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

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## **EDMONTON POLICE COMMISSION CODE OF CONDUCT** (Adopted March 2015)

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 persons 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 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 and the Edmonton Police Commission Policy Manual.
2. At all times conduct themselves in a manner that is respectful and courteous of other Commissioners, Commission staff, members of the Edmonton Police Service, and the public.
3. Preserve the integrity and impartiality of the Commission and of City Council.
4. Not use their position to secure any special privileges, favours, or exemptions for themselves or any other person.
5. Not use their position to advance their interests or the interests of any person or organization with whom or with which they are associated.
6. Not use their position as Commissioner to obtain employment with the Edmonton Police Commission or Edmonton Police Service for themselves, family members, close associates or their firms.
  - a. 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.
  - b. A Commissioner shall immediately resign if a family member (parent, spouse, and child) gains employment with the Commission.
7. Not attempt to exercise individual authority over the Commission or the Edmonton Police Service. Commission members have no individual authority over the Chief of Police and other Edmonton Police Service members.

8. Not speak to the media on behalf of the Commission unless delegated to do so by the Commission Chairperson. The Chair will be the spokesperson for the Commission. Delegation of this authority may be made from time to time to designated members of the Commission.
  - a) If speaking to the media in their individual capacity, individual Commissioners must notify the media that they are not speaking as a spokesperson for the Commission.
  - b) 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.
9. Keep confidential any information discussed at an *in-camera* or *closed* meeting.
10. Abide by their Oath of Office.
11. Attend and actively participate in Commission meetings and notify the Chair or Executive Director of any anticipated absences.
12. Not interfere with the management or day to day operations of the Service.
13. Avail themselves of training or educational opportunities that may be provided for them to assist in carrying out their duties.
14. Withdraw as a member of the Commission for the duration of an investigation or inquiry if their conduct or performance is being investigated by the Commission.
15. Avoid real or perceived conflicts of interest.
16. Declare any potential, real or perceived conflict of interest. A conflict of interest is any situation in which a Commissioner's personal interests (e.g. financial or occupational) may affect, or appear to affect, their objectivity, judgment or ability to act in the best interests of the Commission. The interests of immediate relatives of a Commissioner are also considered to be the interests of a Commissioner.
  - a) If a Commissioner is not certain whether there is a potential, real or perceived conflict of interest, they must bring it forward to the Commission.
  - b) It is the responsibility of every Commissioner who is aware of a real, potential or perceived conflict of interest on the part of a fellow Commissioner to raise the issue for clarification, first with the Commissioner in question, and, if still unresolved, with the Chair.
  - c) The Commission will determine by majority vote if a conflict exists. The Commissioner potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a conflict exists.

- d) Where a Commissioner has declared a conflict in a matter or a majority of the Commission has voted that a conflict of interest exists for a specific Commissioner in a matter, the affected Commissioner shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, shall not attempt to personally influence the outcome, and shall not vote on the matter.
- 17. Any Commission member who becomes aware that another Commission member may have breached the Oath of Office and/or Code of Conduct shall bring the matter forward to the Commission.
- 18. For a period of twelve months after leaving the Commission, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

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, Commissioners are encouraged to seek advice from the Chair, Executive Director, or legal counsel of the Edmonton Police Commission.