

THE EDMONTON POLICE COMMISSION

Policy and Procedure Manual

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This document is intended to outline in one place, most of the information required by members of the Edmonton Police Commission, to carry out their governance role. It is recognized that it repeats some of the information bound in legislation, regulations, by-laws and other documents.

Nothing in the Policy and Procedures Manuals should be construed as being inconsistent with the Police Act, Police Service Regulations, and Bylaw 9304, all amended or other governing and applicable legislation.

Where differences occur between these policies and procedures, legislation and regulations supersede the articles in this manual. This document will take precedence over any other resolutions of the Edmonton Police Commission

P O L I C Y :

Policy provides a framework within which the Edmonton Police Commission discharges its responsibilities and duties. Policy also serves as a source of information and guidance to all who may be interested in, or connected with the operation of the Commission. Policies are adopted by resolution of the Commission and included in the Commission's Policy and Procedure Manual.

P R O C E D U R E :

A procedure is a statement of who does what, how and in which sequence.

G U I D E L I N E :

A guideline further defines the framework within which the Edmonton Police Commission discharges policy. Guidelines are not mandatory.

Mission Statement

The Edmonton Police Commission is committed to working with the citizens of Edmonton and the Edmonton Police Service to enhance the safety of our community

Philosophy and Guiding Principles

The Edmonton Police Commissions philosophy and guiding principles are based upon the following:

- ❖ ***Committed to Community-Based Policing and Partnering - with the community as an effective and efficient means of providing safety for our community;***
- ❖ ***Committed to being accountable to the citizens of Edmonton;***
- ❖ ***Committed to supporting efforts aimed at crime prevention and early intervention;***
- ❖ ***Committed to hearing community concerns about policing issues;***
- ❖ ***Committed to liaising with stakeholders who have an interest in policing issues in our community;***
- ❖ ***Committed to a balance between public accountability and police independence;***
- ❖ ***Committed to serving as a liaison between the community, the Edmonton Police Service and Edmonton City Council;***
- ❖ ***Committed to ensuring that Edmonton has an effective and efficient police service;***
- ❖ ***Committed to enhancing officer safety;***
- ❖ ***Committed to informed decision making;***
- ❖ ***Committed to ensuring adequate resources are available for policing in our community;***
- ❖ ***Committed to adherence to the principles of natural justice and fairness;***
- ❖ ***Committed to providing policing services that are based on sound ethical principles - including equality and fairness, free from racism, bias, discrimination and harassment;***
- ❖ ***Committed to working with police commissions, Commissions and services on a provincial and national level.***

Policy Development

The Commission is responsible for establishing policies and/or initiating reviews or revisions of existing policies.

PROCEDURE :

The following steps are the procedures for developing new policies or revising existing policies.

- 1 The Commission review all proposed policies.
- 2 The formal adoptions of policies are recorded in the minutes of the meeting of the Commission and a copy thereof shall be appended to the official minutes.
- 3 A copy of all new or revised policies and procedures will be include in the manual
- 4 Commission policies will be reviewed periodically and revised if necessary to meet changing needs.
- 5 The Executive Director, on matters of unusual urgency, may take immediate action in the absence of policy direction. At the subsequent meeting of the Commission, the emergency action taken or policy decision made shall be confirmed, modified or rejected.
- 6 The Executive Director shall be responsible for the establishment and maintenance of an orderly plan to ensure that Commission member's, employees, and other interested individuals or groups have access to current Commission policies.
- 7 The Commission Chairman shall sign an original dated copy of each policy and procedure.

Mandate of the Edmonton Police Commission

POLICY

The Edmonton Police Commission is established by pursuant to the Police Act and the Police Service Regulations.

1. The mandate of the Edmonton Police Commission is to:
 - 1.1. Develop policies for an effective police service in Edmonton; and
 - 1.2. The general supervision of the Edmonton Police Service.
2. The mandate of the Edmonton Police Commission is further delineated by the City of Edmonton Bylaw (9304) Appendix A

Definitions

1. **Commission** - The Edmonton Police Commission
2. **EPC** - The Edmonton Police Commission
3. **Chair** - The Chair of the Edmonton Police Commission
4. **EPS** - The Edmonton Police Service
5. **Council** - The Edmonton City Council
6. **Chief** - The Chief of Police of the Edmonton Police Service
7. **Policy** - A framework within which the Edmonton Police Commission discharges its responsibilities and duties
8. **Community-Based Policing** -Community-based policing is a philosophy, management style and organizational strategy that promote a strong partnership between the community and its police service. It fosters a partnership in which the community has both the right and the responsibility to assist in the development of effective and efficient policing policies, priorities and practices that meet the needs of the residents of Edmonton for a safe community.
9. **Oversight** - Supervision and inspection
10. **Operations** - Internal operational policies and procedures of the Edmonton Police Service

- 11. **EPF** - The Edmonton Police Foundation
- 12. **FOIP**- The Freedom of Information and Protection of Privacy Act
- 13. **EOT**- The Executive Officers Team of the Edmonton Police Service
- 14. **EPA** - The Edmonton Police Association
- 15. **Procedures**- The way in which the policies are implemented

The City of Edmonton Bylaw has the following requirements:

1. The Commission shall consist of not less than five members and no more than nine members appointed by Council, two of whom may be Councillors or employees of the City; Bylaw (12940) Dec 18, 2001;
2. The members shall be appointed by resolution of the Council for a term of one year, provided that any member may be re-appointed for further periods of one year to a maximum of six (6) consecutive years;
3. Notwithstanding the period for which he or she was appointed, a Councillor may hold office as a member of the Commission only so long as he or she remains a Councillor provided however that such member may continue as a Member of the Commission after ceasing to be a Councillor if the Council by resolution consents to such continuation;
4. Notwithstanding the period for which he or she was appointed a member shall continue as a member until he or she is reappointed a successor has been appointed;
5. A former member is eligible for re-appointment;
6. Where a vacancy occurs in membership in the Commission by any cause other than the expiration of the term for which the member was appointed, the Council may appoint a successor to fill the vacancy for the remainder of the term;
7. The Commission shall perform all duties and exercise all powers imposed upon it by the Act;
8. At the first meeting of the Commission, the Members shall, subject to the Act elect one of the members, other than a Councillor or employee of the City, to act as Chairman of the Commission and another member to act as Vice-Chairman in the absence of the Chairman;
9. Appoint a Secretary who shall:
 - 9.1. Prepare an agenda for each meeting and circulate the agenda to each member prior to the said meeting;
 - 9.2. Prepare and maintain minutes in summary form for each meeting;

- 9.3. Ensure that all matters discussed in the Commission meetings or contained in the minutes thereof are kept private and confidential, and not disclose the contents thereof to any person without the consent of the Commission, and in any event, not disclose information contained in the in camera portion of any meeting to any person other than a member who was not present at that portion of the meeting;
- 9.4. Perform such other functions as the Commission may determine from time to time.
10. The Commission may make such specific assignments to its individual members and form such committees or sub-committees, as it may from time to time deem necessary;
11. The Edmonton Police Commission will consider matters relating to discipline, personnel administration, contract negotiations, security of police operations and all other matters considered by the Commission to be strictly confidential in closed meetings.

Duties of the Commission 2200

The *Police Act* requires the Edmonton Police Commission do the following

1. Elect the Chair and Vice-Chair(s) of the Commission at the first meeting of each year;
2. In consultation with the Chief of Police, prepare an estimate of all monies required for the fiscal year and a yearly policing plan, including a budget, and submit these to City Council;
3. Oversee the Edmonton Police Service by;
 - 3.1. allocating funds approved by city council;
 - 3.2. establishing policies for effective and efficient policing;
 - 3.3. issuing instructions to the Chief of Police in respect of those policies;
 - 3.4. ensuring that sufficient personnel are employed by the EPS to carry out its functions;
4. Appoint a Chief of Police subject to ratification by City Council;
5. No member will issue an instruction to a member of the Police service, only to the Chief of Police.
6. No Member will issue an instruction to the Chief of Police that is inconsistent with his/her duties and responsibilities as outlined in the *Police Act* s.41;
7. Monitor the public complaints process, review appeals referred to the Commission and take whatever action it considers appropriate, if any
8. Receive and review complaints against the Chief of Police. If after reviewing the complaints the Commission is of the opinion that the actions of the Chief of Police may constitute:
 - 8.1. an offence under an Act of Parliament of Canada or the Legislature of Alberta or
 - 8.2. a contravention of the regulations governing the discipline or the performance of duty of police officers;
 - 8.3. the Chair of the Commission shall request the Minister to direct another police service to investigate the complaints and
 - 8.4. Confirm or rescind the direction of the Chief of Police in relieving a police officer from duty without pay within thirty days from the day that the police officer is relieved from duty without pay.

9. The Edmonton Police Commission may:
 - 9.1. where an employee other than a police officer is employed for the police service, the Commission may release the employee from the police service subject to the provisions of any collective agreement that applies to that employee;
 - 9.2. notwithstanding the provisions of a collective agreement, the Commission may terminate the services of a police officer for reasons other than disciplinary reasons;
 - 9.3. the Commission may conduct an inquiry or hearing into any matter respecting the police service or the actions of any police officer, including the Chief of Police or other person employed for the police service;
 - 9.4. the Commission may designate one or more of its members to conduct the inquiry;
 - 9.5. where a Commission intends to conduct an inquiry, it shall, before commencing the inquiry, advise the Minister of its intentions and at the conclusion provide a written report to the Minister and the Commission.

