commissioners.

Procedures:

1. The Chair of the Commission shall evaluate each Commissioner and submit recommendations to Council on the re-appointment of all Commissioners, other than the Chair.
2. The Commission shall, in the absence of the Chair, evaluate the Chair and submit a recommendation in respect of his/her reappointment as a Commissioner. The Executive Director shall inform Council of the recommendation of the Commission.

References:

1. City of Edmonton Policy C476B.

GOVERNANCE PROCESS “*How Do We Work?*”

GOVERNANCE PROCESS: “HOW DO WE WORK?”

1.12 MEETINGS AND ORGANIZATION

Effective: November 30 th , 2007	Revised:
Repealed:	

MEETINGS OF THE COMMISSION

The Edmonton Police Commission will adhere to meeting processes as outlined in this manual or in Commission bylaws, and in all other instances will adopt Roberts Rules of Order. The Commission will consider matters relating to discipline, personnel administration, contract negotiations, security of police operations and all other related matters to be strictly confidential and, subject to section 18 of AR 200/95, *Freedom of Information and Protection of Privacy Regulation*, will only address them in Closed Meetings to the extent deemed necessary.

Procedures:

1. At its first meeting of the year in January, the Commission will establish meeting dates and times for the coming year and post them on the Commission website.
2. At its discretion, the Commission will hold a Closed Meeting prior to each Open Meeting or as may otherwise be required from time to time.
3. Quorum for a meeting of the Commission is a majority of the existing appointed members. Councillors who are members shall be counted as “existing appointed members” for the purposes of determining quorum only if they are in attendance at that meeting.

References:

1. Appendix A – *The City of Edmonton Bylaw #14040 (Section 9(e))*.
2. Appendix C – *Edmonton Police Commission Meeting Procedures*.
3. *Freedom of Information and Protection of Privacy Act*, RSA 2000 Chapter F-25.

Effective: November 30 th , 2007	Revised:
Repealed:	

NOMINATION AND ELECTION OF OFFICERS

Pursuant to section 28(10) of the *Police Act* and section 7 of the *City of Edmonton Bylaw #14040*, at the first Commission meeting of each calendar year the Edmonton Police Commission shall elect one of its members, other than a Councillor or employee of the City, to act as Chair of the Commission and another member to act as Vice-Chair in the absence of the Chair.

Reference:

1. *Police Act*, RSA 2000 Chapter P-17.
2. Appendix A – *The City of Edmonton Bylaw #14040 (Section 7)*.
3. Appendix E – *Edmonton Police Commission Election Procedures*.

1.13 COMMITTEES

Effective: November 30 th , 2007 Repealed:	Revised: October 16th, 2008 April 16th, 2009
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COMMITTEES OF THE COMMISSION

In order to carry out its mandate the Edmonton Police Commission will have the following Standing Committees:

- Governance Committee.
- Finance Committee.
- Internal Affairs Committee.

The Commission may form ad hoc committees as required.

Procedures:

1. Membership

- a. Membership and terms of reference of all committees of the Commission shall be determined by resolution of the Commission.
- b. At the first meeting of the year the Commission will appoint members to Standing Committees for a period of one year.
- c. Standing Committees shall have a minimum of three members.
- d. The Chair of the Commission is an ex-officio member of each committee.

2. Organization

- a. No committee is empowered to bind or represent the Commission.
- b. Quorum
 - i. The quorum for all meetings of committees shall be a majority of the total membership of the Committee. No business shall be transacted without a quorum.
 - ii. If quorum is not possible because of the absence of one or more members of a Committee, any Commissioner present at the Committee meeting will become an alternative member of the Committee and will be counted to determine quorum.
 - iii. If more than one Commissioner is present, priority for selection as an alternative member will be determined by time of arrival at the meeting.

- iv. Alternative membership will cease when a quorum of members is reestablished through the arrival of one or more regularly appointed committee members.
 - v. Any Commissioner who becomes an alternate under subsection (ii) or (iii) above will be entitled to an honorarium.
 - c. An absolute majority of the members of a committee present and voting is required to pass a resolution.
 - d. All committees report to the Commission.
 - e. The Chair of each committee will be elected at the first meeting of the Standing Committees.
 - f. The Commission will set the meeting schedule for Standing Committees. Changes to the schedule of meeting dates may be made in consultation with the Chair of the Committee and Executive Director together.
- 3. Duties of the Committee Chair
 - a. Presides at all meetings.
 - b. Identifies issues to be brought to the meeting, in consultation with the Executive Director.
 - c. Approves the minutes prior to distribution.
 - d. Presents recommendations of the committee to the Commission.
 - e. Calls meetings as required.
- 4. Reporting to the Commission
 - a. Chairs of Committees will regularly report to the Commission.
 - b. Committees will make recommendations to the Commission for review and decisions.

Effective: November 30 th , 2007	Revised: January 22, 2009
Repealed:	October 22, 2009

GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Edmonton Police Commission's Governance Committee is created by and responsible to the Edmonton Police Commission.

Procedures:

1. Mandate of the Governance Committee.

The Governance Committee is responsible for all issues related to governance of the Commission including:

- i. recommending changes to the Policies and Procedures Manual of the Commission;
- ii. recommending suggested changes to the meeting format of the Commission;
- iii. dealing with all matters referred to it by the Commission;
- iv. annually evaluating the Commission;
- v. reviewing and making recommendations to the Commission regarding appointment of the Chief of Police of the Edmonton Police Service and his/her contract terms, as per Policy 2.1.1;
- vi. conducting and making recommendations to the Commission regarding the annual performance appraisal of the Chief of Police and the Executive Director of the Edmonton Police Commission; and,
- vii. annually reviewing and making a recommendation on ratification of remuneration packages including wages and bonuses:
 1. for Commission staff; and,
 2. for the Deputy Chiefs of Police, as per Policy 2.1.2.

2. Composition of the Governance Committee.

- a. At its first meeting of the year, the Governance Committee shall designate one of the appointed members to be the Chair of the Committee for that calendar year.
- b. The Executive Director of the Commission and the Chief of the Edmonton Police Service shall provide management support to the Governance Committee.

3. Meetings of the Governance Committee.

Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of members of the Committee.

Reference:

1. *Edmonton Police Commission Policy 2.1.1 – Appointment of the Chief of Police.*
2. *Edmonton Police Commission Policy 2.1.2 – Appointment of Deputy Chiefs of Police.*

Effective: November 30 th , 2007	Revised: January 22, 2009
Repealed:	October 22, 2009

FINANCE COMMITTEE TERMS OF REFERENCE

Under the *Police Act* (section 31(1)), and as part of its oversight of the Edmonton Police Service, the Edmonton Police Commission is responsible for allocating funds that are provided for policing by City Council. The Finance Committee is created by the Commission for the purpose of supporting the Commission in delivering on this responsibility and is responsible to the Commission.

Procedures:

1. Mandate of the Finance Committee:

The Edmonton Police Commission is responsible for allocating the funds provided by Edmonton City Council under the *Police Act* (section 29(3)). The Finance Committee shall monitor, give advice and make recommendations on behalf of the Commission with respect to all-strategic and significant financial matters and policies of the Commission. Without limiting the generality of the foregoing the Committee shall:

- a. consult with the Chief of Police on the development of an annual financial plan that specifies the level of police service and programs to be provided in the City of Edmonton;
- b. oversee and review the preparation of long range financial plans for the Edmonton Police Service for recommendation to the Edmonton Police Commission;
- c. review and recommend to the Edmonton Police Commission the guiding principles for changes to approved budgets and for transfer(s) or reallocation(s) of monies included in approved budgets;
- d. review and recommend financial policies to the Edmonton Police Commission;
- e. authorize signing authorities for expense approvals to the Edmonton Police Commission;
- f. review, analyze and recommend operating and capital budget financial information provided by the Edmonton Police Service to the Edmonton Police Commission;
- g. review strategic key performance indicators as they relate to financial performance;
- h. recommend or report on audit outcomes and initiatives and recommend any required action, if any;
- i. review and make recommendations with respect to relevant legislative changes affecting financial resources and environmental issues as they relate to the Edmonton Police Commission and or the Edmonton Police Service;

- j. develop, implement and monitor governance policies in the area of labour relations, compensation, benefits, administration, succession planning, management and occupational health and safety for the Edmonton Police Commission and the Edmonton Police Service;
 - k. review and recommend human resources policies to the Edmonton Police Commission;
 - l. review strategic key performance indicators as they relate to human resource performance.
2. Composition of the Finance Committee:
- a. The Finance Committee shall designate, at its first meeting of the year, one of the appointed members to be Chair of the Committee for that calendar year.
 - b. The Executive Director of the Commission and the Chief of the Edmonton Police Service shall provide management support to the Finance Committee.
3. Meetings of the Finance Committee:
- a. Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of members of the Committee.

