
**EDMONTON POLICE COMMISSION
POLICY MANUAL**

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1 OUTCOMES

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

1 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: November 22, 2013
Repealed:	September 17, 2015

1.1.1 VISION AND MISSION

The Edmonton Police Commission shall have a vision and mission statement. Both statements shall be reviewed at least every second year

1.1.2 GOVERNANCE

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

1.1.2.1 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* 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 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, 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, c P-17.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

1.1.3 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. The Edmonton Police Commission will:

1. implement hiring policies that promote equality within the Edmonton Police Commission 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 that the Edmonton Police Commission work environment is free of discrimination and harassment, and ensure that Commissioners and Commission employees treat the public in the same manner;
3. ensure that all Commissioners and staff are made aware of these policies on commencement of their duties; and,
4. establish and maintain a complaint investigation procedure in which all harassment and discrimination complaints are handled seriously, expeditiously and appropriately.

The Commission is also committed to ensuring that the above principles are implemented by the Edmonton Police Service. The Chief of Police is responsible for ensuring that the above are implemented by the Service.

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

1.1.4 POLICE COMMISSION AND POLICE SERVICE PLANNING

1.1.4.1 Long-Term Planning

The Edmonton Police Service (the Service) will develop a strategic plan that will guide the future of policing in Edmonton. This will be a rolling plan. It will be reviewed and revised annually by the Service to accommodate progress and will be re-developed at a minimum every 3 years. The plan will be developed in consultation with the Commission and be brought forward to the Commission for approval.

1.1.4.2 Annual Policing Plan

Pursuant to the *Police Act* and consistent with the strategic plan prepared under policy 1.1.4, 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, implementation strategies and performance targets.

Results shall be reported quarterly by the Service to the Commission.

The Edmonton Police Commission must approve any material changes to the Annual Policing Plan.

Reference:

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

1.1.4.3 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 *1.1.5 Risk Management and Audit*.
2. Appendix E – *Risk Management and Audit*.

1.1.4.4 Annual Operational Planning

Annually, the Edmonton Police Commission will develop an operational plan for the Commission that includes, at minimum, a statement of the Commission's priorities for the year, and strategies for engaging with the public and identifying and developing relationships with key stakeholders.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

1.1.5 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 residual 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 the processes in place to communicate a consistent message on risk management and associated expectations across the Service.

8. Review, subsequent to the approval of strategic plans for the Police Service, those performance measures and indicators that will monitor high risk areas.
9. 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.
10. Require the Chief to provide briefings on events and trends that impact strategic plans, priority business risks, or the continued validity of underlying assumptions. The briefings should include the results of sensitivity analysis that show the range of probable financial and other outcomes. This will allow the Commission to exercise oversight over the adjustment of plans to take advantage of new or changed opportunities and risks.

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 E – *Risk Management and Audit*.

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

1.1.6 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 Strategic Plan, Three Year Corporate Business Plan, and the Annual Policing Plan.

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*.

The *Police Act* gives the Commission authority to monitor the Edmonton Police Service's finances.

References:

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

Effective: November 30 th , 2007 Repealed:	Revised: January 22, 2009 December 17, 2009 April 19, 2012 September 17, 2015
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1.1.7 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 undertake revisions if necessary.

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.

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

1.2 POLICE DISCIPLINE MATTERS

1.2.1 PUBLIC COMPLAINT DIRECTOR

The Commission shall designate a Public Complaint Director as required by the *Police Act*.

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 a ~~the~~ complaint;
2. monitor the complaints process;
3. receive complaints, offer alternative dispute resolution processes (where appropriate), and refer complaints to the Chief of Police as required by the *Police Act*; and,
4. other duties as assigned by the Commission.

Effective: November 30 th , 2007 Repealed:	Revised: September 17, 2015
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1.2.2 INFORMATION ON SUBMITTING COMPLAINTS AND COMPLIMENTS

The Edmonton Police Commission and 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. The Chief of Police will ensure that this information is readily available and visible to the public at all police stations at all times.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

1.2.3 INQUIRIES BEFORE THE COMMISSION

The *Police Act* provides that 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.

Upon receipt of a request for inquiry, the Executive Director shall notify the Chair and bring the request forward to the Commission as a whole. The Commission shall follow the inquiry provisions set out in the *Police Act*.

Effective: November 30 th , 2007	Revised:
Repealed:	

1.2.4 SERVICE AND POLICY APPEALS

The Edmonton Police Commission will follow the processes laid out in the *Police Act* for appeals of the decision of the Chief of Police regarding complaints about the policies of or services provided by the Edmonton Police Service.

The Executive Director, with the assistance of legal counsel (as required), will coordinate the exchange of submissions between the appellant and Chief of Police (where appropriate) and bring the matter before the Commission for decision.

The Commission shall provide the appellant and the Chief of Police with a written decision. A copy of the Commission's decision shall be included in the next scheduled Commission meeting materials.

Effective: November 30 th , 2007 Repealed:	Revised: September 17, 2015
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1.2.5 COMPLAINTS AGAINST THE CHIEF

As set out in the *Police Act*, the Edmonton Police Commission is responsible for receiving and disposing of complaints against the Chief of the Edmonton Police Service.

Upon receipt of a complaint against the Chief, the Executive Director, or his designate, shall:

1. notify the Commission Chair with a copy of the complaint;
2. notify all Commissioners with a copy of the complaint;
3. notify the Chief of Police with a copy of the complaint, unless there is an investigative reason to delay notice;
4. acknowledge receipt of the complaint to the complainant and advise the complainant that the matter will be considered by the Commission; and,
5. with the assistance of legal counsel (if required) coordinate the complaint being brought forward to the Commission for their review and direction.

The Commission shall follow the provisions of the *Police Act* as they relate to complaints against the Chief of Police.

The Executive Director shall ensure that any reporting requirements as set out in the *Police Act* are met.

The Commission shall provide the complainant and the Chief of Police with a written disposition of the complaint. A copy of the disposition shall be included in the next scheduled Commission meeting materials.

Effective: November 30 th , 2007	Revised: December 17, 2009
Repealed:	September 17, 2015

1.2.6 EXTENSION REQUESTS

The Edmonton Police Commission recognizes the importance of efficiency in investigating complaints. The *Police Service Regulation* provides the Edmonton Police Commission with the authority to extend the time limit for the Chief of Police to charge a police officer with misconduct.

In the normal course, the Chief shall bring a request for time extension to the Commission prior to the expiry of the time limit.

Procedures:

1. All extension requests must specify why an extension is being sought and the length of the extension being requested.
2. Requests shall first be provided by the Chief of Police to the Public Complaint Director.
3. The Public Complaint Director shall review the requests, request additional information from the Chief, as required, and bring the requests forward to the Professional Standards Committee.
4. The Professional Standards Committee shall review the requests, request additional information from the Chief, as required, and prepare recommendations to be brought forward to the Commission.
5. The Chair of the Professional Standards Committee shall bring to the Commission the extension requested by the Chief of Police together with the recommendation of the Committee.
6. The Commission shall decide whether to grant the extension requested.

Effective: April 18, 2013	Revised: September 17, 2015
Repealed:	

1.2.7 RETROACTIVE EXTENSION REQUESTS

The *Police Service Regulation* provides the Edmonton Police Commission with the authority to extend the time limit for the Chief of Police to charge a police officer with misconduct. The Commission may extend the time limit even if the time limit has passed.

Where the Chief of Police requests a retroactive extension of the time limit for a significant period of time (more than three months) the Commission will notify the complainant(s) and the affected officer(s) and provide them with an opportunity to make submissions to the Commission. The Executive Director, with the assistance of the Public Complaint Director and legal counsel (as required), shall coordinate the exchange of submissions between the Chief, complainant(s), and affected officer(s) and bring the matter before the Commission for decision. Generally, submissions will be in writing. Requests to make in person submissions shall be brought forward to the Commission for decision.