Meetings of the Commission 2201

P O L I C Y

1. The Edmonton Police Commission adopts Roberts Rules of Order.
2. The Edmonton Police Commission will consider matters relating to discipline, personnel administration, contract negotiations, security of police operations and all other matters considered by the Commission to be strictly confidential in closed meetings

P R O C E D U R E

1. The usual meeting date for the Edmonton Police Commission is the third Wednesday of the month. The Edmonton Police Commission meeting in July will be the last Wednesday of the month.
 - 1.1. There will be no meeting in August.
2. The Edmonton Police Commission will hold a Closed Meeting prior to the Open Meeting
3. At the first meeting of the Commission, the members shall, subject to the Act elect one of the members, other than a Councillor or employee of the City, to act as Chairman of the Commission and another member to act as Vice-Chairman in the absence of the Chairman; (S.5, Bylaw No. 12940, December 18, 2001)
4. A quorum is a majority of Commission members excluding Councillors appointed to the Commission by City Council.

New Members to the Commission 2300

POLICY

New members appointed to the Commission will take an Oath of Office and receive an Orientation including:

1. Commission Duties and administration
2. Police Service

PROCEDURES

Oath of Office 2301

1. New members of the Commission 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.

Administrative Orientation 2302

2. New members of the Commission shall have an Administrative orientation prior to the first meeting in January, if possible.
 - 2.1. This orientation should include the following:
 - 2.2. An overview of the Police Act and Police Service Regulations;
 - 2.3. An overview of FOIP and how it applies to the Commission, as well as other pertinent legislation;
 - 2.4. The relationship of the Commission to the Edmonton Police Service and City Council;
 - 2.5. Conflict of interest;
 - 2.6. Policies of the Commission;
 - 2.7. Procedures of the Commission;
 - 2.8. Budgets of the Commission and the Edmonton Police Service;
 - 2.9. Other topics as appropriate

Police Service Orientation 2303

3. The Edmonton Police Service will conduct an orientation for new members as soon after swearing in of new members as possible.

Nomination of Officers 2400

POLICY

The Commission will elect a Chairman and Vice-Chairman at the start of the new year

PROCEDURES

Declaring Intentions 2401

1. Declaring Intentions:

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

Procedures and Debate 2402

2. Procedures and Debate:

- 2.1. At the pre-meeting for the first meeting of the new year, each nominated candidate for the position of the Chair of the Commission will have 2 minutes to speak. At the close of their remarks, Commission members can ask questions of that candidate.
- 2.2. The Candidates will speak in alphabetical order according to their last names. This may be waived at the will of the Commission.
- 2.3. At the close of the above discussion, candidates for the position of Vice-Chair of the Commission will have 2 minutes to speak. At the close of their remarks, Commission members can ask questions of that candidate.
- 2.4. The Candidates will speak in alphabetical order according to their last names. This may be waived at the will of the Commission.

Election of Officers 2403

3. Election of Officers:

- 3.1. Election of officers will be held at the first Open Meeting of the year by secret ballot.
- 3.2. If necessary, the Executive Director or the Public Complaints Monitor will assume the Chair during the election process.
- 3.3. Two Commission staff members will count the ballots.
- 3.4. After the election results are announced, a Motion for the destruction of the ballots shall be entertained.

Code of Conduct 2500

POLICY

The Edmonton Police Commission members and staff will abide by the Edmonton Police Commission's Code of Conduct.

CODE OF CONDUCT

1. The Edmonton Police Commission requests that if the Chief is aware of a possible breach of the Code of Conduct by a staff member or a member of the Commission, he will immediately notify the Chair.
2. Edmonton Police Commission members are committed and accountable to the interests of the community. This supersedes any conflicting commitment such as that to advocacy or interest groups and membership on other boards. This accountability supersedes the personal interest of any Edmonton Police Commission member acting in any other capacity.
3. Edmonton Police Commission members must avoid any conflict of interest with respect to their monetary responsibility.
 - 3.1. No member will use private or confidential information for his or her benefit. There must be no self-dealing, or any conduct of private business or personal services between any Edmonton Police Commission member and the organization.
 - 3.2. Edmonton Police Commission members must not use their positions to obtain employment with the Edmonton Police Commission or Edmonton Police Service for themselves, family members, close associates or their firms.
 - 3.2.1. If an Edmonton Police Commission member is considered for employment with the Edmonton Police Commission, that member must temporarily withdraw from the Edmonton Police Commission. If the member is successful in gaining employment, that member shall immediately resign from the Edmonton Police Commission.
 - 3.2.2. A member shall immediately resign from the Commission if a family member (parent, spouse, and child) gains employment with the Edmonton Police Commission.

4. Edmonton Police Commission members may not attempt to exercise individual authority over the organization.
 - 4.1. Individual Edmonton Police Commission members have no authority over the Chief of Police and other Edmonton Police Service members.
 - 4.2. The Edmonton Police Commission Chairperson will be the spokesperson for the Edmonton Police Commission. Delegation of this authority may be made from time to time to designated members of the Edmonton Police Commission.
 - 4.3. Individual Edmonton Police Commission members must notify the media if they are the spokesperson for the Edmonton Police Commission, or as an individual residing in our community.
 - 4.4. A member who expresses disagreement with a decision of the Commission shall make it clear that the member is expressing a personal opinion, and not the opinion of the Commission.
5. Edmonton Police Commission members will respect the confidentiality of sensitive items discussed in *in-camera* or in *closed* meetings.
6. Edmonton Police Commission members shall abide by their oath of office.
7. Edmonton Police Commission members are expected to attend Edmonton Police Commission meetings and shall notify the Chair or Executive Director of any anticipated absences.
8. Edmonton Police Commission members will not interfere with the management of the Service.
9. Edmonton Police Commission members will avail themselves of training, or educational opportunities, that may be provided for them to assist in carrying out their duties.
10. Edmonton Police Commission members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code, the Charter of Rights and Freedoms (Canada), and the Freedom of Information and Protection of Privacy Act.
11. A member whose conduct or performance is being investigated by the Commission shall withdraw as a member of the Edmonton Police Commission for the duration of the investigation or inquiry.
12. Members of the Edmonton Police Commission must declare any known conflict of interest that may interfere with the proper execution of that member's duties.

13. A member who makes a declaration of conflict on a matter shall not take part in the discussion of that matter unless invited to do so and shall not vote on that matter.
14. Members shall uphold the letter and spirit of the Code of Conduct as stated herein.

Working Agreement 2600

POLICY

During the first year after the appointment of a (new) Chief of Police, the Edmonton Police Commission, and the Chief, will create a Working Relationship Agreement.

PROCEDURE

The Working Relationship Agreement will be reviewed yearly by the Edmonton Police Commission and the Chief. (See appendix C for copy of the working agreement document)

Police Commission Strategic Plan 2601

P O L I C Y

1. The Edmonton Police Commission will develop a plan for the Commission including:
 - 1.1. budget,
 - 1.2. Priorities for the year.
2. The Edmonton Police Commission, in consultation with the Chief of Police, will be involved in the creation and approval of a strategic plan for the Edmonton Police Service. The plan will include:
 - 2.1. budget,
 - 2.2. long and short-term goals and objectives,
 - 2.3. implementation strategies,
 - 2.4. Benchmarks for success.
3. The Edmonton Police Commission, in consultation with the Chief of Police, will prepare a yearly Policing Plan setting the direction for the following year, specifying the level of police services and programs to be provided to enhance the safety of our community.

Evaluation of Commission 2602

The Commission members and the commission as an entity will do a self-evaluation annually.

Committees of the Commission 2700

POLICY

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

- Finance Committee
- Governance Committee

The Edmonton Police Commission may form ad hoc committees as required. A commission member chairs the Ad Hoc Committee and the committee will include non-Commission members.

PROCEDURE

Membership 2711

1. Membership

- 1.1. Membership and terms of reference of all committees of the Commission shall be determined by resolution of the Commission.
- 1.2. At the first meeting of the year the Commission will appoint members to Standing Committees for a period of one year.
- 1.3. Non Commission members may be appointed to all committees and have voting privileges
- 1.4. Standing Committees shall have 3-5 members of which three shall be commission members.
- 1.5. The Chairperson of the Edmonton Police Commission is an ex-officio member of each committee.
- 1.6. Ad hoc committees will normally have no less than 2 commission members one of which will be the chairperson.

Organization 2712

2. Organization

- 2.1. No committee of the Board is empowered to bind the Board or represent the Board unless the Board has granted specific approval for such action or representation to such committee.
- 2.2. The quorum for all meetings of committees shall be fifty percent (50%) of the total membership of the committee. No business shall be transacted without a quorum.
- 2.3. A simple majority of the members of a committee present and voting is required to pass a resolution.
- 2.4. All committees report to the Commission.

2 of 2

- 2.5. The Chairperson will be elected at the first meeting of the Standing Committees.
- 2.6. Committees may appoint a secretary.
- 2.7. Each committee will establish their meeting schedule.

Duties of the Chairperson 2713

3. Duties of the Chairperson:
 - 3.1. Presides at all meetings.
 - 3.2. Identifies issues to be brought to the meeting.
 - 3.3. Approves the minutes prior to distribution.
 - 3.4. Presents recommendations of the committee to the Commission.
 - 3.5. Will call meetings as needed.

Reporting to the Commission 2714

4. Reporting to the Commission:
 - 4.1. Chairpersons of Committees will regularly report to the Commission.
 - 4.2. Committees will make recommendations to the Commission for review and decisions.

Finance Committee Terms of Reference 2720

POLICY

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

1. Under the *Police Act* s. 31(1), the Commission, in carrying out of its responsibilities, shall oversee the Police service and for that, purpose shall do the following:
 - 1.1. Allocate the funds that are provided by the City Council.

PROCEDURE

Mandate of the Committee 2721

1. The Edmonton Police Commission is responsible for allocating the funds provided by Edmonton City Council under the *Police Act* s. 29(3).

