



## **REPORT TO THE EPC EDMONTON POLICE COMMISSION**

**DATE:** Sept. 9, 2020

**AUTHOR:** Bonnie Riddell, Policy & Research Analyst

**SUBJECT:** EPC Policy Approval

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### **RECOMMENDATION(S):**

That the Edmonton Police Commission approve the following new policies:

1. 1.1 Intent of Policy manual
2. 5.3.4 Member Contact Information

That the Commission approve revisions to the following policies:

1. 2.4.1 Awards
2. 3.1.1 Commission Staff
3. 5.2.1 Committees of the Commission
4. 5.2.5 Human Resources Committee Terms of Reference
5. Appendix B – Meeting Procedures (Input From The Public Section)

### **BACKGROUND:**

The two new policies were developed to ensure alignment with the Solicitor General's Oversight Standards for Municipal Police Commissions and their minimum standards listing of required policies.

The Awards policy was revised to add a section on individual commendations from Commissioners to Service members and the policy name was also revised to reflect this change.

The Commission Staff policy was further revised after feedback received from the Governance Committee on Sept. 3, 2020. Further detailed revisions on the PCD and legal council appointments and reporting structure were added for clarity to both this policy and the HR Terms of Reference.

The Human Resources Committee Terms of Reference and the Committees of the Commission policy were reviewed and revised as per the regular policy review schedule. They have also been reformatted to align with changes in the new policy manual.

The Input From the Public section of the Meeting Procedures policy was revised to address the level of detail and information captured as part of the official record (minutes). The rational is provided in the separate Briefing Note attached.

Attachments

**(NEW)**

<b>Effective:</b>	<b>Revised:</b>
<b>Repealed:</b>	

## **1.1 INTENT OF POLICY MANUAL**

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The policy manual of the Edmonton Police Commission (“Commission”) outlines the authority in carrying out their duties in accordance with legislation, regulations, written policy, and procedures.

### **Guidelines:**

1. The Commission’s policy manual compiles all policies, procedures, and guidelines into one document.
2. Notice of amendments to any portion of the document are provided as they occur.
3. Enquiries concerning the contents of the manual or its use and/or interpretation may be referred to the Executive Director.

<b>Effective:</b> Nov. 30, 2007 <b>Repealed:</b>	<b>Revised:</b> April 19, 2012 September 17, 2015 January 17, 2019
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**(CURRENT)**

## 2.4 AWARDS

### 2.4.1 AWARDS

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The Edmonton Police Commission (the “Commission”) endorses and supports the recognition of citizens, sworn and non-sworn members of the Edmonton Police Service (the “Service”) and volunteers who have made a significant contribution to the work of the Edmonton Police Service.

Formal recognition of deserving individuals and groups is extended through the following awards:

1. Edmonton Police Commission Citizen Awards
2. Problem Solving Award
3. Edmonton Police Service Awards

#### **Guidelines:**

1. The Commission endorses the Service’s awards and recognition programs.
2. A civilian may be presented a Citizen Award in recognition of an act of:
  - a) Conspicuous courage and/or,
  - b) Meritorious action and/or,
  - c) Outstanding concern and compassion to an individual or their community in situations which the police become involved.
3. A civilian can be nominated by either a Service member or a member of the Commission.
4. A Problem Solving Award is given to the Recruit with the highest score obtained in this section of each Recruit Training Program.

#### **Procedures:**

1. The Commission will appoint one or more delegates to the Edmonton Police Service Awards Board.

**Effective:** Nov. 30, 2007

**Revised:** April 19, 2012  
September 17, 2015  
January 17, 2019

**Repealed:**

**(REVISED)**

## **2.4 AWARDS**

### **2.4.1 AWARDS AND COMMENDATIONS**

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The Edmonton Police Commission (the “Commission”) endorses and supports the recognition of citizens, sworn and non-sworn members of the Edmonton Police Service (the “Service”) and volunteers who have made a significant contribution to the work of the Edmonton Police Service.