The Commission shall provide the complainant(s), affected officer(s) and Chief of Police with a written decision. A copy of the Commission’s decision shall be included in the next scheduled Commission meeting materials.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

1.2.8 RELIEF FROM DUTY WITHOUT PAY

Where the Chief of Police relieved a police officer from duty without pay, the *Police Service Regulation* requires that the Chief of Police have that direction confirmed by the Commission within 30 days from the day that the police officer is relieved from duty without pay.

The Executive Director, with the assistance of legal counsel (as required), will coordinate the exchange of submissions between the Chief of Police and the affected officer and bring the matter before the Commission for decision.

The Commission shall provide the appellant and Chief of Police with a written decision. A copy of the Commission's decision shall be included in the next scheduled Commission meeting materials.

2 EXECUTIVE DIRECTION

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

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

2.1 APPOINTMENT OF POLICE OFFICERS

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

2.1.1 APPOINTMENT OF THE CHIEF OF POLICE

Pursuant to 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 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 has delegated the power to appoint all police officers to the Chief of Police, except for the power to appoint the Chief of Police and Deputy Chiefs of Police.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	December 15, 2016
	March 16, 2017

2.1.2 APPOINTMENT OF DEPUTY CHIEFS OF POLICE

1. The Edmonton Police Commission (the “Commission”) is responsible for hiring and appointing the Deputy Chiefs of Police (“Deputy Chiefs”). This responsibility includes entering into any required employment contract with a Deputy Chief. However, the Commission delegates the hiring responsibility to the Chief of Police, with the understanding that the Chief will invite the Commission to nominate a member to any interview panel held within the hiring process for the Deputy Chiefs and also for the Chief Administrative Officer (recognizing that this is a key executive position that will materially affect the overall effectiveness of the Service, over which the Commission must govern).
2. The Commission also delegates to the Chief the responsibility to negotiate employment contracts with the Deputy Chiefs, subject to subsequent ratification of those contracts by the Commission. The employment contracts will contain standardized terms and conditions of employment as outlined in the template contract attached as Schedule “A”. The terms and conditions subject to negotiation between the Chief and Deputy Chiefs are:
 - Term (Section 2.1): Term shall be between 2 years to 5 years.
 - Salary (Section 8.1): The salary range must be within the range set by the ML5-BM1 salary grade in the City of Edmonton Management Salary Schedule, or the equivalent document set by the City of Edmonton, applicable the date that the agreement commences.
 - Vacation (Section 10.1): Vacation shall be between 20 days to 30 days.
 - Pension (Article 11): The Chief shall negotiate any reasonable terms and conditions related to the Deputy Chief’s pension entitlement depending on the terms of the pension, and the individual Deputy Chief’s particular circumstances. Any such terms and conditions shall be subject to the review and approval of the Commission, such approval the Commission may reasonably withhold.
3. The Deputy Chiefs of Police are not entitled to any additional compensation not included in the Deputy Chief’s employment contract, unless expressly permitted in writing by the Commission.
4. The Chief of Police shall bring all Deputy Chief employment contracts to the Commission following negotiation for review and approval. The Commission shall review and approve any such contract that conforms to this policy.
5. The Chief may recommend renewal of any Deputy Chief’s contract, the terms and conditions of which shall conform to this policy. The Commission has sole discretion, which it may exercise arbitrarily, to approve any such renewal.

6. The Deputy Chiefs of Police report to and take direction solely from the Chief of Police. Annually, the Chief will evaluate the performance of the Deputy Chiefs of Police and discuss these evaluations with the Commission.

7. This Policy shall apply to all Deputy Chiefs of Police appointed after the adoption of this Policy and to any Deputy Chief employment contracts renewed after the adoption of this policy. Any and all policies of the Commission adopted prior to the adoption of this Policy specifically setting or amending the terms and conditions of Deputy Chief contracts shall be of no force and effect with respect to any Deputy Chief contract entered into subsequent to this Policy. Nothing in this Policy shall amend or otherwise affect any Deputy Chief contracts entered into before and in force on the date of the adoption of this Policy.

Effective: December 15, 2016	Revised:
Repealed:	

2.1.3 APPOINTMENT OF ACTING CHIEF OF POLICE

The Edmonton Police Commission is responsible for establishing policies for efficient and effective policing. The Edmonton Police Commission and the Chief of Police shall work collaboratively to identify and appoint individuals who shall be eligible to act as Chief of Police in circumstances where the Chief is temporarily unavailable or unable to fulfill the duties of Chief.

The Chief shall only select as acting chief any eligible individual as selected pursuant to this policy. A necessary condition for any and all eligible individuals is that they are a “police officer” as defined under the *Police Act* for the day immediately preceding any appointment and for the entire period in which they are appointed Acting Chief.

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

2.1.4 SUCCESSION PLANNING

Pursuant to the *Police Act*, the Commission is responsible for ensuring that sufficient persons are employed for the police service for the purposes of carrying out the functions of the police service. The Commission relies on the Chief of Police to ensure effective succession planning throughout the Service. As part of the overall succession plan, the Chief of Police shall report annually to the Edmonton Police Commission to the succession plan of the position of Chief of Police, Deputy Chiefs and senior officers.

References:

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

Effective: November 30 th , 2007 Repealed:	Revised: February 18, 2010 April 19, 2012 September 17, 2015
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2.2 PLANNING

2.2.1 SYMBOLIC INSTRUMENTS

The Edmonton Police Commission must approve any changes to Edmonton Police Service symbolic instruments including:

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

Effective: November 30 th , 2007 Repealed:	Revised: February 18, 2010 April 19, 2012 September 17, 2015
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2.2.2 REQUEST FOR POLICING ASSISTANCE OUTSIDE MUNICIPAL BOUNDARIES

The Chief of Police shall notify the Edmonton Police Commission of any requests of the Edmonton Police Service to provide policing assistance outside the municipal boundaries of the City of Edmonton and shall obtain the prior approval of the Edmonton Police Commission before agreeing to provide any such services.

Where there are exigent circumstances, the notification and approval process may be done verbally provided both are confirmed in writing as soon as is reasonably practicable. In the case of such exigent circumstances, the verbal notification may be made to the Chair or, in his or her absence, the Vice-Chair or acting Chair who shall have the authority to give his/her approval on behalf of the Edmonton Police Commission if he/she deems it appropriate having regard to all of the circumstances.

References:

1. *Police Act*, RSA 2000, c P-17.
2. Appendix A – The City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw, (15 December 2015).
3. Edmonton Police Commission Operational Plan (Mandate); 1.1.2 (Governance); 1.1.5 (Risk Management and Audit)

Effective: September 17, 2015	Revised:
Repealed:	

2.2.3 MAJOR EVENTS POLICING

The purpose of this Policy is to ensure an open exchange of information between the Commission and the Edmonton Police Service when dealing with major policing events. This information exchange will provide the Commission with the information and details required to perform its statutory mandate, specifically that the Service:

1. has the necessary policies in place to ensure efficient and effective policing;
2. can properly fulfill its regular policing responsibilities during the event; and,
3. has the necessary resources.

For the purposes of this policy, a major policing event is defined as a planned or unplanned event that:

1. significantly taxes the Service's ability to provide basic policing services to the citizens of Edmonton (e.g. ability to respond to emergency calls);
2. requires a significant number of police members to assess and manage in excess of those ordinarily on duty (but does not include a Level 2 Incident as defined by EPS policy); or
3. an organizationally significant or notable community event that has the potential of disrupting public peace, order or security in a significant way.