INTERNAL AFFAIRS COMMITTEE TERMS OF REFERENCE

The Edmonton Police Commission is responsible for ensuring that the Edmonton Police Service has adequate policies, procedures, and guidelines in place to provide for efficient and effective policing and to ensure that complaints made against the Edmonton Police Service or its members are dealt with efficiently, effectively and in accordance with the provisions of the *Police Act* (sections 28.1, 31(1) and 41(3)(e)), the *Police Service Regulation* (section 24) and any other requirements of Commission policy.

The Edmonton Police Commission's Internal Affairs Committee was created by the Commission for the purpose of supporting the Commission in delivering on these responsibilities and is responsible to the Commission.

Procedures:

1. Mandate of the Internal Affairs Committee:

The Internal Affairs Committee shall monitor, give advice and make recommendations on behalf of the Commission with respect to the practices, policies and procedures the Edmonton Police Service has in place in order to ensure that all complaints or expressions of concern made against the Edmonton Police Service or its members are dealt with effectively and in a fair and timely manner. Without limiting the generality of the foregoing, the Internal Affairs Committee shall:

- a. oversee and review the manner in which complaints or expressions of concern are categorized and reported by the Edmonton Police Service;
- b. ensure that the Edmonton Police Service has in place a process which provides for all complaints to be properly investigated and dealt with in a fair, equitable and timely manner and that this process is transparent for all parties to the complaint;
- c. ensure that the investigative and disciplinary processes put in place by the Edmonton Police Service are fully and properly implemented by the Professional Standards Branch or such other Branches or areas within the Service that may be charged with the responsibility of dealing with complaints;
- d. monitor the complaints process and, to the extent it deems appropriate and/or necessary, conduct regular audits of complaint files and any other files or matters received within Professional Standards Branch which are categorized by the Branch as being something other than a complaint file;
- e. monitor the progress of any investigation or informal resolution process initiated or implemented by or on behalf of the Professional Standards Branch and identify opportunities to improve how complaints are handled by or on behalf of Professional Standards Branch including, but not limited to identifying potential alternative dispute resolution processes and their possible uses;

- f. review the reasons for any delays in the investigative process and the manner in which complaints are resolved;
- g. recommend or report on audit outcomes and its review of the complaints investigation and disciplinary processes and make recommendations to the Commission as it deems necessary and/or advisable;
- h. monitor public perceptions as they relate to the complaint investigation and disciplinary processes and identify measures which may help to enhance public knowledge and understanding of these processes;
- i. review and make recommendations to the Commission with respect to relevant legislative changes affecting the complaints investigation and disciplinary processes as they relate to the Edmonton Police Commission and/or the Edmonton Police Service.

2. Composition of the Internal Affairs Committee:

- a. The Internal Affairs Committee shall designate, at its first meeting of the year, one of the appointed members, other than a Councillor or employee of the City, to be Chair of the Committee for that calendar year.
- b. The Executive Director and staff of the Commission shall provide management support to the Internal Affairs Committee.

3. Meetings of the Internal Affairs Committee

- a. Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of the appointed members of the Committee.

Effective: November 30 th , 2007	Revised:
Repealed:	

AD HOC COMMITTEES

The Edmonton Police Commission may establish ad hoc committees as necessary. The Chair of an ad hoc committee created by the Commission will be appointed by the Commission.

Standing Committees may establish ad hoc committees as necessary. The Chair of an ad hoc committee created by a standing committee will be appointed by the Chair of the Standing Committee.

Procedures:

1. Mandate of ad hoc committee:
 - a. The ad hoc committee will establish terms of reference subject to standing committee or Commission approval (as appropriate).
 - b. The ad hoc committee will cease to exist on the completion of its project or mandate.
2. Composition of ad hoc committee:
 - a. Ad hoc committees will include a minimum of one Commissioner.
3. Meetings of ad hoc committee:
 - a. Ad hoc committees will schedule meetings as necessary.

1.14 NEW MEMBER ORIENTATION AND TRAINING

Effective: November 30 th , 2007	Revised:
Repealed:	

NEW MEMBERS OF THE COMMISSION

Newly appointed members of the Edmonton Police Commission will take an Oath of Office and receive an orientation in accordance with City Policy 472E.

Procedures:

1. New Commissioners shall take their Oath of Office within the first two weeks of January enabling them to participate in all Commission affairs during the first month of the New Year.
2. New Commissioners should have a governance orientation prior to the first meeting in January. This orientation should include the following:
 - a. an overview of the *Police Act*, the *Police Service Regulation* and City Bylaw 14040;
 - b. an overview of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and how it applies to the Commission, as well as other pertinent legislation;
 - c. an overview of the relationship of the Commission to the Edmonton Police Service and City Council;
 - d. instruction on conflict of interest;
 - e. an overview of the policies of the Commission;
 - f. an overview of key Commission procedures;
 - g. a description of the duties, responsibilities and performance criteria for Commissioners (including Form C from City Policy 476B);
 - h. a description of the public complaints process;
 - i. an overview of Commission policies on discrimination and harassment; and,
 - j. other topics as appropriate.
3. The Edmonton Police Service will provide an operational orientation to new Commissioners, including a review of key aspects of its priorities, operational areas, structure, authority and human resources.

Effective: November 30 th , 2007	Revised:
Repealed:	

ONGOING EDUCATION AND TRAINING

The Edmonton Police Commission recognizes the importance of continuous learning and as such, Commissioners are encouraged to pursue and participate in ongoing education and training.

Procedures:

Commissioners will be advised by the Executive Director of upcoming opportunities for education and training.

1.15 COMMUNICATION AND REPORTING

Effective: November 30 th , 2007	Revised: October 22, 2009
Repealed:	

COMMUNICATION

The Chair or, in his or her absence the Vice-Chair or Acting Chair, shall be the official spokesperson for the Edmonton Police Commission.

Procedures:

1. The Commission Chair will be the spokesperson for the Commission.
2. In the absence of the Chair, the Vice-Chair or Acting Chair will assume the roles and responsibilities of the Chair.
3. The Chair may designate another Commissioner or staff member to speak for the Commission.
4. All media inquiries and requests for interviews are to be referred to the Executive Director or the Executive Director's designate.
5. The Chair or designate shall be the official spokesperson for the Edmonton Police Service budget presentation to City Council.
6. The Executive Director will provide communications support to the Commission.
7. Annually, the Commission will update its communication plan.

Effective: November 30 th , 2007	Revised:
Repealed:	

ACTIVITY REPORTS

The Commission will submit an annual Activity Report to Council by March 31 of each year for the previous year ending December 31.

Definition - Activity Report, as used in this policy, is a report on the activities of a board that meets the requirement outlined in Form A of City Policy C476B.

Reference:

1. *City of Edmonton Policy C476B.*

1.16 WORKING WITH OTHERS

Effective: November 30 th , 2007	Revised:
Repealed:	

ENGAGING THE PUBLIC

In order to effectively serve its role as civilian oversight of the Edmonton Police Service, the Edmonton Police Commission will develop strategies for engaging with the public, and identify and develop relationships with its key stakeholders.