#### **Guidelines:**

1. The Commission endorses the Service’s awards and recognition programs.
2. Formal recognition of deserving individuals and groups is extended through the following awards:
  - Edmonton Police Commission Citizen Awards
  - Problem Solving Award
  - Edmonton Police Service Awards
3. A civilian may be presented a Citizen Award in recognition of an act of:
  - a) Conspicuous courage and/or,
  - b) Meritorious action and/or,
  - c) Outstanding concern and compassion to an individual or their community in situations which the police become involved.
4. A civilian can be nominated by either a Service member or a member of the Commission.
5. A Problem-Solving Award is given to the Recruit with the highest score obtained in this section of each Recruit Training Program.
6. Individual Commission members, at their discretion, may also provide an official commendation to a Service member for exceptional performance, outstanding work in the community, outstanding contribution to police work and/or innovation and problem-solving.

**Procedures:**

1. The Commission will appoint one or more delegates to the Edmonton Police Service Awards Board.
2. For commendations, individual Commissioners will provide the Chief of Police with a letter outlining the nature of the commendation to be placed on that Service member's personnel file.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012 October 27, 2016
<b>Repealed:</b>	

### 3.1 HUMAN RESOURCES

#### 3.1.1 COMMISSION STAFF

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Pursuant to its responsibilities under the *Police Act*, the Edmonton Police Commission (the “Commission”) will employ an Executive Director. The duty of the Executive Director will be to ensure that the Commission is able to fulfill its obligations under the *Police Act*.

The purpose of this policy is to provide a broad description of the roles and responsibilities of the Commission’s Executive Director and staff reporting structure.

##### Guidelines:

1. The Commission appoints an Executive Director, who reports directly to the Chair and members of the Commission.
2. The Executive Director is responsible to:
  - a) Provide administrative support and advice on matters of governance, policy and procedures to the Commission;
  - b) Develop administrative procedures to fulfill Commission obligations created by Federal and Provincial legislation;
  - c) Manage and organize the flow of information and documentation;
  - d) Ensure the preparation and circulation of meeting agendas and materials;
  - e) Ensure that an accurate record is kept of all Commission proceedings, correspondence and records;
  - f) Act as the Commission’s Coordinator for the purposes of the *Alberta Freedom and Protection of Privacy Act*;
  - g) Conduct research, analysis and writes reports for, and on behalf of, the Commission
  - h) Prepare and monitor the Commission’s budget;
  - i) **Hires the staff necessary to run the operations of the Commission office; and,**
  - j) **Oversee the management of the Commission office and staff.**
- ~~3. The following positions also report directly to the Commission: Chief of Police, Chief Internal Auditor, and Public Complaint Director/Legal Counsel when providing advice to the Commission.~~
- 4. The Commission appoints a Public Complaint Director and legal counsel who reports to the Executive Director on day-to-day matters.**

5. The Public Complaint Director and legal counsel reports directly to the Commission on public complaint and legal matters.
6. The role of the Public Complaint Director is as set out in the *Police Act*, and as described in EPC policy number *1.2.1 – Public Complaint Director*.
7. The Commission may issue instruction to the Public Complaint Director and legal counsel that is consistent with their duties.

**References:**

1. *Alberta Freedom and Protection of Privacy Act*.
2. *Police Act, RSA 2000, c P-17*
3. *EPC Policy 1.2.1 – Public Complaint Director*



## 5.2 COMMITTEES

(CURRENT)

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

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

1. Governance Committee.
2. Finance & Audit Committee.
3. Professional Standards Committee.
4. Human Resources Committee.

The Commission may form ad hoc committees as required.

#### Procedures:

1. Membership
  - a. Membership and terms of reference of all committees of the Commission shall be determined by resolution of the Commission.
  - b. At the first meeting of the year the Commission will appoint members to Standing Committees. Membership will remain in effect until appointments are approved in the New Year.
  - c. Standing Committees shall have a minimum of three members.
  - d. The Chair of the Commission is an ex-officio member of each committee.
2. Organization
  - a. No committee is empowered to bind or represent the Commission.
  - b. Quorum