Examples of a major policing event may include, but are not limited to:

1. civil disturbances;
2. union conflicts and labour unrest;
3. public demonstrations involving large or disorderly crowds;
4. political meetings or protests in a public venue;
5. an event requiring the participation of other police agencies outside of standing joint operations / work groups or routine enforcement activities;
6. an event involving emerging local, provincial, national or international issues;
7. natural and human disasters; and,
8. an event that will likely require deployment of the Public Order Unit.

This policy also pertains to an event that meets the above criteria where Edmonton Police Service members are providing policing outside the boundaries of the City of Edmonton.

When the potential of a major event/issue is identified, the Chief of Police will notify the Commission at the earliest practical opportunity. Once notified, the Commission, in consultation with the Chief of Police, will establish ongoing reporting requirements pre and post event with respect to the following matters relevant to the type of event:

1. the nature of the event (date, time, location, attendance, agencies involved);
2. the Service's proposed priorities and objectives;
3. legislation, provincial policing standards and risk management considerations;
4. funding of the policing requirements (budget, resourcing, Memorandums of Understanding, and agreements);
5. command and control structure;
6. significant special facility (i.e. detainee management) and equipment requirements;
7. whether the Edmonton Police Service is taking planning or operational direction from another entity;
8. contingency planning to ensure regular policing requirements are maintained in Edmonton; and,
9. policy and training issues (development, implementation and compliance).

Where an exigent circumstance arises, in the planning of the event or as the event unfolds, the Chief of Police will notify the Chair or, in his/her absence, the Vice-Chair.

Through this consultation and review process, the Commission may provide recommendations to the Service, however the Chief of Police is free to accept or reject the Commission's recommendations. The Chief of Police maintains the autonomy to develop and execute the appropriate operational plans.

Effective: November 30 th , 2007	Revised:
Repealed:	

2.3 INFORMATION REQUESTS AND REPORTING REQUIREMENTS

2.3.1 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: September 17, 2015
Repealed:	

2.3.2 EDMONTON POLICE SERVICE POLICIES

The Edmonton Police Commission is responsible for establishing policies providing for efficient and effective policing.

The Chief of Police will provide reports to the Edmonton Police Commission regarding plans for and changes to Edmonton Police Service policies.

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

2.3.3 REPORTING REQUIREMENTS

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

1. Control tactics, such as:
 - a. firearm deployment or discharge;
 - b. conducted energy weapon (CEW) 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. Proposed additions or significant modifications to existing lethal and non-lethal weapons used by the service;
4. Edmonton Police Service officers that are being investigated for misconduct or facing criminal or disciplinary charges as well as the outcome of all criminal and disciplinary proceedings;
5. Complaints about the policies of or services provided by the Service as well as the outcome of any such complaints; and
6. Other information as required by the Commission.

Reports shall be in a format and submitted as agreed upon by the Chief and the Commission.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

2.3.4 REPORTING OF SERIOUS INCIDENTS

In accordance with 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 police officer of the Edmonton Police Service; or,
2. complaint alleging a matter of a serious or sensitive nature related to the actions of a police officer 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, 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:
 - a. nature of alleged incident;
 - b. allegation of sexual assault by officer;
 - c. extent of alleged loss or damage;
 - d. impact on alleged victim;
 - e. number of alleged victims;
 - f. number/frequency of similar allegations;
 - g. potential for perception of significant conflict of interest;
 - h. impact on community, on police, on justice system;
 - i. impact on public confidence in police (local and general); and,
 - j. potential for bringing police or justice system into serious disrepute.

The Commission shall retain a record of all notifications and related communications as required by the Commission record retention schedule.

Effective: November 30th, 2007

Revised: September 17, 2015

Repealed:

2.3.5 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 Council committees.

Procedures:

1. The Chief shall notify the Commission as early as possible in advance of a sworn or non-sworn member 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: April 19, 2012
Repealed:	September 17, 2015

2.4 AWARDS

2.4.1 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 who 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 at the Chief's annual awards ceremony; and,
3. endorsed the Edmonton Police Service awards and recognition programs.

Procedures:

In respect to the Edmonton Police Commission Awards:

1. Edmonton Police Service members 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 Board. This is a joint Edmonton Police Commission/Edmonton Police Service body that is responsible for approving award recipients.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

2.5 REWARDS

2.5.1 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 Chief of Police manages 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, Commission staff, sworn member, non-sworn member 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.

3 EXECUTIVE DIRECTION

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

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

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	October 27, 2016

3.1 HUMAN RESOURCES

3.1.1 COMMISSION STAFF

The following positions report directly to the Edmonton Police Commission: Chief of Police, Audit Director, Public Complaint Director, Legal Counsel, and Executive Director.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

3.1.2 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 all staff members and contractors with access to sensitive information 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 Repealed:	Revised: September 17, 2015
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3.1.3 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 and the Chief of Police.
2. The Executive Director will conduct an annual review of all Commission staff.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	

3.1.4 INFORMATION MANAGEMENT

The Edmonton Police Commission is a public body under the Alberta *Freedom of Information and Protection of Privacy Act* (FOIP Act) and complies with the access to information provisions therein.

For the purpose of the *FOIP Act*, the Commission delegates its powers, duties and functions as the head of the public body to the Executive Director in respect to all FOIP matters.

The Executive Director is responsible for taking steps to ensure the Commission’s compliance with the *FOIP Act*.

The Executive Director will report annually to the Commission on requests for information under the *FOIP Act*.

References:

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

Effective: September 17, 2015

Revised: Sept. 20, 2018

Repealed:

3.1.5 HEALTH AND SAFETY

The Edmonton Police Commission (“Commission”) promotes a safe and healthy workplace for all employees.

The Commission is committed to protecting the health and safety of all our staff members and, as such, the Executive Director fully supports a health and safety management system that protects our staff and any general public that may enter onto our property.

Definitions:

HAZARD ASSESSMENT: Hazard assessment is a formal process for identifying existing and potential hazards and determining the degree of danger or risk the hazards pose to employees.

IMMINENT DANGER: A danger that is not normal for that occupation or a situation under which a person is at immediate risk of serious physical harm or death.

SAFETY MANAGEMENT SYSTEM: A process used to effectively manage hazards. It includes the identification of hazards, ranking of hazards, and the control of identified hazards.

Guidelines:

1. All Commission staff members have a responsibility for ensuring healthy and safe workplace practices.
2. The Executive Director will provide leadership in promoting a healthy and productive work environment and will support specific safety procedures including providing related health and safety training for staff members.
3. The Executive Director is responsible for assuring all health and safety processes implemented adhere to the Occupational Health and Safety regulations and any other relevant legislation.

Procedures:

1. All new staff members will be given an Occupational Health and Safety orientation within the first week of working in the new position.
2. One staff member will be assigned the responsibility of Fire Warden. One staff member will be the Deputy Fire Warden. Assignment will be reviewed every two years.
3. Emergency Response Procedures: The Fire Warden and Deputy Fire Warden shall, annually, attend the Emergency Response Procedures training provided by the lessor. After receiving the training, the procedures will be reviewed with all staff.
4. Annual Facility Inspection: The Fire Warden will conduct an annual facility inspection by March 31. The results of the facility inspection will be brought forward to the Executive Director for review and action, as necessary.
5. First Aid Supplies: The office shall have a first aid kit located in an area which is accessible by all employees. The Fire Warden will assess and replenish the supplies of the first aid kit annually as part of the annual facility inspection.
6. Hazard Assessment: The Executive Director, in collaboration with all staff, will annually review the hazard assessment.
7. Check In and Check Out Procedures: Where a staff member is working alone after 1900hrs, that staff member will advise the Executive Director or another staff member that they are working, and will also advise when they are leaving work, and when they have safely reached their vehicle or have arrived home on public transit. Staff may also take a taxi and seek reimbursement if the staff member feels they are too fatigued to drive home. This applies to both weekdays and weekends.
8. Attendance of Unknown Persons at EPC Office: Where an unknown member of the public attends at the EPC offices, they will not be invited into the interview room but instead sent down to the area beside the lessor's security desk. The PCD will attend at the couches. If comfortable, the PCD will meet with the individual in the food court. If not comfortable, the PCD will meet with the individual at the couches (close to security) or another location deemed suitable to the PCD.
9. Attendance of Known Persons at EPC Office: only individuals known to EPC staff will meet in the interview room and ONLY if EPC staff agree that it is safe to do so. In most cases, all meetings will be conducted with two EPC staff present. Only if an EPC staff member is confident that it is safe to do so as the individual is known to them and that they have sufficient experience with the individual to assess risk will an EPC staff member meet with a member of the public alone.