1.17 FINANCIAL MANAGEMENT

Effective: November 30 th , 2007	Revised:
Repealed:	

FINANCIAL MANAGEMENT

Edmonton Police Commissioners and staff shall execute the financial affairs of the Commission in a manner that strictly adheres to their operational, ethical and fiduciary duties, as described in the applicable Provincial legislation, City policies and Codes of Conduct.

Effective: November 30 th , 2007
Repealed:

Revised:

EXPENDITURE APPROVAL AND SIGNING AUTHORITIES

The signing and expenditure approval authorities for the Edmonton Police Commission are as follows:

1. The Chair of the Edmonton Police Commission, or his/her designate, will have signing authority on all contracts entered into by the Edmonton Police Commission.
2. All one-time payments in excess of \$5,000 require signed approval by the Executive Director or his/her designate together with one of either the Chair of the Commission or the Chair of the Finance Committee.
3. The Executive Director or his/her designate may approve all expenses previously agreed to by the Commission, including expenses in excess of \$5,000 such as those for ongoing legal accounts, rent or other contractual arrangements. The Finance Committee must review these payments on a monthly basis.
4. The Executive Director or his/her designate has the authority to sign for Commission authorized accounts and expenditures up to \$5,000.
5. The Executive Director or his/her designate can approve payments recorded on Visa and reimbursement for Commissioners and staff expenditures of up to \$5,000.
6. The Executive Director may delegate authority to his/her Executive Assistant to approve payments for office supplies and payments from petty cash.

Effective: November 30 th , 2007	Revised:
Repealed:	

CONTRACTING

The Edmonton Police Commission is responsible for all contracts that will be entered into by the City on behalf of the Commission as requested directly by the Commission or as requested indirectly on behalf of the Commission by the Edmonton Police Service.

The general principle to be followed is that any contracts awarded will be after a public tender; however, in unique and specialized situations sole source contracts may be awarded. All contracts entered into will conform to the City of Edmonton Bylaws and Operating Procedures.

Procedures:

1. When contracting for services or materials of a value over \$5,000, the Commission will obtain competitive bids, where practicable.
2. Generally, sole source contracts will follow the Agreement on Internal Trade, and the Trade, Investment and Labour Mobility Agreement.
3. Notwithstanding the Agreement on Internal Trade, and the Trade, Investment and Labour Mobility Agreement, the awarding of sole source contracts will be regarded as a unique exception to the policy principle that contracts awarded will be after a call for tenders.
4. Where ongoing contracts exist, they will be reviewed for re-tender every three years unless otherwise specified in the contract.
5. The City Manager will approve and enter into agreements and contracts relating to the provision of police services and programs in line with City of Edmonton Bylaws and Operating Procedures.
6. All Commission contracts are subject to the applicable policies of the City of Edmonton.

References:

1. Appendix F – *Edmonton Police Commission Contracting Procedures*.

1.18 COMMISSION HONORARIA, EXPENSES AND GIFTS

Effective: November 30 th , 2007	Revised: December 17, 2009
Repealed:	

HONORARIA AND REIMBURSEMENT OF APPROVED EXPENSES

Edmonton Police Commissioners will receive an honorarium and will be reimbursed for out-of-pocket expenses subject to the parameters laid out in Appendix G.

Definitions – For the purpose of this policy and for the details on allowable and unallowable reimbursements outlined in Appendix G, a meeting or series of meetings attended by a Commissioner is considered to be *a duly constituted meeting* if it has been approved in advance by the Commission. The Commission staff will ensure that a record of the time and purpose of the meeting is recorded.

Reference:

1. Appendix G - *Honoraria and Expense Account Reimbursement.*

Effective: November 30 th , 2007	Revised:
Repealed:	

EXPENSE ACCOUNTS

The Chair of the Edmonton Police Commission or his/her designate, will review and approve the expense claims of the Chief of Police and of the Executive Director, subject to the limits described in Policy 5.6.2.

The Executive Director, or designate, will review and approve the expense claims of all Edmonton Police Commissioners and Police Commission Staff, subject to the limits described in Policy 5.6.2.

Applications for reimbursements for the Chief or the Executive Director, exceeding \$5,000, shall be submitted to the Chair for approval in advance.

Reference:

1. *Edmonton Police Commission Policy 5.6.2 – Expenditure Approval and Signing Authorities.*

Effective: November 30 th , 2007	Revised:
Repealed:	

COMMISSION ASSOCIATION MEMBERSHIPS

The Edmonton Police Commission supports the goals of associations and other organizations that share common interests and that advocate in support of community safety, and innovative, responsive community policing. Where the Commission determines that membership in such an association is warranted, the Commission is authorized to hold a corporate membership in the organization. A decision to hold a corporate membership of this nature shall be made by a vote of the majority at a Commission meeting.

Examples of the organizations that may warrant support and membership include:

1. the Canadian Association of Police Boards (CAPB);
2. the Canadian Association of Civilian Oversight of Law Enforcement (CACOLE);
3. the National Association of Civilian Oversight of Law Enforcement (NACOLE);
4. the Alberta Association of Police Governance (AAPG);
5. the Edmonton Chamber of Commerce;
6. the Edmonton Police Foundation; and,
7. other associations as deemed appropriate by the Commission.

Effective: November 30 th , 2007	Revised:
Repealed:	

SUPPORT FOR OTHER ORGANIZATIONS

The Edmonton Police Commission recognizes the importance of partnering with community and other organizations and may, from time to time, offer support to other organizations sharing the values or objectives of the Commission.

Definition: Support, for the purposes of this policy, may refer to financial support, in-kind support, or formal statements of support by Commissioners or the Executive Director.

Effective: November 30th, 2007

Revised:

Repealed:

ATTENDANCE OF COMMISSIONERS AND STAFF AT FUNCTIONS

Edmonton Police Commissioners are encouraged to attend functions throughout the community to maintain strong links with individuals and groups within the community. Commissioners may be reimbursed for the cost of attending these events if attendance at the event is for a necessary Commission purpose. The annual budget for reimbursement is outlined in Appendix G (Business Travel: Conferences, Meetings, and Hosting Budget Allocation Parameters).

Procedures:

1. Commissioners or Commission staff may submit expense claims for reimbursement to the Chair of the Commission.
2. The Chair will be responsible for determining whether attendance at the event was for a necessary Commission purpose.
3. In the case of Commissioners, a reimbursed expense under this section will be applied to their total yearly allowance for hosting and miscellaneous costs as laid out in Appendix G.
4. Where a Commissioner is required by the Chair of the Commission to attend a function, event or conference, the cost associated with attending will not be counted against the individual Commissioner's allowable spending as outlined in Appendix G.
5. All Commission Members are encouraged to attend the Alberta Association of Police Governance (AAPG) Conferences. The associated expenses will be reimbursed in addition to the expense allowances referred to in Appendix G.

Reference:

1. Appendix G - *Honoraria and Expense Account Reimbursement.*

Effective: November 30 th , 2007	Revised:
Repealed:	

GIFTS

Edmonton Police Commissioners must not accept any fee, gift or other benefit that is connected directly or indirectly with the performance of their duties of office, other than remuneration from the Police Commission for performance of their duties as a Commissioner.

In the event that they receive a gift on behalf of the City, the Edmonton Police Commission or the Edmonton Police Service, then Commissioners and staff will adhere to the procedures in the policy of the City of Edmonton governing personal and corporate gifts to elected officials.

