

## 5.4 COMMUNICATION AND REPORTING

<b>Effective:</b> November 30 <sup>th</sup> , 2007	<b>Revised:</b> October 22, 2009
<b>Repealed:</b>	April 22, 2010
	April 19, 2012

### 5.4.1 COMMUNICATION

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

Procedures:

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

11. When issues of public interest emerge, a communications plan will be developed to assist the Commission in communicating appropriate information to stakeholders, the public and media.
12. The Chair or his/her designate is the official spokesperson for the Edmonton Police Service annual budget.

References:

1. Appendix D – *Code of Conduct (Section 5)*.

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

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## EDMONTON POLICE COMMISSION CODE OF CONDUCT

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

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

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

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

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

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