The Finance Committee shall monitor, give advice and make recommendations on behalf of the Commission with respect to all-strategic and significant financial matters and policies of the Edmonton Police Commission. Without limiting the generality of the foregoing the Committee shall:

 - 1.1. Develop in consultation with the Edmonton Police Service, an annual financial plan specifying the level of police service and programs to be provided in the City of Edmonton.
 - 1.2. Oversee and review the preparation of long range financial plans for the Edmonton Police Service for recommendation to the Edmonton Police Commission.
 - 1.3. Review and recommend to the Edmonton Police Commission the guiding principles for changes to approved budgets and for transfer(s) or reallocation(s) of monies included in approved budgets.
 - 1.4. Review and recommend financial policies to the Edmonton Police Commission.
 - 1.5. Authorize signing authorities for expense approvals to the Edmonton Police Commission.
 - 1.6. Review, analyze and recommend operating and capital budget financial information provided by the Edmonton Police Service to the Edmonton Police Commission.
 - 1.7. Review strategic key performance indicators as they relate to financial performance.

- 1.8. Recommend or report on audit outcomes and initiatives and recommend any required action, if any.
- 1.9. Review and make recommendations with respect to relevant legislative changes affecting financial resources and environmental issues as they relate to the Edmonton Police Commission and or the Edmonton Police Service.

Composition of the Finance Committee 2722

1. Composition of the Finance Committee:

- 1.1 The Finance Committee shall ordinarily have four members, of which a minimum of three must be commission members
- 1.2 The Finance Committee shall designate, at its first meeting of the year, one of the appointed members to be Chair of the Committee for that calendar year.
- 1.3 The Executive Director of the Edmonton Police Commission and the Chief Administrative Officer of the Edmonton Police Service shall provide management support to the Finance Committee

Meetings 2723

1. Meetings

- 1.1 Monthly as required, or at the call of the chair.

Governance Committee Terms of Reference 2730

POLICY

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

PROCEDURE

Mandate of the Committee 2731

1. The Committee is responsible for all issues related to governance of the Commission.
 - 1.1. The Committee is responsible for recommending changes to the Policies and Procedures Manual of the Commission.
 - 1.2. The Committee is responsible for recommending suggested changes to the meeting format of the Commission.
 - 1.3. The Committee will deal with all matters referred to it by the Commission.
 - 1.4. The committee will evaluate the Commission annually.
2. The Governance Committee shall monitor, give advice and make recommendations on behalf of the Commission with respect to all-strategic and significant human resource matters and policies of the Edmonton Police Commission. Without limiting the generality of the foregoing the Committee shall:
 - 2.1. Develop, implement and monitor policies in the area of labour relations, compensation, benefits, administration, succession planning, management and occupational health and safety for the Edmonton Police Commission and the Edmonton Police Service.
 - 2.2. Review and recommend human resources policies to the Edmonton Police Commission.
 - 2.3. Review strategic key performance indicators as they relate to human resource performance.
 - 2.4. Conduct the annual performance appraisal of the Chief of Police and the Executive Director of the Edmonton Police Commission.
 - 2.5. Review and recommend to the Edmonton Police Commission contracts, if any, with respect to Commission staff, the Chief of Police and the Deputy Chiefs of Police of the Edmonton Police Service.
 - 2.6. Review and recommend on an annual basis an appropriate remuneration package for the Commission staff and the Chief of Police and his or her Deputies.

Composition 2732

1. Composition of the Governance Committee:

- 1.1 The Governance Committee will normally consist of a minimum of four members of which a minimum of three shall be commission members.
- 1.2 The Governance Committee shall designate at its first meeting of the year one of the appointed members to be the chair of the Committee for that calendar year.
- 1.3 A member of the staff of the Commission will provide management support to the Governance Committee.

Meetings 2733

1. Monthly as required, or at the call of the chair.

Ad Hoc Committees 2740

P O L I C Y

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

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

P R O C E D U R E

Mandate 2741

1. Mandate of the Ad Hoc Committees:

1.1 The committee will establish its terms of reference subject to Standing Committee or Commission approval.

1.2 The ad hoc committee will cease to exist on the completion of its project or mandate.

Composition 2742

2. Composition of the ad hoc committees:

2.1 The ad hoc committee will have at minimum 2 Commission members.

Meetings 2743

3. The ad hoc committee will schedule its own meetings.

Executive Committee Terms of Reference 2750¹

POLICY

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

PROCEDURE

Mandate of the Committee 2751

1. The Executive Committee may make decisions between Commission meetings if necessitated by unusual circumstances. Such decisions are subject to ratification by the Commission at its next meeting (closed or open meeting depending on the issue.)

Composition 2752

1. The membership consists of the Commission Chair, the Vice-Chair, and the Chairs of the Finance Committee and the Governance Committee.
2. The Commission Chair is the Chair of the Executive Committee.
3. The staff of the Commission will provide management support to the Executive Committee.

Meetings 2753

1. Meetings will be held at the call of the Chairs.

¹ New Policy: Approved December 21, 2005

Community-Based Policing 2800

P O L I C Y

1. The Edmonton Police Commission is committed to Community-Based Policing and has adopted the following definition of Community-Based Policing:
 - 1.1. Community-Based Policing is a philosophy, management style and organizational strategy that promote a strong partnership between the community and its police service. It fosters a partnership in which the community has both the right and the responsibility to assist in the development of effective and efficient policing policies, priorities and practices that enhances the safety of our community.

Human Rights 2801

P O L I C Y

1. The Edmonton Police Commission members and staff will treat all members of the public in a fair and equitable manner, free of bias, racism, discrimination and harassment.
2. The Edmonton Police Commission requires the Chief to implement policies that require members of the Edmonton Police Service to carry out their duties in an ethical manner free from racism, discrimination and harassment.
3. The Edmonton Police Commission requires the Chief of Police to implement hiring policies that promote gender and racial equality in the police service

Access to Information 2802

P O L I C Y

1. The Edmonton Police Commission supports the principle of fair and reasonable disclosure of information.
2. The Edmonton Police Commission has and maintains appropriate policies and procedures for handling information according to FOIP in order to maintain public accountability.
3. The Chief of Police shall provide the Edmonton Police Commission all requested information necessary for the Edmonton Police Commission to fulfill its statutory duties.

Commission Staff 3100

POLICY¹

1. The Edmonton Police Commission shall employ an Executive Director.
2. The Executive Director shall retain necessary staff to fulfil the requirements of the Police Act, and carry out other such duties as required by the Edmonton Police Commission.
3. The Executive Director may delegate any duties related to the Police Act, as approved by the Edmonton Police Commission.
4. The Executive Director shall designate a person to operate in the capacity of Public Complaints Director on behalf of, and under the supervision of, the Executive Director.
5. The Executive Director may retain the services of additional employees, as approved by the Edmonton Police Commission, from time to time.

DUTIES

The duties of the Executive Director include:

1. performing the duties assigned by the Edmonton Police Commission
2. ensuring that the Commission is able to fulfil its obligations under the Police Act

REPORTING PROCEDURES

1. The Executive Director shall report directly to the Edmonton Police Commission
2. All other staff shall report to the Executive Director.

GENERAL

1. With respect to the staff of the Edmonton Police Commission, the Executive Director has the authority to discharge, suspend or apply other disciplinary action as appropriate.

¹ Revised Policy: Approved January 18, 2006

Staff Development 3101

1. In order to ensure a high level of performance by staff ongoing staff training and reviews will be carried out.

Training 3102

1. The Edmonton Police Commission places a high value on skilled staff and will ensure training opportunities are made available for staff to upgrade their level of knowledge.

Annual Staff Review Guidelines 3200

1. Staff review guidelines:

- 1.1 All staff positions will be subject to an annual review.
- 1.2 Information gathered during an annual review will be summarized. The summary will be given to the individual being reviewed. The original obtained information will be kept by the Chair of the Finance Committee outside of the Commission office. If the review has not been challenged within a three-month period, the original data will be destroyed.
- 1.3 The Executive Director will conduct an annual review of Edmonton Police Commission staff and present the results to the Commission's Finance Committee.
- 1.4 The Commission will evaluate the CEO.
- 1.5 A copy of the summarized information will be added to the employee's personal file.

Employment Equity 3300

POLICY

1. The Edmonton Police Commission supports the principle of equal opportunity without regard to race, colour, place of origin, ancestry, gender, age, marital status, family status, sexual orientation, religious beliefs, mental or physical abilities, for employment, promotions, training and career opportunities for all candidates and employees of the Edmonton Police Commission and the Edmonton Police Service, subject to statutory requirements, any collective bargaining agreements that may be in effect, and the bona fide requirements of the position.
2. The Edmonton Police Commission requires the Chief of Police to implement policies requiring the Edmonton Police Service to abide by appropriate federal, provincial and municipal human rights legislation and policies.

Conditions of Employment 3400

POLICY

1. The Edmonton Police Commission shall direct Commission members, staff and volunteers to familiarize themselves with the legislation governing the Edmonton Police Commission and the Edmonton Police Service.
2. The Edmonton Police Commission staff will maintain an acceptable level of job performance consistent with their assigned duties and tasks and the successful completion of any courses or examinations deemed necessary by the Edmonton Police Commission.

Appointment of Chief of Police 3500

P O L I C Y ¹

The Commission will appoint a Chief of Police and ratify the hiring of all Deputy Chiefs of Police and the Chief Administrative Officer of the Edmonton Police Service:

1. The Edmonton Police Commission is responsible for hiring the Chief of Police subject to ratification by City Council.
2. The Chief of Police is the employee of the Edmonton Police Commission and reports to, and takes policy direction from the Edmonton Police Commission in accordance with applicable legislation.
3. In consultation with the Chief of Police, the Edmonton Police Commission is responsible for ratifying the salaries and benefits of the Deputy Chiefs of Police and the Chief Administrative Officer.
4. The Edmonton Police Commission will evaluate the performance of the Chief on an annual basis.
5. The Chief of Police will evaluate the performance of the Deputy Chiefs of Police and the Chief Administrative Officer on an annual basis and table these evaluations with the Edmonton Police Commission.