Reference:

1. *The City of Edmonton Bylaw #10407.*

**APPENDIX A – CITY OF EDMONTON BYLAW
14040**

THE CITY OF EDMONTON BYLAW 14040
AS AMENDED
THE EDMONTON POLICE COMMISSION BYLAW

Whereas, pursuant to section 27 of the *Police Act*, R.S.A. 2000 c. P-17, a municipality that has assumed responsibility for establishing a municipal police service shall establish and maintain an adequate and effective municipal police service under the general supervision of a municipal police commission;

And Whereas, pursuant to section 28 of the *Police Act*, council shall prescribe rules governing the operations of the municipal police commission and appoint the members;

And Whereas, pursuant to section 28 of the *Police Act*, council may provide for the payment of reasonable remuneration or a gratuity or allowance to members of the municipal police commission;

And Whereas, pursuant to section 29 of the *Police Act*, in developing a budget, council may obtain any information from the commission that may be necessary to enable it to assess the efficiency and the financing requirements of the police service;

And Whereas, pursuant to section 31 of the *Police Act*, council is liable for any legal liability that is incurred by the commission;

And Whereas, pursuant to section 31(5) of the *Police Act*, where a Commission has been established, Council shall not, except as permitted under the Act, perform any function or exercise any power in respect of the Police Service that the Commission is empowered to perform or exercise.

And Whereas, pursuant to section 36 of the *Police Act*, the commission shall appoint for the police service the chief of police subject to the ratification of council;

And Whereas the *Police Act* prescribes the powers, duties, functions and constraints of a municipal police commission;

Edmonton City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

- PURPOSE 1 The purpose of this bylaw is to continue the municipal police commission established in Bylaw 9304, to provide civilian oversight for the police service within the city of Edmonton.
- DEFINITIONS 2 In this bylaw, unless the context otherwise requires:
- (a) “Act” means the *Police Act*, S.A. 2000, c. P-17;
 - (b) “Chair” means the individual elected under section 7;
 - (c) “City” means the municipal corporation of the City of Edmonton;
 - (d) “City Manager” means the Chief Administrative Officer of the City or his delegate within the meaning of the *Municipal Government Act*;
 - (e) “Commission” means the Edmonton Police Commission;
 - (f) “Council” means the Municipal Council of the City of Edmonton;
 - (g) “Councillor” means an elected member of Council;
 - (h) “Member” means a person appointed pursuant to section 5 of this bylaw.
- RULES FOR INTERPRETATION 3 The marginal notes and headings in this bylaw are for reference purposes only.

PART II - COMMISSION STRUCTURE

- DUTIES 4
- (1) The Edmonton Police Commission is hereby continued as a municipal police commission for the City of Edmonton.
 - (2) The Commission shall perform all duties and exercise all powers imposed upon it by the Act and this bylaw.
- MEMBERSHIP 5
- (1) The Commission shall consist of not less than five members and not more than nine members appointed by Council, two of whom may be Councillors or employees of the City.
 - (2) The members shall be appointed by resolution of Council:
 - (a) for a term of two years, or
 - (b) for a term of at least two years to a maximum of three years as required to conform with a calendar year appointment or to accommodate the maximum 6 year term;provided that any Member may be re-appointed for further terms to a maximum of six (6) consecutive years.
 - (3) Notwithstanding that a Member’s term of appointment has expired, unless the Member submits a resignation in writing or as otherwise

directed by Council, the Member shall be deemed to be a Member until he or she is either re-appointed or his or her successor has been appointed.

- (4) A former Member is eligible for re-appointment.
- (5) Where a vacancy occurs in membership in the Commission by any cause other than the expiration of the term for which the Member was appointed, Council may appoint a successor to fill the remainder of the term.
- (6) Members, other than a Councillor or employee of the City, may be paid such remuneration by the Commission as may be fixed from time to time by Council.

BREACH OF
OATH OF
OFFICE

- 6 The Commission shall develop a protocol to investigate reported breaches of the Oath of Office by a Member and this protocol will:
 - (a) include a requirement for a final report to Council of the results of substantiated breaches;
 - (b) be submitted to Council for review prior to its adoption; and
 - (c) be made available to the public after its adoption.

PART III - COMMISSION PROCEDURES

GENERAL

- 7 At the first meeting of the Commission in each calendar year, the Members shall, subject to the Act, elect one of the Members, other than a Councillor or employee of the City, to act as Chair of the Commission and another Member to act as Vice-Chair in the absence of the Chair.
- 8
 - (1) The Commission may make such specific assignments to its individual Members and form sub-committees as it may from time to time deem necessary.
 - (2) Sub-committees shall:
 - (a) be comprised of Members only; and
 - (b) report back to the Commission for consideration of findings.

MEETINGS

- 9 All meetings of the Commission shall be governed according to the following procedures:
 - (a) Subject to this bylaw and every applicable statute or regulation of the Province of Alberta, the Commission may establish its own rules of procedure governing its meetings, hearings and investigations;
 - (b) Subject to section 18 of AR 200/95, *Freedom of Information and Protection of Privacy Regulation*, meetings of the Commission shall be open to the public;
 - (c) In the absence of the Chair, the Vice-Chair shall preside over the

meeting, and in the absence of the Vice-Chair, the Commission may elect one of its Members to preside at a meeting;

- (d) The Commission shall, unless otherwise resolved by the Commission, meet at least once in each month;
- (e) Quorum for a meeting of the Commission is a majority of the existing appointed Members, and Councillors who are Members shall be counted as “existing appointed members” for the purposes of determining quorum only if they are in attendance at that meeting;
- (f) Each Member has one vote; and
- (g) A motion is lost when the vote is tied

SPECIAL MEETINGS

- 10 (1) The rules governing special meetings of the Commission are as follows:
 - (a) The Chair may call special meetings of the Commission whenever he or she considers it expedient to do so, but shall do so when required in writing by a majority of the Members;
 - (b) Written notice shall be given of any special meeting stating the time and place, and in general terms the nature of the business to be transacted, and shall be sent to each Member’s residence or place of business not less than twenty four hours prior to the meeting;
 - (c) The Chair may call a special meeting upon shorter verbal notice if all of the Members give their written consent before or at the commencement of the meeting or if all Members are present and resolve to dispense with written consent.
- (2) Where a special meeting is called, no business other than the business indicated in the notice may be transacted without the consent of all Members.

PECUNIARY INTEREST

- 11 No Member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest within the meaning of the *Municipal Government Act*.

EXPENSE AND HOSTING

- 12 The Commission shall:
 - (a) reimburse employees for expenses in accordance with approved City directives and procedures for City employees; and
 - (b) establish a policy that will define hosting requirements and provide for the reimbursement of member expenses in line with the responsibilities of serving as Commissioners.

**PART IV - COMMISSION OPERATIONS:
BUDGET, CONTRACTS AND AGREEMENTS**

BUDGET

- 13 (1) The Commission shall submit a request for a total budget in

accordance with City budget procedures.

- (2) The Commission shall provide sufficient information to enable Council to determine the financing requirements of the police service, including, if directed by Council, strategic plans, variance reports, capital plans and variance analysis.

CONTRACTUAL
AUTHORITY

14

- (1) The Commission is authorized to approve and enter into all of the following agreements necessarily incidental to carrying out its statutorily imposed duties:
 - (a) agreements to purchase goods or retain the services of an individual or corporation and related to the operations of the Commission where the expenditure or revenue is included in an approved budget, and the agreement process conforms with the City’s procurement policies, procedures, standards and guidelines;
 - (b) agreements to initially retain the Chief of Police, which have been ratified by Council;
 - (c) appointments of police officers, in accordance with the Act;
 - (d) agreements related to employment of Commission staff where the expenditure or revenue is included in an approved budget.
- (2) The Commission may delegate the authority under 14(1)(c) to the Chief of Police.
- (3) Notwithstanding 14(1), agreements for interests in land and insurance shall be entered into in accordance with Bylaw 12005, the City Administration Bylaw.

15

- (1) In this section, “Chief of Police” includes a person with authority to enter into agreements on behalf of the Chief of Police.
- (2) The Commission is authorized to establish a procurement approval process for the Commission and the Edmonton Police Service relating to agreements for goods and services required in the provision of police services, to be entered into by the “City of Edmonton”.
- (3) The process established under 15(2) shall be in accordance with approved policies, procedures, standards, and guidelines of the City.
- (4) The Chief of Police or the Commission, as the case may be, in accordance with the approval process established under 15(2), shall submit the agreement to:
 - (a) the City Manager if the expenditure or revenue is within an approved budget, and within the authority of the City Manager under Bylaw 12005, the City Administration Bylaw, or

- (b) Council or a Committee of Council.

