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4.1 ROLES AND RESPONSIBILITIES

4.1.1 ROLES AND DUTIES OF COMMISSION MEMBERS

Edmonton Police Commissioners (Commissioners) are expected to represent the public in carrying out their duties as prescribed in the Police Act, City of Edmonton Bylaw #14040 and this policy manual.

Guidelines:

1. Individual members of the Commission must exercise their official duties and functions and arrange their affairs in such a manner that public confidence and trust in the integrity, objectivity, and impartiality of the Commission are conserved and enhanced.
2. Commission member actions should be guided by the Commission's Vision and Mission.
3. Commission members should expect to spend a significant number of hours each month in performance of their duties as required.
4. All members will attend meetings prepared to discuss items on the agenda and will have read all reports and background materials provided.
5. Commission members will focus their efforts and discussions on issues related to strategy, policy, and governance oversight.
6. Individual Commissioners will be appointed to any number of standing committees and/or ad hoc committees. Individual commissioners can also be expected to be appointed to boards of applicable organizations, such as but not limited to, Alberta Association of Police Governance (AAPG) and Canadian Association of Police Governance (CAPG).
7. All Commission members are encouraged to attend functions throughout the community to maintain strong links with individuals and groups. Each member of the Commission will avail themselves of training opportunities and will become knowledgeable on the practices of good governance and the policing profession.

8. Commission members are also expected to attend a variety of conferences, seminars, workshops, and Edmonton Police Service functions.
9. No individual Commission member shall purport to speak on behalf of the Commission unless they are authorized to do so as outlined in EPC policy 5.3.3 – Communications and Media Relations.
10. All Commission members must observe the rules around confidentiality as outlined in the Code of Conduct and the FOIP Act.
11. Individual Commissioners cannot direct the Executive Director, or any other Commission staff member and all directions or recommendations will follow the guidelines in EPC policy 2.3.1 – Information Requests.
12. Individual Commissioners have no direct authority over any member of the Edmonton Police Service and all authority flows through approved motions of the Commission.

References:

1. *Police Act, RSA 2000, c P-17*
2. *City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw*
3. *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*
4. *EPC Policy 2.3.1 – Information Requests*
5. *EPC Policy 4.2.1 – Code of Conduct*
6. *EPC Policy 5.2.1 – Committees of the Commission*
7. *EPC Policy 5.2.6 – Ad Hoc Committees*
8. *EPC Policy 5.3.2 – Ongoing Education and Training*
9. *EPC Policy 5.3.3 – Communication & Media Relations*
10. *EPC Policy 5.10 – Attendance of Commissioners at Functions*