- i. The quorum for all meetings of committees shall be a majority of the total membership of the Committee. No business shall be transacted without a quorum.
    - ii. If quorum is not possible because of the absence of one or more members of a Committee, any Commissioner present at the Committee meeting will become an alternative member of the Committee and will be counted to determine quorum.
    - iii. If more than one Commissioner is present, priority for selection as an alternative member will be determined by time of arrival at the meeting.
    - iv. Alternative membership will cease when a quorum of members is reestablished through the arrival of one or more regularly appointed committee members.
    - v. Any Commissioner who becomes an alternate or is invited by the Chair of the committee to attend the meeting for a specific purpose under subsection (ii) or (iii) above will be entitled to an honorarium.
  - c. An absolute majority of the members of a committee present and voting is required to pass a resolution.
  - d. A committee may suspend the rules by a two-thirds vote to permit a non-member to debate a pending question. The rules may not be suspended to extend to a non-member a privilege to vote unless he/she is in attendance at the meeting to make quorum.
  - e. All committees report to the Commission.
  - f. The Chair of each committee will be elected at the first meeting of the Standing Committees.
  - g. The Commission will set the meeting schedule for Standing Committees. Changes to the schedule of meeting dates may be made in consultation with the Chair of the committee and Executive Director together.
  - h. Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of members of the committee.
3. Duties of the Committee Chair
  - a. Presides at all meetings.
  - b. Identifies issues to be brought to the meeting, in consultation with the Executive Director.

- c. Approves the minutes prior to distribution.
  - d. Presents recommendations of the committee to the Commission.
  - e. Calls or cancels meetings as required.
4. Reporting to the Commission
- a. Chairs of committees will regularly report to the Commission.
  - b. Committees will make recommendations to the Commission for review and decisions.

**(REVISED)**

<b>Effective:</b> November 30/07	<b>Revised:</b> October 16, 2008
<b>Repealed:</b>	April 16, 2009
	May 20, 2010
	October 21, 2010
	April 19, 2012
	May 16, 2013
	September 17, 2015
	November 17, 2016

### **5.2.1 COMMITTEES OF THE COMMISSION**

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The Edmonton Police Commission (“Commission”) may form either standing or ad hoc committees to examine and report on issues that fall under their authority and responsibility and to assist the Commission in completing its responsibilities.

#### **Guidelines:**

1. In order for the Commission to carry out its mandate as outlined in the *Police Act*, the Commission will establish the following Standing Committees:
  - Governance Committee
  - Finance and Audit Committee
  - Professional Standards Committee
  - Human Resources Committee
2. All Standing Committees shall have a minimum of three members appointed.
3. Membership and terms of reference for all committees of the Commission shall be determined by formal resolution of the Commission.
4. At the first meeting of the year the Commission will appoint members to all Standing Committees.
5. The Commission will set the meeting schedule for each Standing Committee.
6. Each committee will elect a Chair at their first meeting of the year.
7. The Chair of each committee is responsible for establishing a formal agenda for each meeting.

8. All committees will follow the rules outlined in *Appendix B – Meeting Procedures* for the business portion of their meetings.
9. No committee is empowered to bind or represent the Commission.
10. All committees report directly to the Commission and will make recommendations for review and decision(s).

**References:**

1. *Police Act, RSA 2000, cP-17*
2. *Appendix B – EPC Meeting Procedures*

<b>Effective:</b> April 16, 2009	<b>Revised:</b> October 22, 2009 April 19, 2012 May 16, 2013 September 15, 2015
<b>Repealed:</b>	

## **5.2.5 HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE**

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### **Mandate:**

The purpose of the Edmonton Police Commission’s (“Commission”) Human Resources Committee is to provide a focus on areas of human resources that will enhance performance for both the Commission and Edmonton Police Service (“Service”).

The primary purpose of the Human Resources Committee (“Committee”) is to consider and recommend actions and propose policies that are in alignment with recruitment and retention, succession planning, performance planning, and review.

The Human Resources Committee is also responsible for the ongoing review of current human resources policies and recommends any necessary changes and amendments.

The Committee will recommend contracts of employment for the position of Executive Director to the Commission and Chief of Police for the Service, including compensation and benefits.

### **Composition and Operations:**

1. The Human Resources Committee shall have a minimum of three members appointed by the Commission, with one member designated as Chair.
2. The Human Resources Committee shall meet on a monthly basis unless there is agreement by the committee members that a meeting is not required.
3. The Human Resources Committee can consider scheduling additional meetings to fulfill their mandate and to be able to make recommendations to the Commission in a timely manner.
4. The Executive Director shall attend meetings as required to act as administrative support to the committee and is not a voting member.