CONTRACTUAL
REPORTING

- 16 The Commission shall every six months or as otherwise directed by Council, prepare and submit a report listing:
 - (a) settlements of all actions, claims or demands against the Commission;
 - (b) insurable and uninsurable losses; and
 - (c) all agreements entered into under this bylaw since the previous reporting;

APPENDIX B – RISK MANAGEMENT AND AUDIT
of any loss, expenditure, revenue, or payment greater than \$100,000, or for an expenditure that exceeds the current budgeted year.

**PART V -COMMISSION OPERATIONS:
INFORMATION AND RECORDS MANAGEMENT**

RECORDS
MANAGEMENT

- 17 (1) In this section, “Records” includes quotations, contracts, correspondence, invoices, vouchers, timesheets, and any other documents that support actions taken by the Commission.
- (2) All Records shall be subject to retention and disposition schedules.
- (3) Any accounting Records shall be maintained in accordance with generally accepted accounting principles.

COUNCIL
REQUEST FOR
INFORMATION

- 18 In order to assess the efficiency of the police service in respect of the funds provided by Council:
 - (a) Council may request the Commission to provide a written or verbal report to a City Council meeting;
 - (b) Council may request Records from the Commission and the Commission shall provide the Records requested; and
 - (c) Council may direct the City Auditor or external auditors to audit any Records provided.

RISK MANAGEMENT AND AUDIT

Without limiting the actions of the Commission, the following are considered to be sound practices in ensuring effective risk management:

1. **Periodic Risk Identification and Assessment** – In conjunction with the Commission strategic planning process, a systematic effort that identifies and weighs the types of risks that the Service may face in achieving its objectives is required. This can be financial, performance-based, demographic or technological, to name some examples. In identifying such risks, each would be assigned a weight in terms of the severity of the risk, the likelihood of its occurrence and the potential impact on the organizational capacity of the Service to meet its objectives.
2. **Incorporation of Risk into Strategic Planning** – In a section of the Service’s strategic plan, the risk identification and assessment, weighting and mitigation strategies need to be outlined as a risk management plan. Such information would be public and available to all users. It is important to matters such as financial planning, infrastructure planning, personnel and succession planning, and the audit program of the Service.
3. **Incorporation of Risk Priorities into the Evaluation of the Chief** – The high-risk issues involving the operational leadership of the Chief need to be incorporated into his or her performance contract. There should be an agreement between the Commission and the Chief on this risk profile and the mitigation strategy needed to deal with it. There would also have to be a mutual understanding of the relative weighting of the risk and how to measure success.
4. **Incorporation in the Audit Plan for the Service** – The Commission will want to ensure that the audit plan for the Service be risk-based. To that end, an audit plan should be prepared by the Chief and the auditing entity based on overall risk assessment in addition to the need to periodically ensure compliance in such areas as finance, personnel and relevant performance standards in policing (e.g. provincial standards) and municipal operations.

Approaches to measurement of the Commission’s performance in regard to risk management include:

1. annual environmental risk assessment as part of strategic planning;
2. quarterly reviews of outstanding high priority risk areas;
3. inclusion of risk assessments, prioritization and mitigation strategies as part of the Service Strategic Plan; and,
4. inclusion of priority risk areas in the Chief’s performance objectives and evaluation process.

**APPENDIX C – EDMONTON POLICE COMMISSION
MEETING PROCEDURES**

EDMONTON POLICE COMMISSION MEETING PROCEDURES

The Edmonton Police Commission adopts the following rules of procedure in accordance with City of Edmonton Bylaw 14040 as amended.

PART 1 - PURPOSE AND DEFINITIONS

- PURPOSE 1. The purpose of this manual is to establish rules for Meetings of the Edmonton Police Commission.
- DEFINITIONS 2. The following words and phrases mean:
- a. Chair – the person elected by the members of the Commission to act as Chair and to preside over meetings;
 - b. Vice-Chair – the person elected by the members of the Commission to act as Vice-Chair and to preside over meetings in the absence of the Chair;
 - c. Challenge – an appeal of a ruling of the Chair;
 - d. Commission – the Edmonton Police Commission;
 - e. Committee – any committee of the Commission;
 - f. Executive Director – the person appointed by the Commission to provide executive management to the Commission;
 - g. Member – means a member of the Commission;
 - h. Municipal – the Municipal Government Act S.A. 1994, c. M-26-1, Government Act as amended, or any replacement legislation;
 - i. Point of Order – a demand that the Chair enforce the rules of procedure;
 - j. Point (or Question) of Privilege – a request made to the Chair or Commission member on any matter related to the rights and privileges of the Commission or individual members which include the:
 - i. comfort of members;
 - ii. conduct of members, employees or members of the public in attendance at the meeting; and,
 - iii. accuracy of the reports of the Commission’s proceedings;
 - k. Executive Assistant – the person employed by the Commission to prepare the agenda material, circulate the agenda, and maintain minutes of the meetings;
 - l. Public Complaint Director – the person designated by the Executive Director, on behalf of the Commission, to act in the capacity of Public Complaint Director under the provisions of the Police Act, R.S.A. 2000, c.P-17 as amended or any replacement legislation; and
 - m. Table – a motion to delay consideration of any matter in order to deal with more pressing matters.

PART 2 - INTERPRETATION AND APPLICATION

- REFERENCE SOURCE 3. If a question relating to the procedures of the Commission or Committees is not answered by the Rules of Procedure, the answer to the question is to be determined by referring to the most recent revision of Robert’s Rules of Order Newly Revised.
- SUSPENSION 4. The Commission may suspend any provision of the Rules of Procedure.

OF RULES

PART 3 - MEETINGS OF THE COMMISSION

- | | | |
|---------------------------------|-----|---|
| ELECTION OF OFFICERS | 5. | The Commission at its first meeting in January shall elect a Chair and Vice-Chair for that year. |
| REGULAR PUBLIC MEETINGS | 6. | The dates, times and locations for the Commission’s regular public meetings will be established at the first Commission meeting of the year in January. This information will subsequently be posted on the Commission website. Meetings will take place monthly, except in the month of August. The preferred meeting locations are the Heritage Room on the main floor of City Hall, or a designated community location. When the venue is to be changed, notification shall be given to the public one month prior to the meeting in the changed location. |
| CRITERIA FOR CLOSED MEETINGS | 7. | Meetings of the Commission shall be open for the public; however, subject to section 18 of AR 200/95, <i>Freedom of Information and Protection of Privacy Regulation</i> , matters relating to discipline, personnel administration, contract negotiations, security of police operations, or other similar matters may be held in camera. |
| CRITERIA FOR IN CAMERA MEETINGS | 8. | The Commission may meet in camera whenever the members vote to do so. |
| CHANGING TIME, DATE, LOCATION | 9. | The Commission may change the time, date or location of any meeting. |
| CANCELLATION | 10. | The Commission may cancel any meeting. |
| SPECIAL MEETINGS | 11. | The rules governing special meetings of the Commission are as follows: <ul style="list-style-type: none">a. The Chair may call special meetings of the Commission, whenever he or she considers it expedient to do so, but shall do so when required in writing by a majority of the members;b. Written notice shall be given of any special meeting, stating the time and place, and in general terms, the nature of the business to be transacted, and shall be sent to each member’s residence or place of business not less than twenty four hours prior to the meeting;c. The Chair may call a special meeting, upon shorter verbal notice, if all of the members give their written consent before or at the commencement of the meeting, or if all members are present and resolve to dispense with written consent. This consent must be in writing unless the members unanimously resolve to dispense with the requirement that it be in writing; and,d. Where a special meeting is called, no business other than the business indicated in the notice may be transacted without the consent of all members. |
| QUORUM REQUIREMENTS | 12. | Quorum for a meeting of the Commission is a majority of the existing appointed members. Councillors who are members shall be counted as “existing appointed members” for the purposes of determining quorum only if they are in attendance at that meeting. |
| WHEN NO QUORUM | 13. | If there is no quorum within half an hour after the time set for the meeting, the secretary will record the names of the members present, and the meeting will be adjourned to the time of the next regular meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting. |

ESTABLISHED TIMES FOR ITEMS 14. The Commission may establish a specific time for discussion on any matter

PART 4 - AGENDAS AND RECORDS OF MEETINGS

AGENDA FORMAT 15. (a) The agenda orders the business for a meeting unless as otherwise determined by the Commission.
(b) A Consent Agenda format may be used. This format brings together a series of reports under the heading of Consent Agenda. One motion is made to accept all of these reports for information, including those reports requiring a specific motion that does not require discussion. At the request of any member, an item that requires discussion will be exempted from the Consent Agenda.
(c) The agenda will be formatted so that matters involving the Edmonton Police Service will be dealt with at one time.

