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

DEFINITIONS

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.
- n. Public Meeting: Meetings of the Commission open to members of the public.
- o. Closed Meeting: Meetings of the Commission not open to members of the public, but are open to Commission staff and members of the Edmonton Police Service, as approved by the Chair.
- p. In Camera Meeting: Meetings of the Commission not open to the public. All other attendees must be approved by the Chair.

5.1.2 MEETINGS OF THE COMMISSION (approved)

The Edmonton Police Commission will hold meetings throughout the year including Public, In Camera, Closed, and Committee meetings. The following processes have been set.

ELECTION OF OFFICERS: At its first meeting in January, the Commission shall elect a Chair and Vice-Chair for that year.

REGULAR PUBLIC MEETINGS: The dates, times and locations for the Commission's regular public meetings will be established at the last Commission meeting of the year. 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 River Valley Room on the main floor of City Hall, or a designated community location. When the time or location is to be changed, notification shall be given to the public three weeks prior to the meeting in the changed location.

CRITERIA FOR MEETINGS IN THE ABSENCE OF THE PUBLIC: Meetings of the Commission shall be open for the public however pursuant to Bylaw 14040 and section 18 of the *Freedom of Information and Protection of Privacy Regulation* the Commission may hold a meeting in the absence of the public if the subject matter of the meeting concerns the following:

- a. the security of the property of the Commission;
- b. personal information of an individual, including an employee of the Commission;
- c. a proposed or pending acquisition or disposition of property by or for the Commission;
- d. labour relations or employee negotiations;
- e. a law enforcement matter;
- f. litigation or potential litigation, including matters before administrative tribunals affecting the Commission; or
- g. the consideration of a request for access for information.

MEETINGS IN THE ABSENCE OF THE PUBLIC: Commission meetings held in the absence of the public may, at the discretion of the Commission, be held with the Chief of Police and members of the Edmonton Police Service (this is referred to as a Closed meeting), as required, or with the Commission alone (this is referred to as an In Camera meeting). No motions will be made during an In Camera meeting without a recording secretary present who is not a member of the Commission, although discussions may take place.

CHANGING TIME, DATE and LOCATION: The Commission may change the time, date or location of any meeting.

CANCELLATION: The Commission may cancel any meeting.

ATTENDANCE AT MEETINGS FROM REMOTE LOCATIONS: A member may participate in commission meetings from remote locations via email, telephone or video conferencing if:

- a. The member is in a location outside Edmonton for any reason; or
- b. The member is in a location within Edmonton and has prior approval of the Chair by email or phone (followed up by email).

In this circumstance, the member participating in the meeting from a remote location shall be deemed to be present and in attendance at the meeting.

SPECIAL MEETINGS: 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 via email of any special meeting, stating the time and place, and in general terms, the nature of the business to be transacted, not less than twenty four hours prior to the meeting;
- c. The Chair may call a special meeting, upon shorter verbal or email notice in cases of urgency (as determined by the Chair); or if all of the members give their verbal or email consent before or at the commencement of the meeting; or if all members are present and resolve to dispense with email consent.

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: 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: 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: The Commission may establish a specific time for discussion on any matter.

5.1.3 AGENDAS AND RECORDS OF MEETINGS

AGENDA FORMAT: The agenda orders the business for a meeting unless otherwise determined by the Commission.

- (b) A Consent Agenda format will be used [previously said “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: 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: The agenda materials for the monthly meeting of the Commission shall be distributed five (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 seven (7) days in advance of the meeting. 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: 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: 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: 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 MEETING DOCUMENTS: All agendas, minutes, and reports for public meetings will be posted on the Commission's website, www.edmontonpolicecommission.ca.

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

5.1.4 MOTIONS

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

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

- a. notice is given at a Commission meeting held at least seven (7) 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 OF MOTION: A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made.

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

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

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

DEBATE ON A MOTION: Debate proceeds when a motion has a mover and seconder.

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: 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: 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: A motion may be tabled to enable the Commission to deal with it at a later time.

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

5.1.5 VOTING

MOTION CARRIED: 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.

VOTING FROM A REMOTE LOCATION: When a vote is called on a motion, the member who is participating in the meeting from a remote location via phone will vote verbally. In the case of a vote by a show of hands, the member participating from a remote location will state his or her vote for all to hear after all of the other members have voted. In the case of a vote by email or ballot, the member participating from the remote location may request to state his or her vote to the Executive Director, or, in

his absence to the Public Complaint Director or, in his/her absence, to the Executive Assistant, who will record the vote confidentially.

TIE VOTE: A motion is lost when the vote is tied.

LOSS OF QUORUM: 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.

5.1.6 RULES GOVERNING DEBATE

ORDER OF SPEAKERS: The Chair will determine the speaking order when two or more members wish to speak.

ADDRESS PRESIDING OFFICER: Members must address the Chair when speaking.

INTERRUPTIONS: 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: A member who is called to order must immediately stop talking.

PROHIBITED ACTS: 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: 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.

i. DUTIES OF THE CHAIR

CHAIR TO MAINTAIN ORDER: The Chair must preserve order and decorum and decide all questions of procedure.

GRANTING PERMISSION TO MAKE FORMAL PRESENTATIONS TO THE COMMISSION: 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 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: The Chair may call to order any member who is out of order.

REQUEST FOR PUBLIC TO LEAVE MEETING ROOM: 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: 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.

5.1.8 PRESENTATIONS

INPUT FROM THE PUBLIC: During the Public Input Item of the Commission Meeting agenda members of the public may make a presentation to the Commission. Speakers must register in advance by filling out the “REQUEST TO SPEAK” form which will be made available at every public meeting. Public presentations must be relevant to matters within the Commission’s mandate; however complaints about officer conduct or any ongoing investigations are not topics for this forum. Information presented will relate only to the subject matter specified in the written request to speak. The maximum time allowed for any one presenter or spokesperson for a group of presenters is 5 minutes unless there is consent by the Commission to extend the allotted time. Presentations may be verbal and may include hardcopy materials. Personal information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and the name of the presenters will be reflected in the minutes. The Commission will not enter into discussion or debate on matters raised during the public input session.

Revisions when referred to as Appendix G:

Revised May 21, 2003

Revised September 24, 2008

Revised October 22, 2009

Revised December 17, 2009

Revised March 15, 2011

Revised April 19, 2012

Revised 5.1.2 July 27, 2017 Special Meeting

Revised 5.1.5 July 27, 2017 Special Meeting

Revised 5.1.5 July 27, 2017 Special Meeting

References:

1. Appendix A – *The City of Edmonton Bylaw #14040 (Section 9(e))*.
2. *Freedom of Information and Protection of Privacy Act*.