



Guardian of Public Trust

August 24, 2022

BRIEFING NOTE:

Purpose: Decision

TO: Chair and Members of Governance Committee

FROM: Bonnie Riddell, Policy & Research Analyst

SUBJECT: Policy Review Project

BRIEFING INTENT:

- To bring the first batch of EPC policies reviewed under the Commission's Policy Development guideline which states all existing policies will be reviewed at a minimum once every 3 years for approval.
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BACKGROUND:

- EPC's policy # 1.1.7 (Policy Development) has the following guideline:
 - *Existing policies will be reviewed regularly, every three years as a minimum, to ensure alignment with the Commission's Strategic Plan and any changes to applicable legislation or regulation.*
- Administration has taken on the task of identifying & reviewing all policies that fall under this guideline and are due for review.
- Several policies will be brought to the Commission over the next few months that have been reviewed and will identify where revisions have been made.
- The attached policies for approval have been classified into 3 categories:
 - Policies that have been reviewed but no changes are being recommended at this time (*LIST A*)
 - Policies that have been reviewed and only minor changes have been made that do not change the intent of the policy (*LIST B*)
 - Policies that have been reviewed and major revisions have been made that either change the intent of the policy or add to it (*LIST C*)

LIST A – No Changes Required:

- 1.1.1 Vision & Mission
- 1.1.3 Discrimination & Harassment
- 1.1.6 Financial Stewardship
- 1.1.7 Policy Development
- 2.2.3 Major Events Policing

LIST B – Minor Revision(s):

- 1.1.2 Authority & Accountability (definitions added)
- 1.1.4 Police Commission & Police Service Planning (reference to “APP” changed to “Business Plan”)
- 2.1.4 Succession Planning (“senior officers” removed from guideline #3)
- 2.2.1 Symbolic Instruments (slight wording change)
- 2.3.1 Information Requests (definition added)
- 2.3.2 Edmonton Police Service Policies (part of policy statement made into a guideline instead)

LIST C – Major revision(s):

- 2.1.1. Appointment of the Chief of Police (added guideline to make Chief’s contract public)
- 2.2.2 Request for Policing Assistance Outside Municipal Boundaries (added a definition to clarify intent of policy and when Commission approval is required)
- 3.1.1 Commission Staff (guideline added to give ED additional authority)

Recommendation:

- 1) That the Governance Committee recommend that the Commission approves the review and any revisions proposed by administration on all policies listed in this briefing note and that are attached.

Effective: Nov. 30, 2007	Revised: Nov. 22, 2013 Sept. 17, 2015 January 17, 2019
Repealed:	

1.1.1 VISION AND MISSION

The Edmonton Police Commission sets a strong foundation of consensus for the organization through its vision and mission statements. Both of these statements guide the development of the strategic plan, goals and objectives, and set a clear direction for the organization.

Definitions:

VISION STATEMENT: is a vivid idealized description of a desired outcome that inspires, energizes and helps create a mental picture of your target. The vision statement communicates both the purpose and values of the organization.

MISSION STATEMENT: defines the organization's purpose and primary objectives. Its prime function is internal communication of the organization's measures of success and its prime audience is the leadership team and stakeholders.

Guidelines:

1. The Edmonton Police Commission shall have vision and mission statements that describe the desired outcomes and objectives of the Commission.
2. Both the vision and mission statements shall be reviewed at least every second year.

Effective: Nov. 30,2007	Revised: April 19, 2012 Sept. 17, 2015 January 17, 2019
Repealed:	

1.1.2 AUTHORITY AND ACCOUNTABILITY

Definitions:

Adequate, efficient and effective policing: are defined in the Government of Alberta’s *Policing Oversight Standards for Municipal Police Commissions* as follows:

- **Adequate** policing is equitable and efficient:
 - Equitable: Provides the community specified needed and desired level and standard of service.
 - Efficient: Balance community specified needed and desired level and standard of service against the cost.
- **Effective** policing meets specified goals developed by community and police:
 - Community specified level and standard of service
- **Level of service** - resources available to police:
 - Number of members (including civilian specialists) of an agency;
 - Availability of members to do work; and
 - Facilities and equipment
- **Standard of service** - nature and quality of work provided:
 - Staff knowledge, skills and abilities;
 - Equipment and specialized resources; and
 - Organization oversight (internal): quality of supervision and management; policies/procedures; planning/reporting.