10. Panic Alarm Response: In the event that the panic alarm is activated, lights and sirens in the EPC space are engaged. The Executive Director will attend immediately to the interview room if in use prior to the alarm. The Executive Assistant or Administrative Assistant will call 911 and the Scotia Place security desk.
11. No staff member shall carry out any work if, on reasonable and probable grounds, the employee believes that there exists an imminent danger to the health and safety of that employee.

References:

1. *Alberta Occupational Health & Safety Act, Legislation, Regulation and Code*
2. *Edmonton Police Commission Security System Procedural Manual*

3.1.6 RESPECTFUL WORKPLACE

The Edmonton Police Commission (“Commission”) is committed to creating and maintaining a vibrant, healthy, safe and caring work environment for all Commission employees. The Commission promotes a work environment free from discrimination or harassment, one in which everyone treats each other with respect and dignity.

Harassment in the workplace creates an intimidating and offensive climate, is a form of discrimination, affects individual’s dignity and self-esteem, and will not be tolerated by the Edmonton Police Commission.

The Commission upholds all laws in place including, but not limited to, the *Human Rights Act* for the Province of Alberta.

Definitions:

HARASSMENT: Is conduct by an individual that means to demean, humiliate or embarrass and is also any act of intimidation or threat that the individual knew or ought to reasonably have known would cause offense or harm. Harassment also occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

The behavior need not be intentional in order to be considered harassment.

Examples of harassment that will not be tolerated at the Commission include but are not limited to: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, or taunts related to any of the protected grounds listed above.

Bullying is a humiliating, offensive, and intimidating behavior and also a form of harassment. It is the impact of the behavior on others, not the intent, which determines whether or not bullying has occurred.

SEXUAL HARASSMENT: Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment.

Sexual harassment can include such things as pinching, patting, rubbing, leering, “dirty” jokes, pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature.

INDEPENDENT HUMAN RESOURCES (HR) CONSULTANT: A sole firm held on retainer by the Commission to provide advice to employees on issues of harassment or discrimination and may investigate harassment complaints on behalf of an employee.

Guidelines:

1. The Executive Director of the Commission will strive to realize a respectful workplace by setting, communicating and modeling clear expectations of employee behaviours in relation to other employees and stakeholders. The Executive Director may provide or facilitate appropriate training, education and awareness information for all employees that is congruent with a respectful workplace.
2. Any individual subjected to discrimination, harassment or sexual harassment has the right to bring their concern to the Executive Director, and/or the Chair of the Commission, and/or to an independent HR consultant, and/or to the alleged offender.
3. The Executive Director and/or the Chair of the Commission are responsible for ensuring that complaints are addressed in a timely manner.
4. Complaints may be resolved through an informal verbal complaint mechanism, which may involve mediation or by submitting a formal written complaint to the Executive Director and/or Chair of the Commission and/or an independent HR consultant.
5. Individuals alleged to have violated this policy are entitled to know the name(s) of individual(s) making an informal or formal complaint. In the case of a formal complaint, the respondent shall receive a copy of the written complaint.
6. Reasonable efforts shall be made to respect the confidential nature of all complaints while recognizing that absolute confidentiality cannot be guaranteed owing to the need for investigations and the need to inform the alleged individual; and
7. Nothing in this policy affects a complainant's right from seeking a civil remedy or recourse through any administrative tribunal.

Procedures:

1) INFORMAL COMPLAINT:

- a) The complainant may convey objections to the individual directly or through the Executive Director and/or Chair of the Commission.
- b) If the complaint is about the Executive Director and the Chair of the Commission then the complainant may contact the Vice Chair.
- c) The complainant should keep written records regarding the incident(s) and of any attempts to inform the respondent directly.
- d) If the Executive Director, Chair of the Commission or Vice Chair receives an informal complaint they shall take action to resolve the complaint expediently.
- e) The Executive Director, Chair or Vice Chair shall take the following actions:
 - 1) Provide the complainant and respondent with information regarding discrimination, harassment or sexual harassment, including this policy and advise them where assistance is available.

- 2) Assist the complainant in speaking to the respondent directly, or speak to the respondent on the complainant's behalf to outline the allegations and attempt to resolve the complaint informally.
- 3) Monitor the status of the complaint to see that it is satisfactorily resolved with a reasonable time limit.
- 4) If the Executive Director, Chair or Vice Chair is unable to resolve the complaint, the complainant and respondent will be asked whether they are willing to enter into voluntary mediation through a neutral third party selected by the Executive Director, Chair or Vice Chair.
- 5) If the informal complaint is not resolved through mediation then a formal complaint can be filed.
- 6) If the behavior of the respondent appears to be in violation of this policy then a warning may be issued that such behavior is unacceptable. Failure to discontinue the behavior may result in a formal complaint.

2) FORMAL COMPLAINT:

- a) A formal complaint consists of a signed written statement outlining the allegations, describing the specific incident(s), the dates (if available) and any witness(es).
- b) The written statement can be delivered to either the Executive Director or Chair of the Commission. In the case the formal complaint is against both of these individuals then the statement can be submitted to the Vice Chair and/or independent HR consultant.
- c) In the event that the complaint submitted is against both the Chair and Executive Director, then the Vice Chair will take on the responsibility of ensuring the formal complaint process is followed.
- d) The Executive Director or Chair of the Commission shall provide a copy of the complaint to the respondent.
- e) The Executive Director or Chair of the Commission may retain a third party to conduct an investigation regarding the complaint.
- f) The findings shall be detailed in a report back to the Executive Director or the Chair of the Commission.
- g) If the results of the investigation support the allegations in the letter of complaint, a range of sanctions may be imposed on the respondent by the Executive Director or Chair of the Commission. The sanctions depend upon the nature and seriousness of the offence and include a verbal warning, written reprimand with a copy retained in the respondent's file, suspension or termination of employment.
- h) If the results of the investigation do not support the allegations, the complaint will be deemed unfounded and a letter will be issued indicating that the respondent has been cleared of all allegations.
- i) If the evidence indicates that the complainant knowingly and willfully made false allegations in an attempt to cause harm to the respondent, a range of sanctions may be imposed as outlined in 2(g).
- j) Either party has the right to seek civil or criminal redress through the courts or to file a complaint with the Alberta Human Rights Commission.
- k) No employee shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Sanctions may be imposed for retaliation.

Reference:

- 1) *Human Rights Act*
- 2) *Policy # 1.1.3 Discrimination and Harassment*

Effective: September 17, 2015	Revised:
Repealed:	

3.2 RECORDS MANAGEMENT

3.2.1 RECORDS MANAGEMENT

The Commission shall maintain a file and document management system that allows for the efficient location and retrieval of records.

The Commission shall maintain a record retention schedule that is reviewed every five years.

The Commission shall, by the end of March of every year, attend to the archival and destruction of records as required by the record retention schedule.

