



Agenda Forwarded: December 6, 2013

AGENDA

REGULAR MEETING OF THE TABER MUNICIPAL POLICE COMMISSION TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON WEDNESDAY, DECEMBER 11, 2013 AT 4:30 PM.

Swearing in of New Members

Mayor De Vlieger will swear in the re-appointed member of the Taber Municipal Police Commission, Mr. Chris Bernhardt and Mr. Harry Prummel.

MOTION

ITEM NO. 1. CALL TO ORDER

ITEM NO. 2. ADOPTION OF AGENDA ITEMS

X

ITEM NO. 3. DELEGATIONS - NONE

ITEM NO. 4. ADOPTION OF MINUTES

A) RFD Regular Meeting of November 13, 2013

X

ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES

A) RFD Role of Public Complaint Director (PCD)

X

ITEM NO. 6. INFORMATION ITEMS - NONE

ITEM NO. 7. ACTION ITEMS

A) RFD Proposed Taber Municipal Police Commission Policy Manual

X

B) RFD Canadian Association of Police Governance (CAPB):
Membership Invoice

X

C) RFD Alberta Law Enforcement Review Board:
Notice of Consultation, Board Appeal Rules

X

ITEM NO. 8. COMMISSION/STAFF REPORTS - NONE

ITEM NO. 9. OTHER BUSINESS - NONE

ITEM NO. 10. MEDIA INQUIRIES

ITEM NO. 11. CLOSED SESSION - NONE




ITEM NO. 12. OPEN SESSION - NONE

ITEM NO. 13. CLOSE OF MEETING

X

TABER MUNICIPAL POLICE COMMISSION
Commission Request For Decision

Subject: Police Commission Minutes		Date of December 11, 2013
		Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant		
Attachments: Minutes		
Budget:	If Over Budget, what is alternate funding	
Expense:	source?	
Topic: Minutes of the Regular Meeting of the Taber Police Commission held on November 13, 2013		
Background:		
Options:	<ol style="list-style-type: none"> 1. That the Taber Police Commission adopts the Minutes of the Regular Meeting of November 13, 2013, as presented. 2. That the Taber Police Commission adopts the Minutes of the Regular Meeting of November 13, 2013, as amended. 	
Recommendation:		
Option #1 - That the Taber Police Commission adopts the Minutes of the Regular Meeting of November 13, 2013, as presented.		
Approval Date:	December 6, 2013	CAO: 

MINUTES OF THE REGULAR MEETING OF THE TABER MUNICIPAL POLICE COMMISSION, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON WEDNESDAY, NOVEMBER 13, 2013 AT 4:30 P.M.

PRESENT: Ken Holst, Chair
Murray Gardner, Vice Chair
Councillor Rick Popadynetz
Councillor Randy Sparks
Wanda Osburne-Campbell
Harry Prummel

ABSENT: Chris Bernhardt

ALSO PRESENT:

Police Chief Alf Rudd
T. Greg Birch, Chief Administrative Officer (CAO)
Kerry Van Ham, Council & CAO Assistant/Recording Secretary

CALL TO ORDER

G. Birch, Chief Administrative Officer (CAO), called the Regular Meeting of the Taber Police Commission to order at 4:46 P.M.

ELECTION

A) Chairman

G. Birch called for nominations from the floor for the position of Chair of the Taber Municipal Police Commission.

Councillor Sparks nominated Ken Holst for the position of Chair of the Taber Municipal Police Commission.

G. Birch called for further nominations, a second, and a third and final time.

Being as there were no further nominations, Ken Holst was declared elected Chair of the Taber Municipal Police Commission.

ELECTION – CONT'D**B) Vice Chairman**

G. Birch called for nominations for the position of Vice Chair of the Taber Municipal Police Commission.

Councillor Sparks nominated Murray Gardner for the position of Vice Chair of the Taber Municipal Police Commission.

G. Birch called for further nominations for a second time.

Wanda Osburne-Campbell nominated Chris Bernhardt for the position of Vice Chair of the Taber Municipal Police Commission.

G. Birch called for further nominations for a third and final time.

Being as there were no further nominations, a vote was held and Murray Gardner was declared elected Vice Chair of the Taber Municipal Police Commission.

K. Holst assumed the Chair duties for the balance of the Taber Municipal Police Commission meeting.

ADOPTION OF THE AGENDA ITEMS

Chair K. Holst inquired if there were any additions or deletions to the agenda, and advised of the addition under Agenda Item 9.

RES. 96/2013 MOVED by Councillor Sparks that the Taber Police Commission adopt the Agenda as amended, with the addition under Agenda Item 9. Other Business: Role of Public Complaint Director (PCD).