### **Duties and Responsibilities:**

1. The Committee will review and recommend to the Commission for approval, contracts with respect to the employment of the Executive Director of the Commission and the Chief of Police for the Service.
2. The Committee will review and determine on a yearly basis the compensation and benefits provided to both the Executive Director and Chief of Police following an appropriate performance evaluation process.
3. The Committee will make recommendations to the Commission and ensure that performance and training plans are in place for both the Executive Director and Chief of Police on an annual basis.
4. The Human Resources Committee will participate with the Executive Director in the hiring process of both the Public Complaint Director and legal counsel and make recommendations to the Commission for approval and appointment. The reporting structure for the Public Complaint Director and legal counsel is described in *EPC Policy 3.1.1 – Commission Staff*.
5. Review all Commission policies related to Human Resources according to guidelines in policy *1.1.7 Policy Development*.

### **Accountability:**

1. The Human Resources Committee shall review the terms of reference for this committee at a minimum once every three years and make recommendations for changes to the Commission if required.
2. The Governance Committee shall keep records of its meetings and the Chair of the committee shall provide reports to the Commission on the matters discussed and any recommendations for decision.

### **References:**

1. *1.1.7 Policy Development*
2. *5.2.1 Committees of the Commission*
3. *3.1.1 Commission Staff*

**(NEW)**

<b>Effective:</b>	<b>Revised:</b>
<b>Repealed:</b>	

### **5.3.4 MEMBER CONTACT INFORMATION**

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To ensure business continuity and to align with Alberta Justice and Solicitor General's *Policing Standards for Municipal Police Commissions*, the personal contact information of all current Commissioners shall be collected.

#### **Guidelines:**

1. The Commission will maintain current commissioner contact information including: home address, phone number, email address, term commencement and expiry.
2. This information can be shared with Commission staff and used for official business purposes only.
3. All Commissioner information and records will be maintained in compliance with FOIP requirements and the Commission's policies on record management.
4. Sharing of this information is strictly prohibited without the expressed consent of the individual.

#### **References:**

1. *Freedom of Information and Protection of Privacy Act*
2. *Alberta Policing Oversight Standards for Municipal Police Commissions, Dec. 16, 2014*
3. *EPC policy # 3.2.1 – Records Management*





Guardian of Public Trust

July 23/20

**BRIEFING NOTE:**

Purpose: Action  Information

TO: Chair and Members of Governance Committee

FROM: Bonnie Riddell, Policy & Research Analyst

**SUBJECT:** Input From The Public

**BRIEFING INTENT:**

- Determine the level of detail and information captured as part of the official record (minutes) for the Input From The Public portion of the agenda
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**BACKGROUND:**

- Current practise, as per policy Appendix B – EPC Meeting Procedures, is as follows:

*Personal information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and the name of the presenters will be reflected in the minutes; however the speaker comments will not be recorded.*

**Preliminary Analysis:**

Overview:

- Currently our policy does not address what happens with any materials (power point, written speech, research, etc.) are submitted along with a presenter's verbal presentation.

- We currently only capture the speakers name and not the subject matter or issue they spoke to. An example of how this is reflected in the minutes is as per the following example from the EPC meeting held in June 2019:

<b>7.</b>	<p><b><u>INPUT FROM THE PUBLIC</u></b></p> <p>The following members of the public addressed the Commission:</p> <ul style="list-style-type: none"> <li>• Rob Wells</li> <li>• Robert Kreft</li> </ul>
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- Robert's Rules of Order suggests the following in regards to minute taking:
  - 1) The record of the proceedings of a deliberative assembly is usually called the *minutes*, or sometimes – particularly in legislative bodies – the *journal*. In an ordinary society, unless the minutes are to be published, they should contain mainly a record of what was *done* at the meeting, not what was *said* by members.
  - 2) The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks.
- The City of Edmonton minutes reflect names of individuals speaking for or against a particular bylaw during a public hearing, but no detail as to their comments are captured.

### **Recommendations:**

- 1) Record the names of public speakers along with a brief title or description of the subject matter they discussed.
- 2) Retain all materials submitted and make part of the public record.
- 3) Adjust the policy accordingly including the Guideline for Guests form to reflect these changes.