4 ACHIEVING OUTCOMES

**“WHAT DO WE EXPECT OF
OURSELVES?”**

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

<p>Effective: November 30th, 2007 Repealed:</p>	<p>Revised: October 22, 2009 May 20, 2010 September 17, 2015 October 27, 2016</p>
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4.1 ROLES AND RESPONSIBILITIES

4.1.1 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 Professional Standards Committee, Finance & Audit Committee, or Governance Committee; and, ad hoc committees that are formed to address specific matters for the Commission.

Individual Commissioners cannot direct the Executive Director or other Commission staff. All directions or recommendations adopted by the Commission will be put forward as a motion. Where a matter is identified as requiring approval of the Commission, such approval shall be by motion and reflected in the minutes.

References:

1. *Police Act*, RSA 2000, c P-17.
2. Police Service Regulation, Alta Reg 356/1990.
3. Appendix A – The City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw, (15 December 2015).
4. Appendix B – Edmonton Police Commission Meeting Procedures.

Effective: November 30 th , 2007	Revised: April, 2012
Repealed:	September 17, 2015 October 27, 2016

4.1.2 ROLES AND DUTIES OF THE CHAIR OF THE COMMISSION

In addition to his/her role as a member of the Edmonton Police Commission, 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.

The Chair is the liaison to Commission administration through the Executive Director. In the event that the Chair provides the Executive Director with a direction that the Executive Director is of the opinion requires a motion, the Executive Director shall bring the matter forward to the Commission for direction.

References:

1. *Police Act*, RSA 2000, c P-17.
2. Police Service Regulation, Alta Reg 356/1990.
3. Appendix A – The City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw (15 December 2015).
4. Appendix B – Edmonton Police Commission Meeting Procedures.
5. *EPC Policy 5.3.3 – Communication*.

4.2 CODE OF CONDUCT AND ETHICAL GUIDELINES

Effective: November 30 th , 2007 Repealed:	Revised: September 17, 2015
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4.2.1 CODE OF CONDUCT

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

References:

1. Appendix C – *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: September 17, 2015
Repealed:	May 17, 2018

4.2.2 REPORTING A BREACH OF THE OATH OF OFFICE AND/OR CODE OF CONDUCT

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

Procedures:

1. Any Commission member who becomes aware that another Commission member may have breached the Oath of Office and/or Code of Conduct shall advise the Chair.
2. Any Commission member who suspects the Chair of a breach of the Oath of Office and/or Code of Conduct 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 and/or Code of Conduct, 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, 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. *Police Act*, RSA 2000, c P-17, Schedule 1.
2. Appendix A – The City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw, (15 December 2015).

Effective: November 30 th , 2007 Repealed:	Revised: December 17, 2009 April 19, 2012 September 17, 2015
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4.2.3 OBTAINING INFORMATION FROM THE EDMONTON POLICE SERVICE

Commissioners are not 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.

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. 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.
2. 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.
3. 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.
4. The Executive Director will maintain a tracking system to ensure that all requests for information, and the results of those requests, are appropriately tracked.

Effective: November 30th, 2007

Revised: April 19, 2012

Repealed:

4.3 COMMISSION EVALUATION

4.3.1 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 Commission will carry out a formal assessment of the performance of the Board as a whole. This assessment will measure how Commissioners perceive the Commission is performing in its duties.
2. Periodically, the Commission will carry out a governance review of the Board 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, the Chief of Police, and may involve input from other stakeholders.

Effective: November 30 th , 2007
Repealed:

Revised: October 21, 2010 September 17, 2015
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4.3.2 EVALUATION AND RE-APPOINTMENT OF COMMISSION MEMBERS

As required under *City of Edmonton Policy C476C*, 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. The Chair shall provide each Commissioner with a copy of their evaluation and the recommendation to be submitted to council.
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 C476C*.

5 GOVERNANCE PROCESS

“HOW DO WE WORK?”

5 GOVERNANCE PROCESS: “HOW DO WE WORK?”

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015
	October 27, 2016

5.1 COMMISSION MEETINGS AND ORGANIZATION

5.1.1 ESTABLISHING RULES OF ORDER FOR MEETINGS

The Edmonton Police Commission will adhere to meeting processes as outlined in Appendix B, in Commission bylaws, and in all other instances Roberts Rules of Order will inform the process. The Edmonton Police Commission adopts the rules of procedure in accordance with City of Edmonton Bylaw 14040 as amended.

This applies to all meetings, including Public, Closed, In Camera, and Committee meetings.

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 will be informed by referring to the most recent revision of Robert’s Rules of Order Newly Revised.

The Commission may suspend any provision of the Rules of Procedure.

The dates and times 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 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.

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).

The Commission may change the time, date or location of any meeting.

The Commission may cancel any meeting.

Notification of a meeting cancellation or change in date, time or location shall be given to the public two weeks prior to the meeting.

Reference:

Appendix B – *Meeting Procedures*

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

5.1.2 NOMINATION AND ELECTION OF COMMISSION OFFICERS

Pursuant the *Police Act* and 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, as Chair of the Commission and another member as Vice-Chair.

Reference:

1. *Police Act*, RSA 2000, c P-17.
2. Appendix A – The City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw, (15 December 2015), s 7.
3. Appendix D – *Edmonton Police Commission Election Procedures*.

5.2 COMMITTEES

<p>Effective: November 30th, 2007</p> <p>Repealed:</p>	<p>Revised: October 16th, 2008</p> <p>April 16th, 2009</p> <p>May 20, 2010</p> <p>October 21, 2010</p> <p>April 19, 2012</p> <p>May 16, 2013</p> <p>September 17, 2015</p> <p>November 17, 2016</p>
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5.2.1 COMMITTEES OF THE COMMISSION

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

1. Governance Committee.
2. Finance & Audit Committee.
3. Professional Standards Committee.
4. Human Resources 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. Membership will remain in effect until appointments are approved in the New 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 or is invited by the Chair of the committee to attend the meeting for a specific purpose 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. A committee may suspend the rules by a two-thirds vote to permit a non-member to debate a pending question. The rules may not be suspended to extend to a non-member a privilege to vote unless he/she is in attendance at the meeting to make quorum.
 - e. All committees report to the Commission.
 - f. The Chair of each committee will be elected at the first meeting of the Standing Committees.
 - g. 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.
 - h. 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.
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 or cancels 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.

<p>Effective: November 30th, 2007 Repealed:</p>	<p>Revised: January 22, 2009 October 22, 2009 January 21, 2010 July 22, 2010 March 22, 2012 April 19, 2012 September 17, 2015 May 5, 2017</p>
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5.2.2 GOVERNANCE COMMITTEE TERMS OF REFERENCE

Committee Purpose:

To recommend for approval to the Edmonton Police Commission (EPC); and to approve (only when directed by the EPC); matters related to maintaining the delicate balance between the independence and authority of law enforcement on one hand, and accountability to the public and the civilian authority, on the other.