ESTABLISHMENT OF AN AGENDA 16. The Executive Director is responsible for establishing the monthly agenda, including prioritizing items, and determining whether items should be placed on the open or closed portion of the meeting agenda, bearing in mind the Commission’s mandate of ensuring public accountability. The draft agenda shall be submitted to the Chair of the Commission for approval prior to its distribution to the Chief of Police and the members of the Commission.

DISTRIBUTION OF AGENDA 17. The agenda materials for the monthly meeting of the Commission shall be distributed 5 days prior to the meeting date, requiring that the items to be included on the agenda must be submitted to the Commission Executive Assistant a minimum of 7 days in advance of the meeting. Any additions to the agenda, after this deadline, shall be submitted to the Commission at the commencement of the Commission meeting, and the Commission shall vote on whether the item shall be approved for inclusion on the agenda.

ADOPTION OF AGENDA 18. The Commission must vote to adopt the agenda prior to transacting other business and may:
a. add new items to the agenda; or
b. delete any matter from the agenda by unanimous vote.

PREPARATION OF MINUTES 19. The secretary must prepare all Commission minutes which will include:
a. all motions;
b. the names of the members present at and absent from the meeting;
c. the names of the members voting for and against all motions, and of those who are absent for the vote, and a brief outline of the issues being voted on.
d. any declarations of pecuniary interest made under the Municipal Government Act, or any other legislation or bylaw by any member, or any resolutions excusing a member from voting.

ADOPTION OF MINUTES 20. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, the Commission must:
a. pass a motion to amend the minutes; and
b. adopt the minutes as amended,
and if there are no errors or omissions, the Commission must adopt the minutes as circulated.

ACCESS TO 21. All agendas, minutes, and reports for public meetings will be posted on the Commission’s

MEETING website, www.edmontonpolicecommission.ca.

MINUTES ITEM 22. The Executive Assistant shall ensure that all outstanding items from the previous meeting are
DUE LIST AND included on the following agendas at the appropriate time.
DUE DATES

PART 5 – MOTIONS

MOTIONS 23. All directions or recommendations adopted by the Commission will be put forward as a motion.

NOTICE OF MOTION 24. A Commissioner may make a motion introducing any new matter only if

- a. notice is given at a Commission meeting held at least seven clear days before the meeting and a copy of the content of the notice is made available to the Executive Director; or
- b. the Commission passes a Special Resolution dispensing with notice.

DETAILED NOTICE 25. A notice of motion must give sufficient detail so that the subject of the motion and any
OF MOTION proposed action can be determined, and it must state the date of the meeting at which the motion will be made.

DELAY IN 26. If a motion is not made at the meeting indicated in the notice, it will appear on the agenda
PRESENTING for, and may be made at any of, the next two regular meetings.
MOTION

RECOMMENDATIONS 27. A recommendation in a report does not constitute a motion until a member has expressly
ARE NOT MOTIONS moved it.

SECONDING AND 28. All motions must be seconded prior to debate.
STATING MOTIONS

DEBATE ON A 29. Debate proceeds when a motion has a mover and seconder.
MOTION Commissioners may speak only twice on any motion, once in debate and once to ask questions. Each Commissioner may speak for only five minutes. No Commissioner may speak a second time until all Commissioners wishing to speak have had an opportunity. The Commission may give permission to speak again or to ask additional questions.

WITHDRAWAL 30. Once a motion has been moved, and seconded, it may not be withdrawn without unanimous consent of all the members present at the meeting.

AMENDMENTS 31. An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion. Only one amendment to a motion may be before the meeting at any time.

MOTION TO TABLE 32. A motion may be tabled to enable the Commission to deal with it at a later time.

POINT OF ORDER 33. A Point of Order which requires immediate attention may interrupt a speaker. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge.

DIVIDING MOTIONS 34. A member may request that a motion be divided if it contains parts which stand as
INTO PARTS complete propositions. The Commission must then vote separately on each proposition.

PART 6 - VOTING

- MOTION CARRIED 35. Each member has one vote. A motion will be carried when a majority of members present at a meeting vote in favor of the motion. The Chair must declare the result of the vote.
- TIE VOTE 36. A motion is lost when the vote is tied.
- LOSS OF QUORUM 37. If a motion cannot be voted on because there would be no quorum due to:
- a. a member being excused from voting by the Commission; or
 - b. any abstention allowed or required by statute,
- then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of the Commission.

PART 7 - RULES GOVERNING DEBATE

- ORDER OF SPEAKERS 38. The Chair will determine the speaking order when two or more members wish to speak.
- ADDRESS PRESIDING OFFICER 39. Members must address the Chair when speaking.
- INTERRUPTIONS 40. Members who have been assigned their turn to speak may only be interrupted by other members, including the Chair:
- a. when a member is discussing a subject and no motion is on the floor;
 - b. by a Point of Order;
 - c. by an objection to the consideration of a motion.
- MEMBER CALLED TO ORDER 41. A member who is called to order must immediately stop talking.
- PROHIBITED ACTS 42. Members must not:
- a. use offensive words in Commission meetings or against any member;
 - b. discuss a vote of the Commission, unless to move to reconsider, renew, or rescind;
 - c. break the rules of the Commission or disturb the proceedings; or
 - d. disobey the decision of the Chair or of the Commission on any question of order, practice or interpretation.
- OPPORTUNITY TO BE HEARD 43. Each member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

PART 8 - DUTIES OF THE CHAIR

- CHAIR TO MAINTAIN ORDER 44. The Chair must preserve order and decorum and decide all questions of procedure.
- GRANTING PERMISSION TO 45. (a) All requests to make presentations to the Commission shall be in writing and forwarded to the Executive Director of the Commission. The Chair has the discretion to decide if the

MAKE FORMAL
PRESENTATIONS
TO THE
COMMISSION

presentation will be heard and if so, the date at which it may be heard.

- (b) The Executive Director will notify the applicant of the date, time, and place of presentation or rejection of request.
- (c) Persons will be allowed 5 minutes to speak per presentation.
- (d) After the presentation, any member may ask the speaker(s) relevant questions.
- (e) Any member may then ask the Chief of Police relevant questions.
- (f) After the presentation and questions, the Commission will receive the presentation for information. No decision will be made with regard to any request in a presentation until a subsequent meeting.

CALLING
MEMBER TO
ORDER

46. The Chair may call to order any member who is out of order.

REQUEST FOR
PUBLIC TO
LEAVE MEETING
ROOM

47. At the conclusion of the open meeting of the Commission, if the Commission requires to go to a closed session, or an in camera session, the Chair shall ask all members of the public to leave the meeting room. If members of the public refuse to leave, the Chair may request building security, the Chief of Police, or both, to remove the person(s).

DUTIES OF VICE-
CHAIR

48. The Vice-Chair shall preside over meetings when the Chair is absent. In the absence of the Vice-Chair the Commission may elect one of its members to preside over the meeting.