Succession Planning 3501

P O L I C Y

1. The Edmonton Police Commission will be briefed yearly by the Chief of Police, on the development of a succession plan for the Chief and Deputies of the Edmonton Police Service.
2. The Edmonton Police Commission expects the Chief of Police to have implemented policies and procedures for succession planning based on matching position and individual competencies.
3. The Chair of the Edmonton Police Commission will recommend a succession plan for the Edmonton Police Commission to City Council.

¹ Revised Policy: Approved October 19, 2005

Promotions 3600

POLICY

1. The Edmonton Police Commission supports the principle that sustained complaints which are currently on a members file be considered as a factor in the promotional policies of the Edmonton Police Service.
2. The Chief of police will report all promotions and reductions in rank to the Edmonton Police Commission.

Discrimination and Harassment 3700

POLICY

1. The Edmonton Police 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.
2. The Edmonton Police Commission directs the Chief of Police to develop and implement policies to ensure the Edmonton Police Service work environment is free of discrimination and harassment and ensure that sworn members, non-sworn members and volunteers will treat the public in the same manner.
3. The Edmonton Police Commission requires that the Chief of Police will establish and maintain a complaint investigation procedure in which all harassment, discrimination and inequitable treatment complaints are handled seriously, expeditiously and appropriately. The complaint investigation procedure will apply to all sworn members, non-sworn members and volunteers of the Edmonton Police Service. Commission access to this information will be through the Public Complaints Monitor's office.
4. The Public Complaints Monitor and the Chief of Police will ensure information pertaining to making complaints and the investigation procedures are available.

Complaints and Compliments 3710

P O L I C Y

The Edmonton Police Commission will provide information to all police stations and the public to facilitate making a complaint against an officer or complimenting a member of the Edmonton Police Service.

P R O C E D U R E

1. The Edmonton Police Commission has brochures for giving a compliment or making a complaint against a member of the Edmonton Police Service. These brochures are found in all police stations and at the Commission office.

Relief from Duty without Pay 3720

POLICY

The Edmonton Police Commission will confirm or rescind the decision of the Chief of Police to relieve an officer without pay within 30 days from the day that police officer is notified that he/she is relieved from duty without pay.

PROCEDURES

1. The Chief of Police shall be requested to provide submissions to the Commission and to the aggrieved officer setting out the exceptional circumstances for relief from duty without pay.
2. The officer will be given an opportunity to provide a written submission to the Chief of Police and the Commission responding to the Chief's submission.
3. The Chief of Police will be given an opportunity to provide a written reply to the response from the officer.
4. All written submissions shall be received and reviewed by the Commission in advance of the hearing.
5. At the hearing, the Chair of the Commission, or the member appointed to Chair the hearing, shall call the in-camera meeting to order and request that all parties present identify themselves.
6. If third parties are present, other than the suspended member and the Chief of Police, or counsel and staff for the Commission, the Chair of the Commission will inquire about the reason for their attendance and will ask whether there are any objections to third party being present. If objection is received, submissions may then be presented as to the reasons why the third party should or should not stay for the review. The Commission shall make a decision on the third party's entitlement to be present prior to proceeding with the review.
7. The Commission will advise that minutes will be taken of the review, but no recording of the review will be made, and no transcript prepared.
8. The Commission will confirm that all parties have received each party's written submissions to the Commission. Each party will be given the opportunity to make oral submissions to the Commission, and to respond to the other party's written submissions in the oral submissions.

9. The Chief of Police, or his counsel, will present to the Commission the reasons leading to the decision to suspend without pay. If he chooses, he may also make submissions as to why the suspension without pay should be confirmed.
10. The Commission may ask questions of the Chief of Police, or his counsel.
11. The suspended member or his/her counsel will present submissions, if any, as to why the suspension without pay should not be confirmed by the Commission. The suspended member will also be given the opportunity to respond to the Chief's written or oral submissions.
12. The Commission may ask questions of the suspended member, or his/her counsel.
13. Any third parties permitted to be present for the review, or its counsel, will present arguments why the suspension without pay should or should not be confirmed by the Commission.

Staffing Status Reports 3800

POLICY

Dismissals, Internal Investigations, Leave, Postings, Resignations, Retirements:

1. Each month, the Chief of Police will submit to the Edmonton Police Commission, a list of all postings, resignations, retirements, reassignments, promotions, and education leaves of personnel.
2. Each month, the Chief of Police will submit to the Edmonton Police Commission a list of all sworn members of the Edmonton Police Service who are being investigated by Internal Affairs or who have been dismissed for disciplinary reasons during the previous month.

Volunteers 3900

POLICY

1. The Edmonton Police Commission recognizes that volunteers contribute significantly in terms of time and talent to the Edmonton Police Commission, the Edmonton Police Service and the community.
2. The Edmonton Police Commission affirms its support for volunteer programs that enhance partnerships between the Edmonton Police Commission and the Community.

Communication 4100

POLICY

The Chair or designate shall be the official spokesperson for the Edmonton Police Commission. Any member who expresses disagreement with a decision of the Edmonton Police Commission shall make it clear that the member is expressing a personal opinion and not the opinion of the Edmonton Police Commission.

PROCEDURE

1. The Chair of the Edmonton Police Commission will be the spokesperson for the Commission.
2. The Chair of the Edmonton Police Commission may designate another Commissioner or staff member to speak for the Commission.
3. Press releases and press conferences will be organized by the Executive Director.
4. The Edmonton Police Commission may, from time to time, hire a public relations firm.

Liaisons 4200

POLICY

The Commission will act as liaison between the Police Service, the community and City Council.

PROCEDURE

1. **Edmonton Police Service Presentations to Council and Committees 4201**

- 1.1. A representative of the Edmonton Police Commission, normally, shall be in attendance whenever a sworn member or non-sworn member of the Edmonton Police Service makes a scheduled presentation to Edmonton City Council or one of its Standing Committees.
- 1.2. The Chief will ensure that the Edmonton Police Commission representative will be briefed prior to attending duly scheduled Edmonton Police Service presentations.
- 1.3. The Chair, or designate, shall be the official spokesperson for the Edmonton Police Service budget presentation to City Council.

2. **Inquiries from Elected Representatives**

- 2.1. All inquiries generated by Federal, Provincial and Municipal elected representatives will be directed to the Edmonton Police Commission. When a written response is required, the Commission may elicit information from the Chief of Police and forward the materials it on to the appropriate elected official(s).

Public Complaints 4300

POLICY

The Edmonton Police Commission will appoint a Public Complaints Monitor pursuant to Police Regulation s.24 356/90. The Public Complaints Monitor will promote a complaints process that is fair and equitable for all parties to the complaint.

PROCEDURE

Inquiries before the Commission 4301

1. The Edmonton Police Commission will follow developed procedures for inquiries it is required, or entitled to hold Police Act. s.32(1).

Service and Policy Complaints/Appeals 4302

1. All complaints of the Edmonton Police Service policies, procedures, and services shall be forwarded to the Chief for investigation.
2. The Edmonton Police Commission will review appeals from dispositions by the Chief of Police on complaints of policies or services.
3. The procedure to be followed by the Edmonton Police Commission for a review of an appeal of the policies or services provided by the police service Police Act. s.44.
4. Where a person wishes to appeal a disposition of the Chief of Police respecting a service or policy of the police service that appeal will be made to the Commission.
5. The appeal to the Commission shall be made within 30 days from the date that the person received the Chief's disposition letter.

6. Upon receipt by the Commission of a letter of appeal, the Public Complaints Monitor shall:
 - 6.1. acknowledge receipt of the appeal;
 - 6.2. provide a copy of the letter of appeal to the Chief;
 - 6.3. request that the Chief provide a copy of the investigative report to the Commission;
 - 6.4. Provide the appellant with the opportunity to provide any other written submissions in support of the appeal.
7. The Public Complaints Monitor shall provide the Commission with a memorandum outlining a clear and concise statement of:
 - 7.1. the position of the parties;
 - 7.2. the issues, and
 - 7.3. relevant policy or case law.
8. Upon receipt of the appeal, the Commission shall review the matter.
9. To ensure fairness, where the Commission conducts a paper review of the appeal, neither the appellant nor the Chief or the Chief's Executive Committee shall be present.
10. On review of the appeal, the Commission shall determine firstly, whether the matter is properly characterized as a complaint of service or policy.
11. Upon establishing that the matter is properly before it, the Commission shall review the evidence to determine whether or not the policy or service is appropriate.
12. Following that review, the Commission may:
 - 12.1. allow the appeal;
 - 12.2. dismiss the appeal;
 - 12.3. initiate an inquiry *Police Act. s.32*; or
 - 12.4. Take any other action the Commission deems appropriate. *Police Act. s.44(4)*.
13. The Commission may appoint a committee consisting of not fewer than 3 members to conduct appeals made to the Commission.
14. Where a committee of the Commission finishes conducting an appeal, it shall make a recommendation to the Commission with respect to the disposition of the appeal.
15. On reviewing the recommendation, the Commission may take whatever action it considers appropriate, if any.
16. The Commission or, where a committee is conducting an appeal, the committee, may conduct a hearing into the matter being appealed.

17. If an oral hearing is held, parties are entitled to:
 - 17.1.the right to counsel;
 - 17.2.the right to have evidence considered;
 - 17.3.the right to cross-examine witnesses;
 - 17.4.The right to an adjournment.
18. The Commission will not meet privately with one party in the absence of the other in relation to matters under review or appeal *Police Act* s.44(4).
19. Following on each hearing, the Commission may:
 - 19.1.allow the appeal;
 - 19.2.dismiss the appeal;
 - 19.3.initiate an inquiry *Police Act. s..32*; or
 - 19.4.Take any other action the Commission deems appropriate. *Police Act. s.44 (4)*.
20. On disposing of an appeal, the Commission shall advise the complainant in writing as to the disposition of the appeal.
21. A copy of the decision of the Commission will be provided to the Chief of Police and to the Law Enforcement Review Board.
22. The decision of the Commission on service or policy appeals is not subject to a further appeal.