Responsibilities to Commission:

The Governance Committee is responsible for reviewing issues related to governance of the EPC including:

1. Ensuring municipal policing meets specified goals developed by the community, the EPC and the EPS;
2. Balancing community specified needed and desired level and standard of service against the cost of service;
3. Engaging the public in determining policing priorities;
4. Ensuring the EPC has a comprehensive strategic policy manual in place that establishes efficient and effective policing, in accordance with legislation, regulation, bylaw and provincial standards;
5. On at least an annual basis, reviewing and recommending, to the EPC, changes to the strategic policy manual;
6. Ensuring the EPC has detailed procedures that support its policies, which procedures are reviewed on at least an annual basis and may be approved and revised by the Committee alone;
7. Ensuring appropriate formal and informal training is provided to Commissioners on an ongoing basis;
8. Ensuring the EPC operates openly and transparently by having a clearly written strategic plan, annual plans and mechanisms for reporting achievements to stakeholders and the public;
9. Recommending an EPC-specific, flexible, long term strategy and annual work plans to the EPC; and recommending updates to the strategy and plans as needed throughout the year;

10. On at least an annual basis, ensuring a comprehensive, objective, and transparent evaluation of the EPC, its Committees, and its Chair;
11. Recommending, to the EPC, revisions to the EPC's meeting format;
12. Ensuring the office of the Commission abides by all appropriate laws and regulations in carrying out its support functions; and
13. dealing with all other matters properly referred to it by the Commission;

Responsibilities to EPS

The Governance Committee is responsible for reviewing issues related to governance of the EPS including:

1. In collaboration with the EPS, assisting the EPS in establishing and reviewing existing EPS policies, and any changes, to ensure efficient and effective policing, with particular attention paid to the areas of EPS succession planning, diversity & inclusion, harassment & bullying, overall operational management and occupational health and safety;
2. In collaboration with the EPS, recommend changes to EPS policies in accordance with best practices;
3. In collaboration with EPS, review strategic EPS key performance indicators as they relate to human resource management;
4. In collaboration with the Chief of Police, coordinate the annual performance plan and assessment of the Chief and make recommendations to the Commission;
5. Nominate a member to sit on the hiring panel for any Deputy Chief and for the CAO, to participate fully in the process, and to provide constructive feedback and recommendations;
6. In collaboration with the EPS, ensure the EPS has standards for organizational management, personnel administration, operations services and support services.
7. Work with the Chief to develop a long term strategic policing plan and annual work plans, including setting of priorities, that reflect community and council interests;
8. Monitor the implementation and progress of the EPS strategic plan against the performance of the EPS annual plan.

References:

1. Alberta *Police Act*, RSA 2000, CP-17;
2. *Police Service Regulation*, 356/1990;
3. Alberta Provincial Policing Oversight Standards;
4. City of Edmonton Bylaw 14040;

Alberta *Freedom of Information and Protection of Privacy Act*, RSA 2000, CF-25.

<p>Effective: November 30th, 2007</p> <p>Repealed:</p>	<p>Revised: January 22, 2009</p> <p>October 22, 2009</p> <p>January 21, 2010</p> <p>May 20, 2010</p> <p>March 22, 2012</p> <p>September 17, 2015</p>
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5.2.3 FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE

Mandate:

1. The Finance & Audit Committee provides assistance to the Commission in fulfilling its responsibility, pursuant to the *Police Act*, to determine estimates of funds required for policing and allocating funds that are provided to the Edmonton Police Service by City Council.
2. The Finance & Audit Committee also assists the Commission in its oversight responsibilities relating to the integrity of the Service’s financial statements, the financial reporting process, and the systems of the internal financial controls.
3. The Finance & Audit Committee also provides oversight of audit functions and overall risk management for the Service to ensure that its assets and reputation are protected and safeguarded within reasonable business limits.

Duties and Responsibilities of the Finance & Audit Committee:

1. Financial Matters
 - 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 Service for recommendation to the Commission;
 - c. review and recommend to the 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 Commission;
 - e. review, analyze and recommend operating and capital budget financial information provided by the Service to the Commission;
 - f. review strategic key performance indicators as they relate to financial performance;

- g. review and make recommendations with respect to relevant legislative changes affecting financial resources and environmental issues as they relate to the Commission and/or the Service;

2. Audit Matters

- a. engage, serve as primary contact and report on reviews of external auditors;
- b. review and recommend to the Commission the Audit Director's annual plan;
- c. receive, review and report on audit outcomes and initiatives, and recommend required action; and,
- d. meet "in camera" at least quarterly with the Audit Director to discuss audit outcomes and initiatives, emerging issues, and review management's cooperation.

<p>Effective: April 16th, 2009 Repealed:</p>	<p>Revised: October 22, 2009 April 19, 2012 May 16, 2013 September 15, 2015</p>
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5.2.4 PROFESSIONAL STANDARDS COMMITTEE TERMS OF REFERENCE

Mandate:

The Professional Standards Committee monitors, gives advice and makes 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.

Roles and Responsibilities of the Professional Standards Committee

Without limiting the generality of the foregoing, the Professional Standards Committee shall:

1. oversee and review the manner in which complaints or expressions of concern are categorized and reported by the Edmonton Police Service;
2. 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;
3. 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;
4. 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;
5. 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;
6. review the reasons for any delays in the investigative process and the manner in which complaints are resolved;
7. recommend or report on audit outcomes and its review of the complaints investigation, informal resolution, and disciplinary processes and make recommendations to the Commission as it deems necessary and/or advisable;

8. 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; and,
9. review and make recommendations to the Commission with respect to requests by the Chief of Police to extend the time limits as set out in the *Police Service Regulation*.

Effective: November 17, 2016	Revised: January 9, 2017
Repealed:	

5.2.5 HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

1 Definitions

- 1.1 Direct Reports means the Executive Director and Chief of Police.
- 1.2 EPS Direct Reports means the Deputy Chiefs of Police and the Chief Administrative Officer.
- 1.3 Functional Reports means the Audit Director, the Public Complaints Director and the Legal Advisor (if applicable).

2 Mandate

- 2.1 The Committee shall be responsible to the Commission for recommending contracts of employment, governance policy and procedures in areas of, recruitment & retention, performance planning & review, and compensation & benefits for Direct Reports.

3 Roles and Responsibilities

- 3.1 **Contracts:** The Committee will review and recommend to the Commission for approval, contracts with respect to the employment of Direct Reports, the Public Complaints Director and EPS Direct Reports.
- 3.2 **Remuneration/Benefits:** On a yearly basis, the Committee will review and determine the remuneration and benefits provided to its Direct Reports following an appropriate evaluation process. The Committee will participate in the review and evaluation of its EPS Direct Reports and Functional Reports and provide advice to the Chief of Police and Executive Director. The Chief of Police and Executive Director are responsible for operational and administrative management of their respective staff and budgets.
- 3.3 **Functional Reports:** The Committee will ensure that the Commission has unfettered access to all Functional Reports as needed and that all Functional Reports have direct access to Committees and the Commission as needed.
- 3.4 **Succession Planning:** The Committee will make recommendations and ensure that performance and training plans are developed for all Direct Reports on an annual basis; and will ensure that annual performance reviews of Direct Reports are conducted. The plan will include the identification and proper training of staff members to fulfill vacant positions on a temporary basis for the purpose of annual leave, sick leave, etc. The Chief of Police will have a staff member identified and properly trained, or a plan developed to secure a properly qualified external employee capable of fulfilling the role of all Direct Reports and other critical operational roles for a minimum six (6) month period. The

Executive Director will have a plan to secure properly qualified external employees capable of fulfilling all Commission staff roles for a minimum six (6) month period.

4 Membership

- 4.1 The Commission, in accordance with the Commission policies, appoints the members.
- 4.2 The Commission at the first meeting of the year shall appoint members of the Human Resources Committee for a term of one year.
- 4.3 At the first meeting of the Committee, the Chair of the Human Resources Committee will be elected.

5 Organization

- 5.1 The Committee reports directly to the Commission.
- 5.2 Unless determined by the Chair of the Human Resources Committee, this Committee shall meet as appropriate.

6 Duties of the Committee Chair

- 6.1 Presides at meetings.
- 6.2 Confirms the draft Agenda and liaises with the Executive Director and Chief of Police on matters and documents to be brought to the Committee.
- 6.3 Approves minutes prior to distribution.
- 6.4 Presents recommendations and updates to the Commission.

Effective: November 30 th , 2007	Revised:
Repealed:	

5.2.6 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.

Effective: November 30 th , 2007	Revised: October 21, 2010
Repealed:	September 15, 2015
	October 27, 2016

5.3 NEW MEMBER ORIENTATION AND TRAINING

5.3.1 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 C575.