PART 9- PRESENTATIONS

INFORMAL
PRESENTATIONS

49. During the Public Input Item of the Commission Meeting agenda members of the public may make a presentation to the Commission. In total, up to 30 minutes will be allowed for presentations. The maximum time allowed for any one presenter or spokesperson for a group of presenters is 5 minutes. A brief outline of the presentation will be reflected in the minutes. A written response from the Commission will be provided to the presenter, if requested.

Revised May 21, 2003
Revised September 24, 2008
Revised October 22, 2009
Revised December 17, 2009

**APPENDIX D – EDMONTON POLICE COMMISSION
CODE OF CONDUCT**

EDMONTON POLICE COMMISSION CODE OF CONDUCT

The proper operation of democratic local government requires that persons appointed by Edmonton City Council to its boards, agencies and committees be independent, impartial and duly responsible to the people of Edmonton.

Accordingly it is the purpose of this Code of Conduct to outline certain basic rules for people appointed as members of the Edmonton Police Commission so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the Edmonton Police Commission is, at all times, service to its community and the public.

To further these objectives, certain ethical principles should govern the conduct of Commissions in order that they shall maintain the highest standards in public office and faithfully discharge their duties. Accordingly, Commissioners shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the Province of Alberta *Police Act* and Regulations, and the bylaws and policies of the City of Edmonton.
2. Exhibit commitment and accountability to the interests of the community. This supersedes any conflicting commitment such as that to advocacy or interest groups and membership on other boards. This accountability supersedes the personal interest of any Commission member acting in any other capacity.
3. Preserve the integrity and impartiality of the Commission and of City Council.
4. Avoid any conflict of interest with respect to their monetary responsibility.
 - a. A Commissioner shall not use private or confidential information for his or her benefit. There must be no self-dealing, or any conduct of private business or personal services between Commission members and the organization.
 - b. A Commissioner shall not use their positions to obtain employment with the Edmonton Police Commission or Edmonton Police Service for themselves, family members, close associates or their firms.
 - i. If a Commissioner is considered for employment with the Commission, then they must temporarily withdraw from the Commission. If the Commissioner is successful in gaining employment, they shall immediately resign from the Commission.
 - ii. A Commissioner shall immediately resign if a family member (parent, spouse, and child) gains employment with the Commission.
5. Not attempt to exercise individual authority over the Commission or the Edmonton Police Service.
 - a. Commission members have no individual authority over the Chief of Police and other Edmonton Police Service members.

- b. The Commission Chairperson will be the spokesperson for the Commission. Delegation of this authority may be made from time to time to designated members of the Commission.
 - c. Individual Commissioners must notify the media if they are the spokesperson for the Commission, or as an individual residing in our community.
 - d. A Commissioner who expresses disagreement with a decision of the Commission shall make it clear that the member is expressing a personal opinion, and not the opinion of the Commission.
6. Respect the confidentiality of sensitive items discussed in *in-camera* or in *closed* meetings.
 7. Abide by their oath of office.
 8. Attend Commission meetings and shall notify the Chair or Executive Director of any anticipated absences.
 9. Not interfere with the management of the Service.
 10. Avail themselves of training, or educational opportunities that may be provided for them to assist in carrying out their duties.
 11. Discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code, the Charter of Rights and Freedoms (Canada), and the Freedom of Information and Protection of Privacy Act.
 12. Withdraw as a member of the Commission for the duration of the investigation or inquiry if their conduct or performance is being investigated by the Commission.
 13. Declare any known conflict of interest that may interfere with the proper execution of their duties. Where a conflict has been declared in regard to a matter, the affected Commissioner shall not take part in the discussion of that matter unless invited to do so and shall not vote on that matter.
 14. For a period of twelve months after leaving a board or agency, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
 15. Uphold the letter and spirit of the Code of Conduct as stated herein.

Commissioners should not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned. If in doubt about actions they may be contemplating, appointees are encouraged to seek advice from the Chair of the Edmonton Police Commission.

**APPENDIX E – EDMONTON POLICE COMMISSION
ELECTION PROCEDURES**

EDMONTON POLICE COMMISSION ELECTION PROCEDURES

1. Declaring Intentions:

- a. Each person running for the positions of Chair or Vice-Chair of the Commission shall notify the Executive Director two weeks prior to the first meeting in the New Year. At that time nominations shall cease.
- b. The Executive Director shall circulate the names of candidates for the positions of Chair and Vice-Chair of the Commission to all Commission members.

2. Procedures and Debate:

- a. At the pre-meeting for the first meeting of the New Year, each nominated candidate for the position of the Chair of the Commission will have 2 minutes to speak. At the close of their remarks, Commission members can ask questions of that candidate.
- b. The Candidates will speak in alphabetical order according to their last names. This may be waived at the will of the Commission.
- c. At the close of the above discussion, candidates for the position of Vice-Chair of the Commission will have 2 minutes to speak. At the close of their remarks, Commission members can ask questions of that candidate.
- d. The Candidates will speak in alphabetical order according to their last names. This may be waived at the will of the Commission.

3. Election of Officers:

- a. Election of officers will be held at the first Open Meeting of the year by secret ballot.
 - b. If necessary, the Executive Director or Acting Executive Director will assume the Chair during the election process.
 - c. The Executive Director will be responsible for administration of the election process.
 - d. Two Commission staff members will count the ballots.
 - e. After the election results are announced, a Motion for the destruction of the ballots shall be entertained.

**APPENDIX F – EDMONTON POLICE COMMISSION
CONTRACTING PROCEDURES**

EDMONTON POLICE COMMISSION CONTRACTING PROCEDURES

1. Tendered Contracts:

a. Edmonton Police Service (Direct) Contract Requests:

- i. The City Manager will approve and enter into all agreements and tendered contracts that are related to the provision of police services and programs for the City of Edmonton that are received directly from the Chief of Police:
 1. if they do not exceed \$1,000,000; and
 2. if the amount of the contract is within the approved Edmonton Police Service budget; and
 3. if the contract is for a specified term not to exceed 10 years.
- ii. The Edmonton Police Service will table for information with the Edmonton Police Commission, as part of its quarterly financial report, a list of all tendered contracts awarded above \$500,000.

b. Edmonton Police Commission Contract Requests:

- i. The City Manager will approve and enter into all agreements and tendered contracts that come from the Edmonton Police Commission and are related to the provision of police services and programs for the City of Edmonton:
 1. if they do not exceed \$1,000,000; and
 2. if the amount of the contract is within the approved Edmonton Police Commission budget; and
 3. if the contract is for a specified term not to exceed 10 years.
- ii. The City Manager will process requests to enter into an agreement or contract that comes from the Edmonton Police Commission that is over \$1,000,000 by having such requests placed before the Community Services Committee for that Committee's approval for the City Manager to sign and enter into the contract:
 1. if the amount of the contract is within the approved Edmonton Police Commission or Edmonton Police Service budget; and
 2. if the contract is for a specified period not to exceed 10 years.

2. Sole Source Contracts:

a. Edmonton Police Service (Direct) Contract Requests:

- i. The City Manager will approve and enter into sole source contracts that are related to the provision of police services and programs for the City of Edmonton that are received directly from the Chief of Police:
 1. if the total contract does not exceed \$250,000; and
 2. if every request is accompanied by a written justification to support the granting of a sole source contract – such justification will address the Agreement on Internal Trade; the Trade, Investment and Labour Mobility Agreement; and, City Administration Bylaw 12005 with respect to the spirit of sole source acquisitions; and
 3. if the amount of the contract is within the approved Edmonton Police Service budget; and
 4. if the contract is for a specified term not to exceed 10 years.
- ii. The Edmonton Police Service will table with the Edmonton Police Commission, on a quarterly basis, a list of all sole source contracts granted that are above \$100,000.

b. Edmonton Police Commission Requests:

- i. The City Manager will approve and enter into a sole source contract that comes from the Edmonton Police Commission and is related to the provision of police services and programs for the City of Edmonton:
 1. if the total contract does not exceed \$250,000.
 2. if the amount of the contract is within the approved Edmonton Police Commission budget; and
 3. if the contract is for a specified term not to exceed 10 years.
- ii. The City Manager will process requests to enter into a sole source agreement or contract that comes from the Edmonton Police Commission that is over \$250,000 by having it placed before the Community Services Committee for their approval for the City Manager to sign and enter into the contract:
 1. if the amount of the contract is within the approved Edmonton Police Commission budget; and
 2. if the contract is for a specified term not to exceed 10 years.