The legislative intent behind the creation of the Edmonton Police Commission (the “Commission”) is to ensure that the Edmonton Police Service (the “Service”) remains a separate and independent body from the municipality. The Police Commission has a unique relationship with Edmonton City Council (**Council**) and it exists, in part, to ensure an arm length relationship exists between the Service and the political decision making process. The Commission is responsible for ensuring that the police provide **adequate**, effective, and efficient services.

The Commission is responsible to both the City of Edmonton and the Province of Alberta for exercising good governance in their oversight role of the Service on behalf of the general public, staff, volunteers and other stakeholders.

Through the *Police Act* the Government of Alberta requires that the City of Edmonton establish a police commission through bylaw and to prescribe the rules governing its operations and appoint its members. The Act requires that the Commission oversee the Service and to that end, it is expected to:

1. Allocate the funds provided by Council;
2. Establish policies providing for efficient and effective policing;
3. Issue instructions, as necessary, to the Chief of Police in respect of the policies referred to in 2;
4. Ensure that the Service employs sufficient persons for the purposes of carrying out the functions of the Police Service;
5. In consultation with Service management, establish policing priorities and participate in strategic planning for the Service in Edmonton;
6. In consultation with the Chief of Police, prepare estimates of all money required for each fiscal year and a yearly plan specifying the level of police service and programs to be provided in respect of the municipality.
7. Appoint the Chief of Police, subject to ratification by City Council;
8. Appoint a public complaint director;
9. Receive public complaints;
10. Monitor the public complaint process;
11. Carry out independent reviews of public complaints made as to the policies of or the services provided by the Service, or the actions of a police officer;
12. Consider appeals of the Chief of Police's decision in complaints as to the policies of or the services provided by the Service; and
13. Review complaints against the Chief of Police.

Guidelines:

1. Individual Commissioners are appointed by ~~Edmonton City~~ Council. As a Commission, they are responsible to Council as a corporate body within the parameters of the *Police Act*.
2. The Commission may make assignments to individual Commissioners, employee(s) or member(s) of a committee; however the Commission retains ultimate responsibility and accountability.
3. The Commission will account to Council and other key stakeholders through annual and periodic reports on the activities and finances of the Commission and of the Service.
4. The Commission will provide access to minutes of Board meetings, as per FOIP regulations.

5. The Commission will receive representations from the general public and will consult with key stakeholders.
6. The Commission will operate in an open and transparent manner.

References:

1. *Police Act, RSA 2000, cP-17*
2. *City of Edmonton Bylaw (No 14040), Edmonton Police Commission Bylaw, December 15, 2015*
3. *Freedom of Information and Protection of Privacy Act*
4. *Alberta Justice and Solicitor General December 16, 2014 - Alberta Policing Oversight Standards For Municipal Police Commissions*

Effective: Nov. 30, 2007	Revised: September 17, 2015 January 17, 2019
Repealed:	

1.1.3 DISCRIMINATION AND HARASSMENT

The Edmonton Police Commission (the “Commission”) affirms its commitment to the principal that all people have the right to live and work in an environment free of discrimination and harassment, and will use this as a guiding principle in dealing with all people.

The Commission promotes and expects respectful and responsible behaviour when interacting with each other, Commission staff, members of the Edmonton Police Service (the “Service”), and the public. The Commission will also promote a work environment that is free from discrimination and harassment.

Guidelines:

1. The Commission will implement policies that promote equality within the Edmonton Police Commission which ensure that all individuals are treated equally, with respect and dignity, and in a manner which is wholly consistent with the protection of the fundamental rights as provided by law to all persons regarding individual rights and employment opportunities.
2. The Commission will implement policies to ensure that the Commission’s work environment is free of discrimination and harassment, and ensure that Commissioners and Commission staff treat the public in the same manner.
3. All Commissioners and staff will be made aware of these policies on commencement of their duties.
4. The Commission will establish and maintain a complaint investigation procedure in which all harassment and discrimination complaints are handled seriously, expeditiously and appropriately.
5. The Commission expects that the Chief of Police will develop policy and procedures for the Service that address workplace discrimination and harassment ensuring that the principles outlined in this policy statement are reflected.