7

Complaints against the Chief 4303

POLICY

The Edmonton Police Commission will review all complaints against the Chief of Police *Police Act* 43 (2).

PROCEDURES

1. Upon receipt of a complaint against the Chief of Police, the Complaints Monitor shall:
 - 1.1. immediately notify the Chair;
 - 1.2. provide copies of the complaint to members of the Commission;
 - 1.3. provide a copy of the complaint to the Chief of Police;
 - 1.4. Acknowledge receipt of the complaint to the complainant and, unless otherwise directed by the Commission, advise the complainant that the matter will be considered at the next scheduled Commission meeting.
2. The Chief will be advised that he/she has two weeks from the date he/she receives a copy of the complaint to provide his/her response.
3. At the Commission meeting, the Public Complaints Monitor shall provide to the Commission:
 - 3.1. a memorandum outlining a clear and concise statement of the facts, and the grounds of the complaint;
 - 3.2. a copy of the original complaint and any attachments;
 - 3.3. a copy of the Chief's response.
4. Where it appears to the Commission that:
 - 4.1. the subject matter of the complaint is trivial, frivolous, vexatious or made in bad faith; or
 - 4.2. The complaint is not within the jurisdiction of the Commission, the Commission may, in its discretion, decide to reject the complaint.
5. On making a decision, after considering a public complaint against the Chief, the Commission shall, in writing, advise the Chief and the complainant of the findings and decision and the right of appeal. In the case of an internal complaint against the Chief, the Chief and the complainant shall be advised of the findings. Only the Chief shall have the right of appeal.

6. The Commission's review of a complaint against the Chief of Police and the Commission's decision shall be made in the absence of the Chief of Police.
7. If, after reviewing the complaint the Commission is of the opinion that the actions of the Chief of Police may be:
 - 7.1. an offence under an Act of Parliament or the Alberta Legislature;
 - 7.2. or a contravention of the regulations respecting the discipline or the performance of duty of the police officers;
 - 7.3. The chairman shall request the Minister of Justice to direct another police service to investigate the complaint.
8. Prior to making a request to the Minister of Justice to direct another police service to investigate the complaint, the Chief of Police shall be given the opportunity to respond in writing to the complaint. A copy of the Chief's response will be provided to the complainant.
9. If the Commission chooses to forward the complaint to the Minister of Justice, and the party directed by the Minister to conduct the investigation determines that the actions of the Chief of Police constitute:
 - 9.1. an offence, under an Act of Parliament of Canada or the Legislature of Canada, the investigator must refer the matter to the Minister of Justice and Attorney General and advise the Commission of the investigator's findings, unless the Minister of Justice and Attorney General directs otherwise; or
 - 9.2. a contravention of the regulation, the investigator must refer the matter to the Commission.
10. Where the matter has been referred back to the Commission, any charge of contravening a section of the regulation must be made within the prescribed time of three months.
11. Notice to the Chief of Police must be given in accordance and in the form prescribed in the Police Service Regulation.
12. Where a hearing is conducted the:
 - 12.1. hearing must be commenced no later than three months from the day that the Chief of Police is charged with the contravention, subject to the Police Service Regulation;
 - 12.2. procedure set out in the *Police Act*, s.47 applies to the hearing;
 - 12.3. Commission may appoint a lawyer to present the Commission.
13. Where the contravention of the regulation is not of a serious nature, the Commission may dispose of the matter without conducting hearing.

14. The Commission shall in writing advise, in the case of a public complaint, the Chief of Police and the complainant;
 - 14.1. of the findings of the hearing, and any action to be taken; or
 - 14.2. where a hearing is not held, of the disposition of the complaint and the grounds on which the disposition was made; and
 - 14.3. The right to appeal the decision within 30 days to the Law Enforcement Review Board.
15. The Commission shall in writing advise, in the case of a complaint other than a public complaint, the Chief of Police of the finding made and any action taken in respect of the complaint period. The complainant does not have the right to appeal the Commission's decision to the Law Enforcement Review Board.
16. The Commission shall, at the end of the month in which the complaint was made, or within a longer period of time as prescribed by the chairman of the Law Enforcement Review Board, advise the chairman of the complaint. After the disposition of the complaint, the Commission shall advise the chairman of the Law Enforcement Review Board of the manner of the disposition of the complaint.

Third Party and Anonymous Complaints 4304

POLICY¹

The Edmonton Police Commission is committed to providing accessibility to public complainants who may want to submit concerns and complaints without fear of reprisal or being treated without empathy and respect.

PROCEDURES

1. Third-party and anonymous complaints will not ordinarily be subject to investigations.
2. Complaints from any source may result in police service or criminal investigation, as per Edmonton Police Service Policy and Procedures Manual Part 12, Chapter A, Section 7, Subsection (C):
“Minor complaints not in writing, and third-party complaints, will not ordinarily be subject to police service investigation. However, unwritten serious complaints from any source may result in police service or criminal investigation. Some unwritten complaints may become subject to Supervisory Review and Informal Resolution or formal disciplinary action, as appropriate, in similar fashion to internal disciplinary matters.”
3. The Public Complaints Director will safeguard the identity of the complainant. The party will be requested to release his/her name if requested by the Edmonton Police Commission and given the option to proceed or withdraw their complaint. However, if there is serious concerns about the safety of the complainant the Commission will protect the identity of the complainant to the degree possible.

¹ New Policy: Approved September 15, 2004

Rewards 4400

POLICY

1. The Edmonton Police Commission recognizes and endorses the use of rewards in cases where the Chief is of the opinion that the reward will assist in the investigation of crimes.
2. The Commission will establish a rewards fund and it will be a budget item in the Edmonton Police Commission budget.

PROCEDURE

Establishment of Rewards 4401

1. Establishing rewards:
 - 1.1. The Chief of Police will submit for approval to the Edmonton Police Commission a proposal for the establishment of a reward. The proposal will include recommendations regarding the posting and the amount of the reward.
 - 1.2. Rewards remain current for three (3) years and can be renewed for additional three (3) year periods.

Distribution of Rewards 4402

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

Awards 4500

POLICY

1. 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.
2. The Edmonton Police Commission is responsible, in co-operation with the Edmonton Police Service, for the annual Edmonton Police Commission Awards to civilians who have rendered outstanding service to either the Edmonton Police Service or the community in a police-related incident.

PROCEDURE

1. Edmonton Police Commission Awards:
 - 1.1. The Edmonton Police Commission will appoint delegate(s) to the Awards Commission, a joint Edmonton Police Commission/Edmonton Police Service initiative, which is responsible for determining the award recipients.
 - 1.2. The Edmonton Police Commission establishes and supports the annual Problem Solving Award which is given to the Recruit and Field Training officer with the highest score in this section of the Recruit Training Program.
 - 1.3. Edmonton Police Service Awards are endorsed by the Edmonton Police Commission.

Financial Management 5000

POLICY

Budget 5001

1. The Commission will approve, monitor and control the budget of the Edmonton Police Service.
2. Edmonton Police Commission assists in the development of, and must approve the Operating and Capital Budgets of the Edmonton Police Service prior to presentation to City Council, in accordance with the *Police Act* s 29
3. The Chief of Police shall notify the Edmonton Police Commission and obtain approval of any budget re-allocations over the amount of \$500,000.00 from the annual allocation plan approved by the Commission.
4. The Edmonton Police Commission ensures that conditions placed on major acquisitions over \$500,000, comply with the Procedures set by the Commission.
5. The *Police Act* s 41(3)(c) gives the Commission authority to monitor the Edmonton Police Service finances.

PROCEDURE

Signing Authority 5002

1. Signing authorities shall be
 - 1.1. The Executive Director together with one of either the Chair of the Edmonton Police Commission or the Chair of the Finance Committee approves all payments in excess of \$5,000.00.
 - 1.2. The Executive Director has the authority to sign for Commission authorized accounts and expenditures up to \$5,000.00.
 - 1.3. The Executive Director approves payments recorded on Visa and the reimbursement for members and staff expenditures up to \$5,000.00.
 - 1.4. The Executive Assistant approves payments for office supplies and payments from petty cash.

Contracts 5003

2. Contract signing authority

- 2.1. When contracting for services or materials of a value over \$5,000.00, the Edmonton Police Commission will obtain competitive bids, where practicable.
- 2.2. Where ongoing contracts exist, they will be reviewed for re-tender every three years unless otherwise specified in the contract.
- 2.3. All Edmonton Police Commission contracts are subject to the applicable policies of the City of Edmonton.
- 2.4. All contracts entered into by the Edmonton Police commission will be forwarded to legal council for the Edmonton Police Commission prior to approval and execution.
- 2.5. The Chair of the Edmonton Police Commission or designate will have signing authority on all contracts entered into by the Edmonton Police Commission.

Legal Accounts 5004

3. legal accounts shall

- 3.1. The Chair will review and approve the accounts related to legal services provided directly to, or on behalf of, the Edmonton Police Commission, or for which the Edmonton Police Commission is responsible for payment.
- 3.2. Edmonton Police Commission legal counsel will ask for costs in any successful legal proceeding unless otherwise directed by the Edmonton Police Commission.
- 3.3. Legal accounts for the Edmonton Police Commission must be itemized and contain the following information:
 - 3.3.1. the date the service was provided;
 - 3.3.2. the nature of the service;
 - 3.3.3. the time spent on the service;
 - 3.3.4. the identity of the provider of the service; and
 - 3.3.5. The hourly rate of the service provider.

Business Plan 5005

4. The Edmonton Police Commission shall establish an annual business plan including an annual budget outlining the priorities of the Commission for the coming year.

