



**REPORT TO THE EDMONTON POLICE COMMISSION**

**DATE:** February 20, 2020

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**SUBJECT:** Policy Revisions

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**RECOMMENDATION(S):**

That the Commission approve revisions to the following EPC policies:

- 1) 2.3.5 Reports To City Council
- 2) 5.3.3 Communications & Media Relations

That the Commission rescind the following EPC policy:

- 1) 5.3.4 Activity Reports

**BACKGROUND:**

Note that the guidelines in policy 5.3.4 (Activity Reports) have been captured in the revisions to policy 2.3.5 (Reports To City Council).

Policy 5.3.3 (Communications & Media Relations) title has been revised from current policy to reflect the inclusion of media relations guidelines and procedures.

(Attach)

(Current)

<b>Effective:</b> Nov. 30,2007 <b>Repealed:</b>	<b>Revised:</b> Sept. 17, 2015 November 22, 2018
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### **2.3.5 REPORTS TO CITY COUNCIL**

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The Edmonton Police Commission (the “Commission”) is committed to upholding the working relationship between the City of Edmonton Council (“Council”) and the Commission. The Commission acknowledges that communication is an essential element in this working relationship.

#### **Guidelines:**

1. The Commission will provide information as required or requested by Council or as directed by the Commission for Council’s consideration.
2. The Commission shall approve any reports tabled with Council or any of its committees.
3. The Chief of Police will ensure that the Commission is aware of, and informed, about any Edmonton Police Service presentations to City Council or any of its committees.

#### **Procedures:**

1. The Chief shall notify the Commission as early as possible in advance of a sworn or non-sworn member of the Service appearing before Council or any of its committees.
2. The Chief will ensure that Commission representatives are briefed prior to attending duly scheduled Service presentations.

**Effective:** Nov. 30,2007

**Revised:** September 17, 2015  
November 22, 2018

**Repealed:**

**(REVISED)**

### **2.3.5 REPORTS TO CITY COUNCIL**

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#### **Guidelines:**

1. The Commission will provide information as required or requested by Council or as directed by the Commission for Council’s consideration.
2. The Commission shall approve any reports tabled with Council or any of its committees.
3. The Chief of Police (the “Chief”) will ensure that the Commission is aware of, and informed, about any Edmonton Police Service (the “Service) presentations to Council or any of its committees.
4. Draft copies of reports intended for submission to Council should be shared with City Administration, where appropriate, prior to being sent to the Commission for approval. The intent is to promote collaboration and ensure all perspectives are known and available for the Commission’s consideration prior to approving draft reports.

#### **Procedures:**

1. The Commission shall submit an annual activity report to Council by March 31 of the previous year ending December 31. As per section 5(b) of City policy Agencies, Boards, Committees and Commissions this annual reporting will include:
  - a) activities;
  - b) annual work plan;
  - c) budget information.

2. The Commission shall submit a yearly request for total budget for the Service in accordance with City budget procedures. As per section 13(2) of City of Edmonton Bylaw 14040 this report shall include, but is not limited to, strategic plans, capital plans, and variance reports.

**References:**

1. *City of Edmonton Bylaw 14040 – Edmonton Police Commission Bylaw*
2. *City of Edmonton Policy C575C – Agencies, Boards, Committees and Commissions*

(Current)

<b>Effective:</b> November 30 <sup>th</sup> , 2007 <b>Repealed:</b>	<b>Revised:</b> October 22, 2009 April 22, 2010 April 19, 2012 September 17, 2015
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### 5.3.3 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 designate is the official spokesperson of the Commission and are the only people authorized to speak with media on behalf of the Commission.
2. All media inquiries are to be referred to the Executive Director and/or Communications Director for their consideration and guidance.
3. The Chair or designated spokesperson will be responsible for responding to media inquiries in a timely and appropriate manner.
4. The Chair or designated spokesperson will consult with the Executive Director and/or Communications Director in developing the Commission's position and message.
5. Where practicable, in instances of a planned news release or news conference, the Chair or designated spokesperson will share the Commission's position with Commissioners prior to public release.
6. On occasion Commissioners may be asked to informally comment on matters related to their role on the Commission. Members are expected to speak with one voice by reflecting the Commission's position and provide thoughtful commentary within the parameters of the confidentiality policy.
7. If a member disagrees with a decision of the Commission, members will not publicly impugn the Commission's decision making ability, motives or their fellow commissioners.
8. Where Commission members could be perceived to be in a conflict of interest with an advocacy group, interest group or another board, they must act in accordance with their primary responsibility to the Commission.
9. Commissioners are accountable for exercising their duties with honesty and providing truthful information, within the parameters of the Commission's confidentiality and communications policy.