References:

1. *EPC Policy 3.1.6 – Respectful Workplace*
2. *EPC Policy 4.2.1 – Code of Conduct*
3. *EPC Policy 4.2.2 – Reporting A Breach Of The Oath Of Office and/or Code Of Conduct*
4. *Appendix C – Code Of Conduct*

Effective: Nov. 30, 2007	Revised: April 19, 2012 September 17, 2015 January 17, 2019
Repealed:	

1.1.4 POLICE COMMISSION AND POLICE SERVICE PLANNING

1.1.4.1 LONG-TERM PLANNING

Under the *Police Act*, the Edmonton Police Commission (~~the “Commission”~~) oversees the Edmonton Police Service (the “Service”) and has the responsibility of establishing policing priorities and participating in consultation with the ~~Police~~ Service in the development of a strategic plan.

Guidelines:

1. The strategic plan will be developed in consultation with the Service and will be brought forward to the Commission for approval.
2. The ~~strategic~~ plan will be reviewed and revised as required annually by the Commission.
3. The ~~strategic~~ plan will go through a comprehensive review and re-development at a minimum every three years.
4. The Commission, in partnership with the Service, will develop key performance indicators and measures that take the following objectives into consideration:
 - a. the Service’s existing and/or previous performance and/or estimated costs;
 - b. crime trend analysis, and other social, demographic and economic factors that may impact the community;
 - c. community expectations derived from a public consultation process.

References:

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

1.1.4.2 ANNUAL POLICING BUSINESS PLAN

Pursuant to the *Police Act* and consistent with the strategic plan prepared under policy 1.1.4.1, the Chief of Police will prepare an Annual Policing Business Plan (Plan) for review and approval by the Edmonton Police Commission that outlines the level of police service and programs to be provided to the City of Edmonton.

Guidelines:

1. The Annual Policing Plan will provide operational details in regards to the level of service provided.
2. The Plan will include implementation strategies and performance targets.
3. Results shall be reported semi-annually by the Service to the Commission.
4. The Commission must approve any material changes to the Annual Policing Plan.

1.1.4.3 ANNUAL AUDIT PLAN

As a statutory body, the Edmonton Police Commission must be publically accountable for the governance and oversight of the Police Service. With that responsibility in mind, the Chief of Police will provide the Commission with an Annual Audit Plan which outlines and addresses the risks affecting the organization. The risks identified in this audit plan will be those whose priority merits an audit review.

Guidelines:

1. The Commission will annually review the Service's risk profile and ensure mitigation strategies are in place.
2. The Service will provide the Commission regular performance reports of the identified risk mitigation strategies.

References:

1. *EPC Policy 1.1.5 – Risk Management & Audit*
2. *Appendix E – ~~Risk Management & Audit~~ EPC and EPS Internal Audit Charter*

1.1.4.4. ANNUAL OPERATIONAL PLANNING

The Edmonton Police Commission is responsible for fulfilling a number of governance and oversight functions as outlined in the *Police Act*. In addition to preparing a joint strategic plan, the Commission is committed to developing an operational plan (work plan) for the Commission that details specific activities and events to be undertaken to implement strategies.

Guidelines:

1. The Commission's Operational Plan will be developed annually and will align with the goals and objectives within the Strategic Plan.
2. The Operational Plan will include a statement of the Commission's priorities for the year, and strategies for engaging with the public and identifying and developing relationships with key stakeholders.
3. ~~The Commission's Annual Operating Plan will be shared with Edmonton City Council and the Chief of Police.~~
4. The Commission will revisit and revise the Operational Plan on an ongoing basis and will be responsive to emergent needs and/or changes in priorities.

Effective: Nov. 30, 2007	Revised: April 19, 2012 September 17, 2015 March 21, 2019
Repealed:	

1.1.6 FINANCIAL STEWARDSHIP

Under the Police Act, the Edmonton City Council (Council) is responsible for establishing the total budget for the purposes of policing, and the Edmonton Police Commission (Commission) is responsible for allocating the funds provided for under the budget.

Guidelines:

1. The Commission will ensure that Council has access to any information Council deems necessary to assess the efficiency and financial requirements of the Edmonton Police Service (Service).
2. The Commission, in consultation with the Chief, will develop the operating and capital budgets that will be presented to Council.
3. The Service will submit financial reports to the Commission which assist in fulfilling its financial oversight responsibilities.
4. The Commission shall establish a Finance and Audit Committee (Committee) which will assist the Commission in fulfilling its obligations and oversight responsibilities. The Committee will review financial reporting and policies, oversee the annual operating budget, and oversee the risk management and audit function for the Commission. The Committee will also review relevant legislative and regulatory changes affecting financial resources and any other significant issues which may impact Commission and Service budgets. The Committee will make recommendations to the Commission for approval when required.