Expense Account of the Chief 5006

- 5.1 The Chair of the Edmonton Police Commission will review and approve the Chief's expense claim at the end of each month.
- 5.2 Applications for reimbursements for the Chief of Police, exceeding \$5,000.00, shall be submitted to the Chair of the Edmonton Police Commission for approval in advance.

Reimbursement of Approved Expenses 5007

- 6 All reimbursable approved expenses shall:

- 6.1 All Edmonton Police Commission members will receive an honorarium for each duly constituted meeting of more than three hours as outlined in the City of Edmonton's bylaws. The amount of the honorarium will be determined by City Council. (Appendix B)
- 6.2 Each Edmonton Police Commission member and staff will be reimbursed for authorized out-of-pocket expenses for Edmonton Police Commission related activities, including parking, mileage, travel, meals and accommodation following Edmonton Police Service Procedures. (Appendix B).
- 6.3 The Edmonton Police Commission will designate a yearly amount for travel for Edmonton Police Commission business and conference expenses for each Edmonton Police Commission member. Spousal packages for conferences are not included. (Appendix B)
- 6.4 All Commission Members are encouraged to attend the Alberta Association of Police Governance (AAPG) Conferences. The associated expenses will be reimbursed in addition to the expense allowances referred to in 6.3.¹

Gifts 5008

- 7 Personal or Corporate Gifts to Commission Members, Staff and the Chief of Police shall:
 - 7.1 All members and staff of the Edmonton Police Commission will adhere to the Procedures in the policy of the City of Edmonton governing personal and corporate gifts to elected officials.

¹ Approved: September 21, 2005

Risk Management 5009

Pending

Contracting 5010

P O L I C Y ¹

1. The Edmonton Police Commission is responsible for all contracts that will be entered into by the City on behalf of the Edmonton Police Commission as requested directly by the Edmonton Police Commission or as requested indirectly on behalf of the Edmonton Police Commission by the Edmonton Police Service.
2. The general principle to be followed is that any contracts awarded will be after a call for public bids.
3. In unique and specialized situations sole source contracts may be awarded.
4. All contracts entered into will be done in line with the City of Edmonton Bylaws and Operating Procedures.

P R O C E D U R E

1. Tendered Contracts

- (a) Edmonton Police Service (Direct) Contract Request
 - (i) The City Manager will approve and enter into all agreements and contracts (tender) that are related to the provision of police services and programs for the City of Edmonton:
 - if they are received directly from the Chief of Police; and
 - if they do not exceed \$1,000,000.00; and
 - if the amount of the contract has been approved in the Edmonton Police Commission budget; and
 - if the contract is for a specified term not to exceed 10 years.
 - (ii) The Edmonton Police Service will table for information with the Edmonton Police Commission, as part of its quarterly financial report, a list of all tendered contracts awarded above \$500,000.00.

¹ New Policy: Approved June 16, 2004

- (b) Edmonton Police Commission Contract Request
- (i) The City Manager will approve and enter into all agreements and contracts (tender) that are related to the provision of police services and programs for the City of Edmonton:
- if they are received directly from the Edmonton Police Commission; and
 - if they do not exceed \$1,000,000.00; and
 - if the amount of the contract has been approved in the Edmonton Police Commission budget; and
 - if the contract is for a specified term not to exceed 10 years.
- (ii) The City Manager will process requests to enter into an agreement or contract that is received from the Edmonton Police Commission that is over \$1,000,000.00 by having such requests placed before the Community Services Committee for that Committee's consideration and approval
- if the contract is for a specified period not to exceed 10 years.

2. Sole Source Contracts

- (a) Edmonton Police Service (Direct) Contract Request
- (i) The City Manager will approve and enter into sole source contracts that are related to the provision of police services and programs for the City of Edmonton:
- if the request comes directly from the Chief of Police; and
 - if the total contract does not exceed \$250,000.00; and
 - if every request is accompanied by a written justification to support the granting of a sole source contract – such justification will address the Agreement on Internal Trade and City Administration Bylaw 12005 with respect to the spirit of sole source acquisitions; and
 - if the contract is for a specified term not to exceed 10 years.
- (ii) The Edmonton Police Service will table with the Edmonton Police Commission, on a quarterly basis, a list of all sole source contracts granted that are above \$100,000.00.
- (b) Edmonton Police Commission Request
- (i) The City Manager will approve and enter into a sole source contract that is related to police services and programs
- if the request comes directly from the Edmonton Police Commission; and
 - if the total contract does not exceed \$250,000.00.

- (c) The City Manager will process requests to enter into a sole source agreement or contract that is received from the Edmonton Police Commission that is over \$250,000.00 by having it placed before the Community Services Committee for their consideration and approval
- if the contract is for a specified term not to exceed 10 years.

3. Commission Consideration

The Edmonton Police Commission will consider the merits of all tendered contracts that are over \$1,000,000.00 and all sole source contracts that are over \$250,000.00 before they determine if they should be passed on to the City Manager for processing as per these procedures.

NOTE

1. Generally, sole source contracts will follow the Agreement on Internal Trade Guidelines (Appendix C, sub-sections a, b, c.)
2. Notwithstanding the Agreement on internal Trade Guidelines the awarding of sole source contracts will be seen as a unique exception to the policy principle that contracts awarded will be after a call for public bids.
3. 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.
4. All agreements and contracts requiring the approval of the City Manager shall contain a statement that:
 - (i) The Chief of Police approved this request on
 Date Signature Chief of Police
or
 - (ii) The Edmonton Police Commission approved this request on
 Date Signature Chair of the
Commission
5. All agreements and contracts requiring the approval of the Community Services Committee shall contain a statement that:
 - (i) The Edmonton Police Commission approved this request on
 Date Signature Chair of the
Commission

Edmonton Police Foundation 6000

POLICY

The Edmonton Police Commission recognizes and supports the Edmonton Police Foundation.

PROCEDURE

The Chair of the Edmonton Police Commission will meet regularly with the Chair of the Edmonton Police Foundation to keep informed of the work of the Foundation.

Monitoring of Police Service 7000

P O L I C Y

1. The Edmonton Police Commission is to monitor, govern and oversee the Edmonton Police Service.
2. The Edmonton Police Commission's primary focus is governance of the EPS policing program pursuant to the *Police Act s. 31 (1)*. Governance focuses on responsibility for vision and mission, strategic goals, meeting the public's needs and accountability for performance.
3. Monitoring and oversight pursuant to the *Police Act s. 31 (1) and s. 43 (2)*.

Use of Force Policies 7001

P O L I C Y

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

Firearm Discharge Reports 7002

P O L I C Y

1. The Chief of Police shall provide firearm discharge reports to the Commission including an overview of occurrences and outcomes as well as occurrences where investigations remain open.
2. The Chief of Police shall identify instances where Service policy has been breached and what remedial action was taken.

Pursuits 7003

P O L I C Y

1. The Chief of Police shall provide monthly reports to the Commission on all pursuits including an overview of activities and outcomes as well as occurrences where investigations remain open.
2. The Chief of Police shall identify instances where Service policy has been breached and what remedial action was taken.

Death or Serious Injury during Police Operations 7004

P O L I C Y ¹

In accordance with Section 46.1 of the *Police Act*, the Chief of Police shall notify both the Alberta Solicitor General and the Chair of the Edmonton Police Commission as soon as practicable of any incident or complaint involving serious injury or death of any person that may have resulted from the actions of a police office.

D E F I N I T I O N

Serious injury shall initially be presumed when the victim is admitted to hospital, suffer a fracture to a limb, rib or vertebrae or to the skull, suffers burns to a major portion of the body, or loses any portion of the body, or suffers loss of vision or hearing.

P R O C E D U R E S

The Chief of Police will notify the Edmonton Police Commission via the Executive Director (primary contact) or the Public Complaints Director (alternate contact.) The Executive Director will then contact the Chair and the Vice-Chair of the Commission. The Public Complaints Director will contact the other Commission members.

¹ Policy Revised: Approved September 21, 2005

Reporting Complaints of Serious or Sensitive Nature 7004(1)

POLICY

In accordance with Section 46.1(1)(b)(ii) of the *Police Act*, the Chief of Police shall notify both the Alberta Solicitor General and the Chair of the Edmonton Police Commission as soon as practicable of any complaint alleging a matter of serious or sensitive nature related to the actions of a police officer.

IDENTIFYING COMPLAINTS OF SERIOUS OR SENSITIVE NATURE

Identifying these complaints will require the exercise of judgment by the Chief of Police taking into account a variety of contextual factors.

Factors to Consider

- Nature of alleged incident
- Allegation of sexual assault by officer
- Extent of alleged loss or damage
- Impact on alleged victim
- Number of alleged victims
- Number/frequency of similar allegations
- Potential for perception of significant conflict of interest
- Impact on community, on police, on justice system
- Impact on public confidence in police (local and general)
- Potential for bringing police or justice system into serious disrepute

Cases where it seems likely that these considerations would point to an external investigation should be reported.

PROCEDURES

The Chief of Police will notify the Edmonton Police Commission via the Public Complaints Director.

Other Items Requiring Commission Approval 7005

P O L I C Y

1. The Edmonton Police Commission pursuant to the Police Act s. 29 (1) (b), must approve any changes to the EPS:
 - 1.1. Mission Statement,
 - 1.2. Goals,
 - 1.3. Strategic Directions, and
 - 1.4. The Yearly Plan
2. The Edmonton Police Commission, pursuant to the Police Act s. 55, must approve any changes to Edmonton Police Service symbolic instruments including:
 - 2.1. Badge or Crest
 - 2.2. Shoulder Flash
 - 2.3. Uniforms

Inquiry 7006

P O L I C Y

1. Beyond the normal requests for information from the Chief of Police, if the Edmonton Police Commission deems it necessary, as outlined in of the Police Act s. 32(1), the Commission may conduct an inquiry into matters respecting the police service or the actions of any police officer or other person employed for the police service.