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

**(REVISED)**

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> October 22, 2009
<b>Repealed:</b>	April 22, 2010
	April 19, 2012
	September 17, 2015

### **5.3.3 COMMUNICATIONS AND MEDIA RELATIONS**

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The Edmonton Police Commission (the “Commission”) is committed to the fundamental principles of accountability and transparency. These principles are essential to ensuring effective governance and building public trust. To that end, and where appropriate, necessary, and advisable, the Commission will provide accurate, credible and timely information to the media and other stakeholders.

#### **Guidelines:**

1. Commissioners will fully uphold the Code of Conduct for members, specifically the sections that pertain to communications and media relations:
  - a) *Section 2: At all times conduct themselves in a manner that is respectful and courteous of other Commissioners, Commission staff, members of the Edmonton Police Service, and the public.*
  - b) *Section 9: Not speak to the media on behalf of the Commission unless delegated to do so by the Commission Chairperson. The Chair will be the spokesperson for the Commission. Delegation of this authority may be made from time to time to designated members of the Commission.*
    - i. *If speaking to the media in their individual capacity, individual Commissioners must notify the media that they are not speaking as a spokesperson for the Commission.*
    - ii. *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.*
  - c) *Section 10: Keep confidential any information discussed at an in-camera or closed meeting.*
  - d) *Section 15: Avoid real or perceived conflicts of interest.*

2. The release of information by the Commission will comply with the *Freedom of Information and Protection of Privacy Act* and associated regulations.
3. The Chair of the Commission shall be considered the Commission's spokesperson for all media inquiries. When the Chair is unavailable, the Vice Chair will be considered the spokesperson.
4. In special circumstances, the Commission may designate another Commission member to act as spokesperson for the Commission.
5. When a media inquiry is made with respect to factual information on decisions made by the Commission, the Executive Director may provide this information to the member of the media.
6. The Executive Director will serve as liaison between members of the media and the Commission when requests are received for interviews or comments.
7. The Executive Director will provide the Commission assistance and advice in areas related to communication planning, stakeholder relations, issues management, public engagement and digital media (website and social media).
8. The Executive Director will manage the effective and appropriate use of the Commission's brand and visual identity.
9. The Commission will establish a yearly communication plan for furthering stakeholder and public relations.
10. All inquiries regarding the activities of the Edmonton Police Service, particularly those of a sensitive nature, will be handled by the Service as per EPS policy – *Media and Police Relations IS7PO*.

**Procedures:**

1. Administration will send all media releases to the Chair in advance of their release.
2. Administration will distribute Commission position statements and key messages developed for specific topics and issues to all Commission members.



**References:**

1. *Appendix C – Edmonton Police Commission Code of Conduct*
2. *EPC Policy 4.1.2 – Roles and Duties of the Chair of the Commission*
3. *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*
4. *EPS Policy IS7PO – Media and Police Relations Policy*

(Current)

<b>Effective:</b> November 30 <sup>th</sup> , 2007	<b>Revised:</b> October 21, 2010
<b>Repealed:</b>	September 17,

### **5.3.4 ACTIVITY REPORTS**

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The Commission will submit an annual activity report to Council by March 31 of each year for the previous year ending December 31.

Definition - Activity report, as used in this policy, is a report on the activities of a board that meets the requirements outlined in City Policy C575.

Reference:

1. City of Edmonton *Policy C575*.