References:

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 5.2.3 – Finance & Audit Committee Terms of Reference*

Effective: Nov. 30,2007	Revised: January 22, 2009 December 17, 2009 April 19, 2012 September 17, 2015 January 17, 2019
Repealed:	

1.1.7 POLICY DEVELOPMENT

Policies of the Edmonton Police Commission (Commission) are developed and maintained to ensure consistency for the organization and provides a framework for decision making.

The supporting legislation for policy development for the Edmonton Police Commission is the *Police Act* which gives the Commission the authority to establish policies providing for efficient and effective policing.

Guidelines:

1. All policies and policy revisions must be adopted by formal resolution of the Commission.
2. Existing policies will be reviewed regularly, every three years as a minimum, to ensure alignment with the Commission’s Strategic Plan and any changes to applicable legislation or regulation.
3. When appropriate, the Executive Director shall seek legal advice on the intent or wording of a policy.
4. The EPC Policy Manual will be maintained in an electronic format, available to all members of the public through the Commission’s website.
5. The Executive Director shall develop administrative procedures to carry out approved policy direction.

References:

1. *Police Act, RSA 2000, c P-17*
2. *EPC Authority and Accountability Policy 1.1.2.1*

Effective: Nov. 30, 2007 Repealed:	Revised: September 17, 2015 January 17, 2019
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2.1.1 APPOINTMENT OF THE CHIEF OF POLICE

Pursuant to the *Police Act* the Edmonton Police Commission (the “Commission”) is responsible for appointing a Chief of Police (the “Chief”) for the Edmonton Police Service (the “Service”).

Guidelines:

1. The Commission is responsible for hiring the Chief subject to ratification by City Council.
2. The Commission has the authority to determine the executive search process utilized to hire a Chief and to determine the remuneration.
3. The terms and conditions of the Chief’s employment shall be set out in a contract with the Commission. **Once the contract is ratified by City Council, the Commission will make this information public on an annual basis. The annual public disclosure will form an element of the terms and conditions of employment. The compensation information released will balance the need for transparency to the citizens of Edmonton while respecting the privacy of the employee.**
4. The Chief reports to, and takes direction from, the Commission in accordance with applicable legislation.
5. The Chief will assume the responsibility for providing overall leadership to the Service by communicating the Commission’s vision and participating in the development of the Commission’s strategic plan.
6. The Chief will be accountable to the Commission for the effective management of all human and financial resources of the Service.
7. The Commission will evaluate at a minimum the performance of the Chief on an annual basis.
8. The Commission has delegated the power to appoint all police officers and civilian employees for the Service to the Chief.

References:

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 1.1.4 – Police Commission And Police Service Planning*

Effective: Nov. 30, 2007

Revised: April 19, 2012
September 17, 2015

Repealed:

(REVISED)

2.1.4 SUCCESSION PLANNING

Pursuant to the *Police Act*, The Edmonton Police Commission (the “Commission”) is responsible for ensuring that sufficient persons are employed for the Edmonton Police Service (the “Service”) for the purpose of carrying out the functions of the police service.

Succession planning strategies need to be in place to ensure the availability of qualified replacements with the required skill sets and competencies to fill unexpected or upcoming vacancies within the Service.

Guidelines:

1. The Commission requires that the Chief of Police undertakes succession planning for the Service.
2. The succession planning strategy should include assessment systems that can measure the development of skills, competencies, and required knowledge. The strategy should also incorporate coaching, mentoring, training, and recruitment methods that match personnel requirements and future needs of the Service.
3. As part of the overall succession plan, the Chief of Police shall report annually to the Commission the succession plans for the position of Chief of Police and, Deputy Chiefs, ~~and senior officers.~~

References:

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

Effective: Nov. 30, 2007	Revised: February 18, 2010 April 19, 2012 September 17, 2015 October 18, 2018
Repealed:	

2.2 PLANNING

2.2.1 SYMBOLIC INSTRUMENTS

The Alberta Police Act states that a police service shall only wear the uniform and insignia that is approved by a commission.