Obtaining Information from the Edmonton Police Service 8000

P O L I C Y

1. General Information

1.1. Members of the Commission may seek general information from the appropriate officer in charge as it relates to an issue that is before the Commission or to be considered at an upcoming Commission meeting. These requests should at all times be reasonable and respect the time commitments of the officer.

2. Specific Information

2.1. Members of the Commission are to seek information concerning specific investigations, occurrences or individuals only from the Chief, and seek such information at a regularly scheduled Commission meeting.

2.2. Requests from the Commission or commission members for written reports from the Edmonton Police Service shall be by way of a duly passed resolution of the Commission.

P R O C E D U R E

Personal Information 8001

1. It should be understood that a Commission Member should not be restricted from contacting the police about a personal matter to the same extent as any other member of the public would be entitled to make such an enquiry.

Information about a Project 8002

2. Commission Members shall not use their office as Commissioner to advance their interests or the interest of any person or organization with whom or with which they are associated. Where there is an overlap between those interests and the interests of the Commission, and providing that full disclosure has been made of the interests of the Commission Member, a Commission Member may make an enquiry of the Chief at a commission meeting



CITY OF EDMONTON
THE EDMONTON POLICE COMMISSION BYLAW

BYLAW NO 14040

(Office Consolidation, including amendments, to September 28, 2005)

A P P E N D I X A

City Bylaw 14040

THE CITY OF EDMONTON

BYLAW 14040

EDMONTON POLICE COMMISSION BYLAW AS AMENDED

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

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

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

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

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

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

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

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

APPENDIX A

City Bylaw 14040

Edmonton City Council enacts:

part i. - purpose, definitions and interpretation

- | | |
|-------------|--|
| purpose | 1) The purpose of this bylaw is to continue the municipal police commission established in Bylaw 9304, to provide civilian oversight for the police service within the city of Edmonton. |
| definitions | 2) In this bylaw, unless the context otherwise requires:
i) "Act" means the Police Act, S.A. 2000, c. P-17;
ii) "Chair" means the individual elected under section 7;
iii) "City" means the municipal corporation of the City of Edmonton;
iv) "City Manager" means the Chief Administrative Officer of the City or his delegate within the meaning of the Municipal Government Act; |

- v) "Commission" means the Edmonton Police Commission;
vi) "Council" means the Municipal Council of the City of Edmonton;
vii) "Councillor" means an elected member of Council;
viii) "Member" means a person appointed pursuant to section 5 of this bylaw.
rules for interpretation 3) The marginal notes and headings in this bylaw are for reference purposes only.

part i. - commission structure

- duties 4) a) The Edmonton Police Commission is hereby continued as a municipal police commission for the city of Edmonton.
b) The Commission shall perform all duties and exercise all powers imposed upon it by the Act and this bylaw.
- membership 5) a) The Commission shall consist of not less than five members and not more than nine members appointed by Council, two of whom may be Councillors or employees of the City.
b) The members shall be appointed by resolution of Council.
i) for a term of two years, or
ii) for a term of at least two years to a maximum of three years as required to conform with a calendar year appointment or to accommodate the maximum 6 year term; provided that any Member may be re-appointed for further terms to a maximum of six (6) consecutive years.
c) Notwithstanding that a Member's term of appointment has expired, unless the Member submits a resignation in writing or as otherwise directed by Council, the Member shall be deemed to be a Member until he or she is either re-appointed or his or her successor has been appointed.
d) A former Member is eligible for re-appointment.
e) Where a vacancy occurs in membership in the Commission by any cause other than the expiration of the term for which the Member was appointed, Council may appoint a successor to fill the remainder of the term.
f) Members, other than a Councillor or employee of the City, may be paid such remuneration by the Commission as may be fixed from time to time by Council.

A P P E N D I X A

City Bylaw 14040

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

part i. - commission procedures

- general 7) At the first meeting of the Commission in each calendar year, the Members shall, subject to the Act, elect one of the Members, other than a Councillor or employee of the City, to act as Chair of the Commission and another Member to act as Vice-Chair in the absence of the Chair.
8) a) The Commission may make such specific assignments to its individual Members and form sub-committees as it may from time to time deem necessary.
b) Sub-committees shall:
i) be comprised of Members only; and
ii) report back to the Commission for consideration of findings.
- meetings 9) All meetings of the Commission shall be governed according to the following procedures:
i) Subject to this bylaw and every applicable statute or regulation of the Province of Alberta, the Commission may establish its own rules of procedure governing its

- meetings, hearings and investigations;
- ii) Subject to section 18 of AR 200/95, Freedom of Information and Protection of Privacy Regulation, meetings of the Commission shall be open to the public;
 - iii) In the absence of the Chair, the Vice-Chair shall preside over the meeting, and in the absence of the Vice-Chair, the Commission may elect one of its Members to preside at a meeting;
 - iv) The Commission shall, unless otherwise resolved by the Commission, meet at least once in each month;
 - v) Quorum for a meeting of the Commission is a majority of the existing appointed Members, and Councillors who are Members shall be counted as “existing appointed members” for the purposes of determining quorum only if they are in attendance at that meeting;
 - vi) Each Member has one vote; and
 - vii) A motion is lost when the vote is tied
- special meetings
- 10) a) The rules governing special meetings of the Commission are as follows:
 - i) The Chair may call special meetings of the Commission whenever he or she considers it expedient to do so, but shall do so when required in writing by a majority of the Members;
 - ii) Written notice shall be given of any special meeting stating the time and place, and in general terms the nature of the business to be transacted, and shall be sent to each Member’s residence or place of business not less than twenty four hours prior to the meeting;
 - iii) The Chair may call a special meeting upon shorter verbal notice if all of the Members give their written consent before or at the commencement of the meeting or if all Members are present and resolve to dispense with written consent.

APPENDIX A

- b) Where a special meeting is called, no business other than the business indicated in the notice may be transacted without the consent of all Members.

City Bylaw 14040

- pecuniary interest 11) No Member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest within the meaning of the Municipal Government Act.
- expense and hosting 12) The Commission shall:
 - i) reimburse employees for expenses in accordance with approved City directives and procedures for City employees; and
 - ii) establish a policy that will define hosting requirements and provide for the reimbursement of member expenses in line with the responsibilities of serving as Commissioners.

part i. - commission operations:
BUDGET, contracts AND agreements

- Budget 13) a) The Commission shall submit a request for a total budget in accordance with City budget procedures.
 - b) The Commission shall provide sufficient information to enable Council to determine the financing requirements of the police service, including, if directed by Council, strategic plans, variance reports, capital plans and variance analysis.
- contractual authority 14) a) The Commission is authorized to approve and enter into all of the following agreements necessarily incidental to carrying out its statutorily imposed duties:
 - i) agreements to purchase goods or retain the services of an individual or corporation and related to the operations of the Commission where the expenditure or revenue is included in an approved budget, and the agreement process conforms with the City’s procurement policies, procedures, standards and guidelines;
 - ii) agreements to initially retain the Chief of Police, which have been ratified by Council;

- iii) appointments of police officers, in accordance with the Act;
- iv) agreements related to employment of Commission staff where the expenditure or revenue is included in an approved budget.
 - b) The Commission may delegate the authority under 14(1)(c) to the Chief of Police.
 - c) Notwithstanding 14(1), agreements for interests in land and insurance shall be entered into in accordance with Bylaw 12005, the City Administration Bylaw.
- 15) a) In this section, "Chief of Police" includes a person with authority to enter into agreements on behalf of the Chief of Police.
 - b) The Commission is authorized to establish a procurement approval process for the Commission and the Edmonton Police Service relating to agreements for goods and services required in the provision of police services, to be entered into by the "City of Edmonton".
 - c) The process established under 15(2) shall be in accordance with approved policies, procedures, standards, and guidelines of the City.
 - d) The Chief of Police or the Commission, as the case may be, in accordance with the approval process established under 15(2), shall submit the agreement to:
 - i) the City Manager if the expenditure or revenue is within an approved budget, and within the authority of the City Manager under Bylaw 12005, the City Administration Bylaw, or
 - ii) Council or a Committee of Council.

A P P E N D I X A

City Bylaw 14040

- contractual reporting
- 16) The Commission shall every six months or as otherwise directed by Council, prepare and submit a report listing:
 - i) settlements of all actions, claims or demands against the Commission;
 - ii) insurable and uninsurable losses; and
 - iii) all agreements entered into under this bylaw since the previous reporting; of any loss, expenditure, revenue, or payment greater than \$100,000, or for an expenditure that exceeds the current budgeted year.

part i. -Commission operations:
information AND records management

- records management
- 17) a) In this section, "Records" includes quotations, contracts, correspondence, invoices, vouchers, timesheets, and any other documents that support actions taken by the Commission.
 - b) All Records shall be subject to retention and disposition schedules.
 - c) Any accounting Records shall be maintained in accordance with generally accepted accounting principles.
- council request for information
- 18) In order to assess the efficiency of the police service in respect of the funds provided by Council:
 - i) Council may request the Commission to provide a written or verbal report to a City Council meeting;
 - ii) Council may request Records from the Commission and the Commission shall provide the Records requested; and
 - iii) Council may direct the City Auditor or external auditors to audit any Records provided.