CARRIED UNANIMOUSLY

DELEGATIONS - NONE**ADOPTION OF THE MINUTES****A) Regular Meeting – October 16, 2013**

RES.97/2013 MOVED by H. Prummel that the Taber Police Commission adopt the minutes of the Regular Meeting of October 16, 2013, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES - NONE

INFORMATION ITEMS**A) Alberta Law Enforcement Review Board:
Decision 2013-034**

Chair K. Holst stated that the Law Enforcement Review Board had made its decision regarding the appellants, Barry and Brenda Conacher who appealed the decision of the Taber Police Commission regarding the adequacy of an investigation by the Chief of Police into the appellants' complaints about the Town's interpretation and administration of the Town's Utility Bylaw. The Board dismissed the appellant's appeal, determining that the Commission's decision had been reasonable.

RES.98/2013 MOVED by M. Gardner that the Taber Police Commission accepts the Alberta Law Enforcement Review Board Decision 2013-034 dated October 18, 2013, for information.

CARRIED UNANIMOUSLY

ACTION ITEMS - NONE**COMMISSION/STAFF REPORTS****A) Police Chief's Report**

Police Chief Rudd provided an update of departmental activities and statistics to the Taber Police Commission.

The Commission discussed the activities and the statistical trends.

RES.99/2013 MOVED by W. Osburne-Campbell that the Taber Police Commission accepts Police Chief Rudd's Report and Stats for information.

CARRIED UNANIMOUSLY

B) Financial Information to October 29, 2013

Police Chief Rudd reviewed the financial statement information for the period ending October 29, 2013.

RES.100/2013 MOVED by Councillor Popadynetz that the Taber Police Commission accepts the Financial Information to October 29, 2013, for information.

CARRIED UNANIMOUSLY

OTHER BUSINESS**A) Role of Public Complaint Director (PCD)**

Chair K. Holst stated that he currently holds the position of Public Complaint Director. Due to the fact that he was appointed as Chair of the Taber Municipal Police Commission at this meeting, a discussion is requested from the Commission regarding the public perception of holding both offices concurrently.

The Commission discussed the requirement to have an open and fair opportunity for public complaints and the perception of the Chair of the Commission being approachable and fair while holding both positions.

RES.101/2013 MOVED by M. Gardner that the Taber Police Commission tables the discussion on this matter until the next meeting.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

T. Busch, Taber Times, inquired about the factors that influence overtime hours of the Taber Police Service staff.

Police Chief Rudd stated that the main factor affecting overtime hours is statutory holidays, where a spike in operational situations could occur.

CLOSED SESSION

RES.102/2013 MOVED by H. Prummel that the Taber Police Commission move into Closed Session.

CARRIED UNANIMOUSLY at 5:15 PM

OPEN SESSION

RES.103/2013 MOVED by Councillor Sparks that the Taber Police Commission reconvene into Open Session.

CARRIED UNANIMOUSLY AT 6:32 PM

RES.104/2013 MOVED by Councillor Sparks that the Taber Police Commission appoints Chair K. Holst as its representative to enter into negotiations with Chief Rudd concerning the terms of his contract.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES.105/2013 MOVED by M. Gardner that the Taber Police Commission hold its next meeting on December 11, 2013 at 4:30 PM.

CARRIED UNANIMOUSLY

CLOSE OF MEETING


RES.106/2013 MOVED by H. Prummel that this Regular Meeting of the Taber Police Commission is hereby closed.

CARRIED AT 6:34 PM


Chair

Chief Administrative Officer

TABER MUNICIPAL POLICE COMMISSION
Commission Request For Decision

Subject: Role of Public Complaint Director (PCD)	Date of Agenda: December 11, 2013
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: None	
Budget:	If Over Budget, what is alternate funding source?
Expense:	
Topic: Role of Public Complaint Director (PCD)	
Background:	<p>At the Taber Municipal Police Commission's November 13, 2013 meeting, discussion arose regarding the fact that while K. Holst is currently the Public Complaint Director (PCD), he was also appointed as Chair of the Commission at the November 13, 2013 meeting.</p> <p>Mr. Holst wanted to start the dialogue with the Commission regarding the public perception of holding both offices concurrently.</p>
Options:	<ol style="list-style-type: none"> 1. The Taber Police Commission could authorize the advertisement of the Public Complaints Director (PCD) position to the general public. 2. The Taber Police Commission could interview existing interested members or the general public for the position of Public Complaints Director (PCD). 3. The Taber Police Commission could involve the Solicitor General and Justice Division in the recruitment for the Public Complaint Director (PCD) position. 4. The Taber Police Commission could decide that no change is necessary.
Recommendation:	Option #1 - The Taber Police Commission authorizes the advertisement of the Public Complaints Director (PCD) position to the general public for further interview and selection processes.
Approval Date:	December 6, 2013 CAO: 