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 statutory and common law duties imposed on Commissioners as well as the legal and financial liability arising from a failure to satisfy those duties;
 - f. an overview of Commission policies;
 - g. an overview of key Commission procedures;
 - h. a description of the duties, responsibilities and performance criteria for Commissioners including board governance;
 - i. a description of the public complaints process;
 - j. an overview of Commission policies on discrimination and harassment; and,
 - k. 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.
4. New Commissioners may ask the Chair to assign an existing Commissioner as a mentor to provide ongoing support with orientation regarding the operation of the Commission and background information on the Commission and Edmonton Police Service.

Effective: November 30 th , 2007	Revised: October 27, 2016
Repealed:	

5.3.2 ONGOING EDUCATION AND TRAINING

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

Procedures:

1. Annually the Commission will establish a budget for training, allocating a specific amount for the Chair, individual Commissioners and staff. The amount allocated is to cover costs of travel, registration, accommodations and food. The total cost does not include honoraria.
2. Commissioners will be advised by the Executive Director of upcoming opportunities for education and training.
3. 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.
4. Training attendance will be reported quarterly along with associated costs, by Commissioner, as part of the Commission financial report.

See Policy 5.6 for Honoraria and Policy 5.7 for Expenses related to education and training.

Effective: November 30 th , 2007	Revised: October 22, 2009
Repealed:	April 22, 2010 April 19, 2012 September 17, 2015

5.3.3 COMMUNICATION

To further the Commission’s mandate by being open and transparent the Commission will provide accurate, credible and timely information through the media; and speaking with one voice on Commission policies, decisions and issues.

Procedures:

1. The Chair or designate is the official spokesperson of the Commission and are the only people authorized to speak with media on behalf of the Commission.
2. All media inquiries are to be referred to the Executive Director and/or Communications Director for their consideration and guidance.
3. The Chair or designated spokesperson will be responsible for responding to media inquiries in a timely and appropriate manner.
4. The Chair or designated spokesperson will consult with the Executive Director and/or Communications Director in developing the Commission’s position and message.
5. Where practicable, in instances of a planned news release or news conference, the Chair or designated spokesperson will share the Commission’s position with Commissioners prior to public release.
6. On occasion Commissioners may be asked to informally comment on matters related to their role on the Commission. Members are expected to speak with one voice by reflecting the Commission’s position and provide thoughtful commentary within the parameters of the confidentiality policy.
7. If a member disagrees with a decision of the Commission, members will not publicly impugn the Commission’s decision making ability, motives or their fellow commissioners.
8. Where Commission members could be perceived to be in a conflict of interest with an advocacy group, interest group or another board, they must act in accordance with their primary responsibility to the Commission.
9. Commissioners are accountable for exercising their duties with honesty and providing truthful information, within the parameters of the Commission’s confidentiality and communications policy.

10. The Commission will establish a communication plan for furthering stakeholder and public relations annually.
11. When issues of public interest emerge, a communications plan will be developed to assist the Commission in communicating appropriate information to stakeholders, the public and media.
12. The Chair or designate is the official spokesperson for the Service annual budget.

Effective: November 30 th , 2007	Revised: October 21, 2010
Repealed:	September 17, 2015

5.3.4 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 requirements outlined in City Policy C575.

Reference:

1. City of Edmonton *Policy C575*.

Effective: September 17, 2015	Revised: October 2016
Repealed:	

5.4 SECURITY OF INFORMATION

The Edmonton Police Commission is committed to protecting the privacy and confidentiality of the information that it holds. The Edmonton Police Commission is a public body and therefore responsible for the information within its custody as set out in the *Freedom of Information and Protection of Privacy Act*.

5.4.1 SECURITY OF INFORMATION

The Edmonton Police Commission is committed to protecting the privacy and confidentiality of the information that it holds. The Edmonton Police Commission is a public body and therefore responsible for the information within its custody as set out in the *Freedom of Information and Protection of Privacy Act*.

Commissioners and staff are responsible for maintaining the confidentiality of Commission information. As part of their duties Commissioners and staff will acquire knowledge of, or have access to and be in possession of information, including personal information. Commissioners and staff will keep confidential and not disclose any information of any nature or kind that comes to their knowledge by virtue of their position, except in accordance with their duties with the Commission.

Commissioners and staff are required to sign a confidentiality agreement binding them to their responsibility even after their appointment ends.

Commissioners and staff are required to maintain adequate security so as to prevent unauthorized access, use, or disclosure of Commission information.

Commission materials are made available to Commissioners electronically on Commission issued devices. All Commissioners will be issued an electronic device in order to access Commission materials. Commissioners may request hard copies of Commission materials as required. Hard copies shall be picked up at the Commission office or couriered to Commission members. Couriered packages will only be released to the Commission member or their designate. Couriers shall not be given instructions to leave materials unattended outside a location. Paper materials shall be returned to Commission staff at the end of the Commission meeting. While in their custody, Commission members are responsible for ensuring that they have adequate security over the materials. This includes restricting access through locked storage. Not leaving materials in a vehicle unattended.

Councillor Commissioners receive electronic copies of Committee and meeting materials on encrypted USB. USBs shall be returned at the end of the meeting.

Electronic copies of Commission materials shall not be copied to personal devices.

All Commissioners (with the exception of Councillors) will be issued a secure email address.

Commission related confidential email communications shall only be through the secure email address provided to the Commission members for Commission business.

All Commission related work shall be done on Commission issued devices. Devices shall be secured from unauthorized access with a password.

The Chair and Vice Chair will be issued a cell phone at the beginning of their term to facilitate real time response to Commission related phone calls and email. Other Commissioners may be issued a cell phone, if required.

In the event of a lost or stolen Commission issued device (e.g. cell phone or tablet), Commissioners are required to immediately notify the Edmonton Police Service IT Helpdesk.

Commissioners are required to return Commission issued devices at the end of their term; failure to do so will result in financial liability.

Effective: October 27, 2016	Revised:
Repealed:	

5.4.2 SECURITY OF BUILDING ACCESS CARDS

At the time of hire, staff members and Commissioners will be given an access card to the Commission office as well as an access card for EPS headquarters. These cards permit access to these facilities to allow for Commission-related work.

Building access cards must not be loaned to anyone for any reason, including family, friends, or associates.

1. Commission office access card:

Lost, missing, or stolen Commission office access cards must be reported immediately. During office business hours, the Commission’s Administrative Assistant must be notified. If outside business hours, Morguard Security must be notified. A memo/email must be sent to the Chair/Executive Director outlining the circumstances.

2. EPS building access card:

As per Edmonton Police Service Procedure (EF2-2PR), lost, missing, or stolen cards must be reported to Edmonton Police Service IT Help Desk immediately. In the case of stolen cards, the member must file a police report and provide the occurrence number to Security Management Branch prior to issuance of a new card.

3. Returning of issued cards:

Commission office access cards and EPS facility access cards are to be returned to the Executive Director when a Commissioner or staff member ceases employment, retires, or otherwise leaves the Commission.

Effective: November 30 th , 2007 Repealed:	Revised: September 17, 2015
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5.5 FINANCIAL MANAGEMENT

5.5.1 BUDGET REALLOCATIONS

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

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

5.5.2 EXPENDITURE APPROVAL AND SIGNING AUTHORITIES

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

8. 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.
9. The Executive Director or his/her designate has the authority to sign for Commission authorized accounts and expenditures up to \$5,000.
10. The Executive Director or his/her designate can approve payments of credit card purchases and reimbursement for Commissioners and staff expenditures of up to \$5,000.
11. 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.
12. 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.
13. 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: September 17, 2015
Repealed:	

5.5.3 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 the result of 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 goods or services of a value over \$25,000, the Commission will obtain competitive bids, where practicable.
2. Sole source contracts will follow the applicable trade agreements in accordance with the City Administration Bylaw 12005.
3. Notwithstanding the Agreement on International Trade (AIT), and the New West Partnership Trade Agreement (NWPTA), the awarding of sole source contracts will be regarded as a unique exception to the policy principle that contracts awarded will be the result of a tender call.
4. Where ongoing contracts exist, they will be reviewed regularly as specified in the terms of the contract. Upon completion of the term set forth in the agreement the goods or services will be re-tendered if a requirement exists.
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*.