PART i. -GENERAL

- REPEAL
- 19) Bylaw 9304 is repealed.
- Read a first time September 28, 2005
- Read a second time September 28, 2005

Read a third time
SIGNED AND
PASSED

September 28, 2005
September 28, 2005

HONORARIUM FOR COMMISSION MEMBERS¹²

1. Edmonton Police Commissioners shall receive \$150.00 per meeting or for a series of meetings where the duration is less than three hours.
2. The Chairman of the Edmonton Police Commission shall receive \$200.00 per meeting or for a series of meetings where the duration is less than three hours.
3. Edmonton Police Commissioners shall receive \$300.00 per meeting for meetings where the duration of the meeting or a series of meetings is greater than three hours.
4. The Chairman of the Edmonton Police Commissioner shall receive \$400.00 per meeting for meetings where the duration of the meeting or a series of meetings is greater than three hours.
5. Edmonton Police Commissioners sitting on Edmonton Police Commission Standing Committees shall receive \$75.00 per meeting or for a series of meetings where the duration is less than three hours. Where the meeting is greater than three hours the maximum will be \$150.00
6. The Chairman of the Edmonton Police Commission Standing Committees shall receive \$100.00 per meeting or for a series of meetings where the duration is less than three hours. Where the meeting is greater than three hours the maximum will be \$200.00

All meetings that are eligible for honoraria must be duly constituted, contain a quorum and minutes must be taken.

The honoraria policy does not apply to City Councillors appointed by Edmonton's City Council to the Edmonton Police Commission.

Honoraria will not be paid for ad hoc committees or any other committees unless approved by the Edmonton Police Commission in advance.

¹ Approved by Council: April 2, 2003

² Effective: January 1, 2003

DEFINITION OF MEETING¹

Meeting means a gathering or coming together of one or more members of the Commission for any purpose within the jurisdiction of the Edmonton Police Commission.

A meeting or series of meetings attended by a Commission Member is a meeting for the purposes of Edmonton Police Commission Policy Number 5007, if that meeting or series of meetings has been approved in advance by either the Commission or the Executive Committee of the Commission. Any requirement of minutes may be waived at the discretion of the Executive Committee.

A P P E N D I X B

Reimbursements
of Approved
Expense Accounts

¹ Approved: March 15, 2005

HOSTING AND MISCELLANEOUS BUSINESS EXPENSES¹²

1. Miscellaneous Business Expenses

1.1 Miscellaneous business expenses include hosting of business associates locally or while travelling, and costs associated with meetings, conferences, or seminars. Expenses may include the purchase of alcoholic beverages where the meeting, meal, or event is for a necessary Commission purpose.

2. Hosting Funds

2.1 Hosting funds is a broad term used to refer to budget funds available for providing hospitality to other agencies, employee and member recognition. The use of public funds by the EPC for these purposes must be able to withstand public scrutiny as well as any internal or external audit.

3. Business meetings:

3.1 Requests for reimbursement must document the nature of the meeting and the people being hosted

3.2 Membership and Employee Recognition

4 Hosting budgets may be used for official or semi-official functions, such as functions and presentations to a Commission member or staff member who is retiring.

4.1 The preferred method of payment is through the Commission's credit card.

5 Travel

5.1 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.

APPENDIX B

Reimbursements
of Approved
Expense Accounts

¹ Revised Policy Approved: December 21, 2005

² Revised Policy Effective: October 1, 2005

5.2 Receipts are required except for recorded mileage. Mileage is paid only to the driver of the car and not to passengers.

5.3 Mileage will not be paid for travel within the city.

5.4 The cost of taxi, bus, airport limousine and parking at airports will be covered on the basis of receipts.

6 Accommodation (receipts required)

6.1 Reimbursement will be on the basis of reasonable expenses for commercial accommodation.

6.2 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.

6.3 Many hotels offer a reduced rate for government employees and this rate should be requested when registering.

7 Parking

7.1 Commission members and staff members may be reimbursed for parking expenses while on Commission business.

8 Excluded Items

8.1 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.

**BUSINESS TRAVEL: CONFERENCES, MEETINGS, HOSTING ¹
BUDGET ALLOCATION PARAMETERS 2005**

1. Each Commissioner is allocated a maximum amount of \$3,200 each year to attend conferences, seminars, and workshops directly related to their responsibilities as Commissioners. The amount allocated is to cover costs of travel, registration, accommodations and food.

Maximum expenditure 8 x \$3,200 -

\$25,600

2. The Chair of the Commission is allocated a maximum amount of \$5,000 to attend conferences, seminars, and workshops directly related to his/her responsibilities as Chair of the Commission. The amount allocated is to cover costs of travel, registration, accommodations and food.

Maximum expenditure

\$5,000

3. Reimbursement for hosting and miscellaneous costs can be claimed on the following schedule:

(a)	Chair	\$1,000	\$1,000
(b)	Chairs of Standing Committees	\$ 500 [\$500 x 2]	\$1,000
(c)	Vice-Chair	\$ 500	\$ 500
(d)	Commissioners	\$ 200 [\$200 x 5]	\$1000

Maximum expenditure

\$3,500

4. The Executive Director is allocated \$3,000 each year to attend conferences, seminars, and workshops directly related to his/her responsibilities as Executive Director.

Maximum expenditure 3,000

¹ Approved: September 14, 2004

Reimbursements
of Approved
Expense Accounts

5. The Executive Director is allocated \$3,000 each year for travel expenses and training of Commission staff.

Maximum expenditure

\$3,000

6. The Chair of the Commission has at his/her disposal \$2,900 to cover the costs of Commissioners who are "required" to attend meetings of affiliated associations.

Maximum expenditure

\$2,900

TOTAL

\$43,000

NOTE: All claims must be supported by receipts.

Working Relationship Agreement The Edmonton Police Service

On January 26 and 27, 2001, the Edmonton Police Commission and the Chief's Committee of Edmonton Police Service met to address and resolve a number of issues, specifically relating to their roles, relationships, and responsibilities.

As a result of these meetings, both parties agree to the following general statements to guide their future relationships:

The following Guiding Principles were agreed to:

- We acknowledge the importance of goodwill among us.
- We respect each other's roles, interests and accountabilities.
- We will give each other the benefit of the doubt, accept honest mistakes and seek explanations before reacting.
- We recognize and respect each other's decision-making processes and lines of authority.
- We acknowledge that there may be times when we can only "agree to disagree".
- We recognize that the Commission's mandate is summarized as general oversight and setting of policing policy.
- We acknowledge the Chief of Police is responsible for daily policing and all operational matters.
- We acknowledge the need to review this agreement periodically and at a minimum when new members are appointed to the Commission and/or Chief's Committee.

The following points summarize their discussions and are meant to facilitate ongoing dialogue and constructive framework for how both parties will govern themselves in the future. It is recognized that this agreement has no legal standing, but rather documents the agreements in principle that were reached during the sessions.

APPENDIX C

Working
Relationship
Agreement

COMMUNICATION

Guiding Principles:

- Communication between both parties will:
 - Focus on issues and not on personalities.
 - Be in ways that promote common understanding, quick and effective resolution of issues, prevention of disputes and stronger relationships.
 - Share information to the fullest extent where possible and use it to promote mutual gain.
 - Be undertaken in an atmosphere that promotes clarity, transparency, openness and trust.

Commission:

- The Commission may ask any question of the Service, so long as it does not direct the Chief of Police to take any action on issues outside their scope of authority.
- Individual Commission members agree not to independently investigate the internal workings of the EPS in order to not undermine the authority of the Chief of Police.
- The Commission will develop a process to “debrief” meetings with the Chief of Police in an effort to constantly improve communication between the two parties.
- The Chair of the Commission agrees to be ultimately responsible for determining the type of response required (verbal, informal or written) to Commission inquiries.
- Will focus on the “what” of governance; as opposed to the “how” policing in Edmonton is conducted.

Edmonton Police Service:

- The Chief of Police agrees to consider all questions and suggestions from the Commission relative to operational issues notwithstanding his authority in these matters.
- The Edmonton Police Service agrees to be proactive in presenting emerging issues (policing and community) to the Commission, either through formal presentations or more informal channels (such as the Brown Bag lunch series).

BUDGET

Guiding Principle:

- Budget discussions will be characterized by openness and transparency.

Commission:

- The Commission will be involved in the ongoing planning, developing, and communication of the budget to City Council and the community.
- The Chair, with the support of the Chief of Police, will present the budget proposals to City Council.

Edmonton Police Service:

- The Chief of Police agrees to the Commission's involvement in the ongoing planning, developing, and communication of the budget to City Council and the community.
- The Chief of Police agrees to continue to advise the Commission of *significant* changes to the EPS budget (changes that may require information being presented to City Council).

EDMONTON POLICE SERVICE CONDUCT

Guiding Principles:

- The Commission expects the Chief of Police to ensure that the Police Service pursues the highest standards of ethics and behaviour for its members.

Commission:

- The Commission expects the Chief of Police to ensure the development of a policy concerning the conduct of Edmonton Police Service members.

A P P E N D I X C

Working
Relationship
Agreement

Edmonton Police Service:

The Chief of Police will create a model policy that involves a steering committee and a working committee.

The Chief of Police will ensure that the Commission is represented on the steering committee.

INTERPRETATIONS

For the purposes of this agreement, the Commission's main area of policy development and/or approval relate to:

1. Specifying by principle what the Service is expected to adopt (the "what", as opposed to the "how") to provide an effective and efficient police service;
2. Ensuring that the finances and operations of the police service are linked to the budget process, strategic and business plans;
3. Prescribing how the Commission itself will operate; and
4. Describing the relationship between the Commission and the Chief of Police of the Edmonton Police Service.

Service:

1. The Service has responsibility for all procedures not specifically addressed in the Commission's area of responsibility, characterized by the "day to day" operation of the organization and procedural initiatives.

Policy consists of:

- ◆ Principle – (primary responsibility EPC)
- ◆ Rationale – (shared responsibility between the EPC and the EPS)
- ◆ Strategy – (primary responsibility the EPS)

For the purpose of this agreement, *Intelligence* is defined as:

Protected information that may reveal the existence of organized crime or other criminal acts; identify the members of those groups; and establish their criminal activities, movements, sources of income and vulnerabilities, and the tactics, strategies, methods and resources used to deal with this information.

Ratified by: EPC and Chief's Committee
January 27, 2001
January 16, 2002