Guidelines:

1. **Unless set out in Guideline #2 below**, the Edmonton Police Commission must approve any changes to the Edmonton Police Service symbolic instruments including:
 - a) badge or crest;
 - b) shoulder flash; and,
 - c) uniforms.
2. The Commission considers any special religious or cultural requests by officers that have been determined by the Chief to meet reasonable accommodation requirements, including Occupational Health and Safety guidelines and the professional standards of the Edmonton Police Service dress and deportment, **to be approved by the Commission for the purposes of this policy and pursuant to the Police Act.**
3. The Edmonton Police Commission has an expectation that the Chief of Police will develop procedures on the provision and use of standardized uniforms by the Edmonton Police Service's sworn officers and civilian members.

References:

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

Effective: Nov. 30, 2007	Revised: February 18, 2010 April 19, 2012 September 17, 2015 October 18, 2018
Repealed:	

2.2.2 REQUEST FOR POLICING ASSISTANCE OUTSIDE MUNICIPAL BOUNDARIES

The Edmonton Police Commission (~~the “Commission”~~) is legally responsible for the provision of adequate and effective police services within the City of Edmonton (**City**). When **neighbouring** jurisdictions request assistance and/or resources from the Edmonton Police Service (the “Service”) the request must be consistent with the provisions of the *Police Act* and can only be performed to the extent possible without significant impact on the provision of policing services to the City **of Edmonton**.

Definitions

Policing assistance: as referenced in this policy means a request to supply sworn officers from the Service to perform policing duties in another jurisdiction in response to an event or incident that exceeds 12 hours in length. This policy only applies to members authorized under section 38(2) of the *Police Act* to exercise authority as police officers throughout Alberta. The request can also include, but is not limited to, vehicles, radios, or other specialized police resources.

Guidelines:

1. The Chief of Police shall notify the Commission of any requests of the Service to provide policing assistance outside the municipal boundaries of the City **of Edmonton**.
2. Approval must be received from the Commission prior to any agreement to provide any such services are entered into.
3. Where there are exigent circumstances, the notification and approval process may be done verbally provided both are confirmed in writing as soon as reasonably practicable.
4. Verbal notification shall be made to the Chair of the Commission, or their designate, who shall have the authority to give their approval on behalf of the Commission if deemed appropriate.

References:

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

Effective: Sept. 17, 2015	Revised: October 18, 2018
Repealed:	

2.2.3 MAJOR EVENTS POLICING

The purpose of this policy is to ensure an open exchange of information between the Edmonton Police Commission (Commission) and the Edmonton Police Service (Service) when dealing with major policing events.

Definitions:

MAJOR POLICING EVENT: A planned or unplanned event that significantly taxes the Service's ability to provide basic policing services to the citizens of Edmonton. It requires a significant number of police members to assess and manage in excess of those ordinarily on duty but does not include a Level 2 incident as defined by the Service. It can also be a significant or notable organization or community event that has the potential of disrupting public peace, order or security in a significant way.

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

- a) civil disturbances;
- b) union conflicts and labour unrest;
- c) public demonstrations involving large or disorderly crowds;
- d) political meetings or protests in a public venue;
- e) event requiring the assistance of other police agencies;
- f) event involving emerging local, provincial or national issues;
- g) natural and human disasters; and,
- h) event that requires deployment of the Public Order Unit.

Guidelines:

1. The Service will provide the Commission with the information and details required to perform its statutory mandate. Specifically, the Service will provide information that ensures the Commission that the Service has the necessary policies in place to address the efficient and effective policing at a Major Policing Event. That the Service can properly fulfill its regular policing responsibilities and that they have the necessary resources to police the Major Event.
2. The Chief of Police will notify the Commission, as soon as practicable, when the potential of a Major Policing Event or issue is identified.