Effective: November 30 th , 2007	Revised: December 17, 2009
Repealed:	October 27, 2016

5.6 COMMISSION HONORARIA

Commissioners will receive an honorarium and will be reimbursed for out-of-pocket expenses as outlined in this manual.

Definitions – For the purpose of this policy and for the details on allowable and unallowable reimbursements, 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.

5.6.1 REPORTING OF HONORARIA

Commissioner honoraria will be reported quarterly as part of the Commission financial report.

5.6.2 HONORARIA FOR COMMISSION MEMBERS

1. Edmonton Police Commission members 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, where the Commissioner is attending on behalf of the Commission, or which the Commission is sponsoring;
 - d. Attendance at Commission 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. This includes honoraria for travel to and from the conference/event;
 - f. Attendance at meetings, in person or by electronic means, of the Canadian Association of Police Governance, 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.

If the Chair of the Commission is in attendance at a Committee meeting as an ex-officio member of the Committee, he/she will be paid the same honoraria as a Commissioner.

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;
 - d. ALERT Board meetings, as a Commission member sitting on the ALERT Board.
4. Where Commission approval is required (as set out above) or where the work of the Chair, Vice Chair or other Commissioners is not otherwise captured by the above, payment of honoraria for a specific activity will be brought forward to the Commission for approval by motion.

Effective: November 30 th , 2007	Revised: September 17, 2015
Repealed:	October 27, 2016

5.7 EXPENSES [UNDER REVIEW]

Commission members and staff members will be reimbursed for costs related to Commission-approved business. All claims must be supported by receipts.

5.7.1 EXPENSE ACCOUNTS

The Chair of the Edmonton Police Commission or designate, will review and approve the expense claims of Commission members, the Chief of Police, ~~the Audit Director, the Public Complaint Director, Legal Counsel,~~ and of the Executive Director, subject to the limits described in policy 5.8.2. In the Commission Chair's absence, this shall be done by the Vice Chair; in his/her absence, this shall be done by the Chair of the Finance and Audit Committee.

The Chair of the Finance and Audit Committee will approve the Commission Chair's expenses.

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

5.7.2 REPORTING OF EXPENSE ACCOUNTS

Commission members, Chief of Police, Audit Director, Public Complaint Director, Legal Counsel and Executive Director expense claims will be reported quarterly as part of the Commission financial report. This shall include expenses related to training.

Reference:

1. Edmonton Police Commission Policy 5.5.2 – *Expenditure Approval and Signing Authorities*.

5.7.3 HOSTING EXPENSES

The use of public funds by the Commission for these purposes must be able to withstand public scrutiny as well as any internal or external audit.

1. Hosting expenses:
 - a. Hosting funds is a broad term used to refer to funds available for providing hospitality to other agencies, employee and member recognition, hosting of business associates locally or while travelling. ~~and costs associated with meetings, conferences, or seminars.~~
 - b. The Commission as a whole shall set a hosting budget each year.
 - c. Requests for reimbursement must document the **nature purpose** of the meeting and the people being hosted. A detailed receipt is required with each submission for reimbursement.

2. 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. A detailed receipt, purpose of function, and a guest list is required.

2. 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. Mileage for intra-provincial vehicle travel will be covered as per City of Edmonton Directive A1415I.
- c. Mileage will not be paid for vehicle travel within the City as per City of Edmonton Directive A1415I.
- d. For travel within the City by Commissioners who do not use a personal vehicle, bus passes will be reimbursed.
- e. For travel outside the City of Edmonton, the cost of taxi, bus, and parking at airports will be covered on the basis of receipts.

3. Accommodation:

- 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.
- d. Commission members are responsible for providing final accommodation receipts for expense reimbursement.
- e. Barring extraordinary circumstances, as approved by the Chair, the Commission will not reimburse costs incurred for "no show" at hotels or car rental agencies. It is the responsibility of the Commissioner or staff member to contact the hotel or car rental agency in the event of a change in travel arrangements.

4. Parking – Commission members and staff members will be reimbursed for parking expenses while on Commission business.

5. When a Commissioner is attending a board meeting of an association (i.e. AAPG, CAPG) or other groups as the designate of the Commission, the Commissioner is entitled to reimbursement of his/her travel expenses in addition to the allowances above.

5.7.4 EXCLUDED ITEMS

1. 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 Repealed:	Revised: April 19, 2012 September 17, 2015 October 27, 2016
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5.8 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. Canadian Association of Police Governance (CAPG);
2. Canadian Association of Civilian Oversight of Law Enforcement (CACOLE);
3. National Association of Civilian Oversight of Law Enforcement (NACOLE);
4. Alberta Association of Police Governance (AAPG); and,
5. Other associations as deemed appropriate by the Commission.

At the second meeting of the year, the Commission shall review and approve Commission corporate memberships. Individual Commissioner memberships must be approved by the Commission as a whole.

Effective: November 30 th , 2007 Repealed:	Revised: November 17, 2016
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5.9 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.

Financial donations shall be limited to the Alberta Association of Police Governance (AAPG) and the Canadian Association of Police Governance (CAPG).

<p>Effective: November 30th, 2007 Repealed:</p>	<p>Revised: April 19, 2012 September 17, 2015 October 2016 December 15, 2016</p>
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5.10 ATTENDANCE OF COMMISSIONERS AT FUNCTIONS

Commission members 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 Policy 5.7.

All Commission members are encouraged to attend the following functions:

- EPC Citizen Awards Ceremony
- Alberta Police and Peace Officers’ Memorial Event
- Edmonton Police Service Regimental Ball
- Edmonton Police Association Retirement and Awards Banquet
- Edmonton Chamber of Commerce Mayor’s State of the City Luncheon

Procedures:

1. The Commission will establish an annual budget for Commissioner attendance at functions / events at the beginning of the year.
2. Commissioners may submit expense claims for reimbursement to the Executive Director.
3. The Chair will be responsible for determining whether attendance at the event was for a necessary Commission purpose.
4. Reimbursed expenses under this section will be applied to the total yearly allowance for hosting and miscellaneous costs as laid out in Policy 5.7.
5. 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 Policy 5.7.
6. All Commissioners are encouraged to attend the Alberta Association of Police Governance (AAPG) and Canadian Association of Police Governance (CAPG) Conferences.
7. A memo will be drafted at the beginning of each year with a list outlining anticipated events for the remainder of the year.
8. In the event of a cancellation, Commissioners must make every effort to find a Commissioner to replace them at the event. See Policy 5.7.
9. Barring extraordinary circumstances, as approved by the Chair, the Commission will not pay for “no show” or last-minute cancellations.

10. Commissioner attendance at events will be reported quarterly as part of the Commission financial report.

Effective: November 30 th , 2007	Revised: April 19, 2012
Repealed:	September 17, 2015

5.11 GIFTS

Commissioners and staff must not use their position for personal gain. It is imperative that the public have confidence in the integrity of the Commission.

Commissioners will adhere to the City of Edmonton policy governing gifts to elected officials. Edmonton Police Commission staff will adhere to the City of Edmonton Code of Conduct.

Reference:

1. The City of Edmonton *Policy #C563*.