3. Commission Consideration:

The Edmonton Police Commission will consider the merits of all tendered contracts that are over \$1,000,000 and all sole source contracts that are over \$250,000 before they determine if they should be passed on to the City Manager for processing as per these procedures.

4. Approvals

- a. All agreements and contracts requiring the approval of the City Manager shall contain a statement that:

The Chief of Police approved this request on

_____ Date _____ Signature _____ Chief of Police

or

The Edmonton Police Commission approved this request on

_____ Date _____ Signature _____ Chair of the Commission

- b. All agreements and contracts requiring the approval of the Community Services Committee shall contain a statement that:

The Edmonton Police Commission approved this request on

_____ Date _____ Signature _____ Chair of the Commission

**APPENDIX G – HONORARIA AND EXPENSE
ACCOUNT REIMBURSEMENTS**

HONORARIA AND EXPENSE ACCOUNT REIMBURSEMENTS

HONORARIA FOR COMMISSION MEMBERS

1. Edmonton Police Commissioners are eligible to receive an honorarium for the following Edmonton Police Commission related activities:
 - a. Attendance at duly constituted Commission meetings;
 - b. Attendance at duly constituted Commission Committee meetings;
 - c. Attendance at related events, approved by the Edmonton Police Commission, such as awards ceremonies where the Commissioner is attending on behalf of the Commission, or which the Commission is sponsoring;
 - d. Attendance at Commission strategic planning sessions or retreats, approved by the Edmonton Police Commission;
 - e. Attendance at conferences and training events which the Commissioner is attending pursuant to Commission policies, approved by the Edmonton Police Commission;
 - f. Attendance at meetings, in person or by electronic means, of the Canadian Association of Police Boards, the Canadian Association for Civilian Oversight of Law Enforcement, the National Association for Civilian Oversight of Law Enforcement, the Alberta Association for Police Governance, or any similar association where the Commissioner holds office, or is representing the Commission as approved by the Edmonton Police Commission;
 - g. Attendance at meetings of external working groups established by the Commission, City Council or other order of government.

2. Commissioners will receive the following honoraria:

Daily Time Commitment	Commissioner	Chair of Commission ¹	Chair of Committee ²
Less than three hours	\$150	\$200	\$200
Three hours or more	\$300	\$400	\$400

¹ Applies also to the Vice-Chair or other Commissioners when acting in the absence of the Chair.

² When chairing a committee meeting.

3. Edmonton Police Commissioners are not eligible to receive an honorarium for attendance at:
 - a. Social events;
 - b. A ride-along with a member of the Edmonton Police Service;
 - c. Informal meetings.

HOSTING AND MISCELLANEOUS BUSINESS EXPENSES

1. Miscellaneous Business Expenses – Miscellaneous business expenses include hosting of business associates locally or while travelling, and costs associated with meetings,

conferences, or seminars. Expenses may include the purchase of alcoholic beverages where the meeting, meal, or event is for a necessary Commission purpose.

2. **Hosting Funds** – Hosting funds is a broad term used to refer to budget funds available for providing hospitality to other agencies, employee and member recognition. The use of public funds by the EPC for these purposes must be able to withstand public scrutiny as well as any internal or external audit.
3. **Business Meetings** – Requests for reimbursement must document the nature of the meeting and the people being hosted.
4. **Membership and employee recognition:**
 - a. Hosting budgets may be used for official or semi-official functions such as functions or presentations to a Commission member or staff member who is retiring.
 - b. The preferred method of payment is through the Commission’s credit card.
5. **Travel:**
 - a. A Commission member or staff member will be reimbursed for reasonable travel expenses for workshops, seminars, conferences and other business meetings outside of the city according to City Policy No. A1415.
 - b. Receipts are required except for recorded mileage. Mileage is paid only to the driver of the car and not to passengers.
 - c. Mileage will not be paid for travel within the City.
 - d. The cost of taxi, bus, airport limousine and parking at airports will be covered on the basis of receipts.
6. **Accommodation (receipts required):**
 - a. Reimbursement will be on the basis of reasonable expenses for commercial accommodation
 - b. If a spouse or partner accompanies the Commission member or staff member, the spouse's/partner's expenses will be paid by the Commission member or staff member.
 - c. Many hotels offer a reduced rate for government employees and this rate should be requested when registering.
7. **Parking** – Commission members and staff members may be reimbursed for parking expenses while on Commission business.
8. **Excluded Items** – Commission members will not be reimbursed for maintaining a home office or other normal everyday costs of being a member of the Edmonton Police Commission.

Effective: November 30 th , 2007	Revised: March 19, 2009
Repealed:	

BUSINESS TRAVEL: CONFERENCES, MEETINGS, HOSTING BUDGET ALLOCATION PARAMETERS

1	Each Commissioner is allocated a maximum amount of up to \$6,000 each year to attend conferences, seminars, and workshops directly related to their responsibilities as Commissioners. The amount allocated is to cover costs of travel, registration, accommodations and food.	Maximum expenditure for this category \$38,000																
2	The Chair of the Commission is allocated a maximum amount of \$7,000 to attend conferences, seminars, and workshops directly related to his/her responsibilities as Chair of the Commission. The amount allocated is to cover costs of travel, registration, accommodations and food.	Maximum expenditure \$7,000																
3	Reimbursement for hosting and miscellaneous costs can be claimed on the following schedule: <table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">(a)</td> <td style="width: 40%;">Chair</td> <td style="width: 15%;">\$1,000</td> <td style="width: 35%; text-align: right;">\$1,000 x 1 = \$1,000</td> </tr> <tr> <td>(b)</td> <td>Chairs of Standing Committees</td> <td>\$ 500</td> <td style="text-align: right;">\$500 x 3 = \$1,500</td> </tr> <tr> <td>(c)</td> <td>Vice-Chair</td> <td>\$ 500</td> <td style="text-align: right;">\$500 x 1 = \$ 500</td> </tr> <tr> <td>(d)</td> <td>Commissioners</td> <td>\$ 300</td> <td style="text-align: right;">\$300 x 4 = \$1,200</td> </tr> </table>	(a)	Chair	\$1,000	\$1,000 x 1 = \$1,000	(b)	Chairs of Standing Committees	\$ 500	\$500 x 3 = \$1,500	(c)	Vice-Chair	\$ 500	\$500 x 1 = \$ 500	(d)	Commissioners	\$ 300	\$300 x 4 = \$1,200	Maximum expenditure for this category \$2,000
(a)	Chair	\$1,000	\$1,000 x 1 = \$1,000															
(b)	Chairs of Standing Committees	\$ 500	\$500 x 3 = \$1,500															
(c)	Vice-Chair	\$ 500	\$500 x 1 = \$ 500															
(d)	Commissioners	\$ 300	\$300 x 4 = \$1,200															
4	The Executive Director is allocated \$6,000 each year to attend conferences, seminars, and workshops directly related to his/her responsibilities as Executive Director.	Maximum expenditure \$6,000																
5	The Executive Director is allocated \$7,000 each year for travel expenses and training of Commission staff.	Maximum expenditure \$7,000																
Total		\$60,000																

NOTE: - All claims must be supported by receipts.

- *This does not apply to travel for attendance at the board meetings of the CAPB, AAPG, or other association's when the commissioner is representing the Commission*
- *The Chair of the Commission is authorized to vary the allocation of funds to individual commissioners, if circumstances warrant, without exceeding the maximum expenditure of that category.*