3. The Commission, in consultation with the Chief of Police, will establish reasonable ongoing reporting requirements pre- and post-event with respect to matters that may include:
 - a) The nature of the event, including, but limited to, date, timeline, location, attendance, agencies involved and manpower requirements;
 - b) The Service's proposed priorities and objectives;
 - c) Legislation, Provincial Policing Standards and risk management considerations;
 - d) Funding and resource requirements, including, but not limited to, budget, resourcing, Memorandums of Understanding (MOUs), Mutual Aid Agreements;
 - e) Command and control structure;
 - f) Significant special facility requirements, including, but not limited to, detainee management;
 - g) Whether the Service is taking planning or operational direction from another entity;
 - h) Contingency planning to ensure regular policing requirements are maintained in the City of Edmonton; and,
 - i) Policy and training issues, including, but not limited to, development, implementation and compliance.
4. Where exigent circumstances arise, in the planning of the event or as the event unfolds, the Chief of Police will notify the Commission Chair or, in their absence, their designate.
5. Throughout the consultation and review process, the Commission may provide recommendations to the Service, however, the Chief of Police is free to accept or reject any or all of these recommendations, at their own discretion. The Chief of Police maintains the autonomy to develop and execute the appropriate operational plan(s) for the Major Policing Event.
6. These guidelines also pertain to a response to a Major Policing Event where the Service is providing policing outside the boundaries of the City of Edmonton.

References:

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 2.2.2 – Request For Policing Assistance Outside Municipal Boundaries*

Effective: Nov. 30, 2007	Revised: November 22, 2018
Repealed:	

2.3 INFORMATION REQUESTS AND REPORTING REQUIREMENTS

2.3.1 INFORMATION REQUESTS

In order to meet legislative requirements and to enhance transparency, Edmonton Police Commission (Commission) members acting in their capacity as members of the Commission and in the performance of their official duties shall have timely access to information under the control of the Edmonton Police Service (Service).

DEFINITION(S):

Information Request(s): means an inquiry made by a Commissioner that does not have to be in writing and the information requested is relevant to the roles and/or responsibilities of the Commission.

Guidelines:

1. All requests for information and related advice shall be directed through the Office of the Chief of Police, or as otherwise determined in consultation with the Chief.
2. Formal information inquiries coming out of Commission meetings that require resource time and/or research to be undertaken by the Service be requested by formal motion by the Commission.
3. All Commission public and closed meeting agendas shall contain a standing item to facilitate Commissioners requests for information.
4. Informal inquiries that arise between Commission or Committee meetings must be brought to the attention of the Executive Director to determine, in consultation with the Service, the best format to provide the information.

Effective: Nov. 30, 2007	Revised: September 17, 2015 October 18, 2018
Repealed:	

2.3.2 EDMONTON POLICE SERVICE POLICIES

The Edmonton Police Commission (~~the “Commission”~~) is responsible for establishing policies providing for efficient and effective policing.

~~The Commission has an expectation that the Edmonton Police Service (the “Service”) will have a system of written policy and procedure that is informed by the Commission’s Policy and Procedure Manual and reflects the vision, mission and values outlined in the strategic plan. The Service’s Policy Framework will contribute to the organization’s operational and administrative efficiency, effectiveness, and transparency.~~

Guidelines:

1. ~~The Commission has an expectation that the Edmonton Police Service (Service) will have a system of written policy and procedure that is informed by the Commission’s Policy and Procedure Manual and reflects the vision, mission and values outlined in the strategic plan. The Service’s Policy Framework will contribute to the organization’s operational and administrative efficiency, effectiveness, and transparency.~~
2. The Chief of Police will provide reports to the Commission regarding plans for and changes to Service policies that directly align with approved Commission policies as outlined in the Commission’s Policy and Procedure Manual and/or **align with** the governance and oversight role of the Commission.
3. ~~The Chief of Police will additionally develop all policies required by the Province of Alberta under the Alberta Provincial Policing Standards, at a standard acceptable to the Province of Alberta.~~

References:

1. *EPC Policy 1.1.7 – Policy Development*

Effective: Nov. 30, 2007	Revised: April 19, 2012 October 27, 2016 September 20, 2020
Repealed:	

3.1 HUMAN RESOURCES

3.1.1 COMMISSION STAFF

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.
 - k) **The Executive Director will ensure that all HR processes as it relates to staff generally align with the City of Edmonton’s policies and procedures. Exceptions may be made which recognizes the unique nature of providing support to a volunteer governance board. To ensure the Commission is able to fulfill their legislated roles and responsibilities, the Executive Director has the flexibility to alter, but is not limited to, the following processes:**
 - o Hiring process

- Negotiating compensation and benefits packages for Commission staff
 - Banking of vacation days and or Earned Days Off (EDO's)
3. The Commission appoints a Public Complaint Director and legal counsel who reports to the Executive Director on day-to-day matters.
 4. The Public Complaint Director and legal counsel reports directly to the Commission on public complaint and legal matters.
 5. 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*.
 6. 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*