TABER MUNICIPAL POLICE COMMISSION
Commission Request For Decision

Subject:	Proposed Taber Municipal Police Commission Policy Manual	Date of	December 11, 2013
		Agenda:	
Prepared By:	Kerry Van Ham, Council & CAO Assistant		
Attachments:	Proposed Taber Municipal Police Commission Policy Manual		
Budget:	If Over Budget, what is alternate funding source?		
Expense:			
Topic:	Proposed Taber Municipal Police Commission Policy Manual		
Background:	<p>Both Chief Rudd and K. Holst were assigned by the Commission to review the Taber Police Commission Policy Manual to ensure compliance with Police Oversight Standards established 12SEP by Alberta Justice and Solicitor General. The policy manual is a live document in that it was previously approved and in use by the Commission.</p> <p>The amendments have been made and the final draft document is in compliance with the standards.</p>		
Options:	<ol style="list-style-type: none"> 1. That the Taber Police Commission accepts the Proposed Taber Municipal Police Commission Policy Manual, as presented. 2. That the Taber Police Commission accepts the Proposed Taber Municipal Police Commission Policy Manual, as amended. 3. That the Taber Police Commission <i>not</i> accept the Proposed Taber Municipal Police Commission Policy Manual. 		
Recommendation:	<p>Option #1 – That the Taber Police Commission accepts the Proposed Taber Police Municipal Commission Policy Manual, as presented, and requests that the document be forwarded to Council for final approval.</p>		
Approval Date:	December 6, 2013	CAO:	



Taber Police Commission Policy Manual

Table of Contents

I. Section 1: Framework	8	
1.1 Intent		9
1.2 Police Commission Legislative Obligations		10
1.3 Mission Statement		10
1.4 Vision Statement		10
1.5 Values		10
II. Section 2: Policies for the Commission	11	
2.1 Selection and Appointment of Commission Members		6
2.2 Commission Responsibilities		7
2.3 Policy Review		7
2.4 Commission Member Conduct		7
2.5 Conflict of Interest		8
2.6 Remuneration		8
2.7 Orientation of New Members		8
2.8 Roles and Responsibilities of Chair and Vice-chair		9
2.9 Role of Public Complaint Director		10
2.10 Commission Personnel		10
2.11 Formation of Committees		10
2.12 Legal and Professional Services		11
2.13 Meetings		11
2.14 Communication		13
2.15 Commission Annual Plan		13
2.16 Complaints		14
III. Section 3: Policies for the Governance and Oversight of the Police Service	17	
3.1 Approach to Policing		18
3.2 Management of the Police Service		18
3.3 Jurisdiction		18
3.4 Personnel		18
3.5 Financial		19
3.6 Police Service Policies		21

Section 1: Framework

DRAFT

1.1 Intent (Standard OM – 1.1)

This policy manual includes policies designed to assist the commission in:

- conducting its own business as effectively, efficiently, and transparently as possible; and
- providing direction to the chief of police.

While the *Police Act* outlines the legal obligations of the commission, as a "local government body", the commission may be subject to a variety of other pieces of legislation/regulations depending on the nature of police service agreement. A limited alphabetical list includes:

- a. *Alberta Employment Standards Code*
- b. *Alberta Labour Relations Code*
- c. *Alberta Municipal Government Act*
- d. *Alberta Peace Officer (Ministerial) Regulation*
- e. *Alberta Peace Officer Act,*
- f. *Alberta Peace Officer Regulation*
- g. *Alberta Police Officers Collective Bargaining Act*
- h. *Alberta Police Service Regulation*
- i. *Canadian Charter of Rights and Freedoms*
- j. *Criminal Code of Canada*
- k. *Freedom of Information and Protection of Privacy Act*
- l. *Freedom of Information and Protection of Privacy Regulations*
- m. *Municipal Bylaw*
- n. *Provincial Policing Standards and Evaluations*
- o. *Public Inquiry Act*

Please forward any suggested amendments to the:

Chair, Police Commission

For questions regarding the application of this information to the development of policies and procedures for your commission, please contact:

Chair, Police Commission

1.2 Police Commission Legislative Obligations

The police commission is an independent organization established by council pursuant to **Section 28(1)** of the [Police Act](#).

Council, in the *Police Commission Bylaws (1-2004 & 11-2005)*, has

- Prescribed the rules governing the operations of the commission; and
- Allowed for the appointment of members to the commission.

1.3 Mission Statement

To work in partnership with the citizens to ensure transparent, effective, and responsive policing throughout the municipality.

1.4 Vision Statement

To be a leader for municipal stakeholders in the civilian oversight of policing.

1.5 Values

- **Respect** : We respect our people and the community we serve.
- **Accountability**: We are accountable to each other and those we serve.
- **Honesty**: We are forthright, direct and honest with our community and ourselves.
- **Integrity**: We conduct ourselves in an ethical manner; maintaining confidentiality, trust and objectivity.

Section 2: Policies for the Commission

Policies, adopted by the commission, to govern its members, relationships, staff and activities and guidelines used by members and staff of the police commission in carrying out the commission's responsibilities and obligations under the [Police Act](#), the *Freedom of Information and Protection of Privacy Act* and *Police Commission Bylaws 1-2004 & 11-2005*

2.1 Selection and Appointment of Commission Members

In the selection and appointment of commission members, the Council adheres to **Section 28(1-13) and 28.1(1-2)** of the *Police Act*. Applicable portions of information are also taken directly from the *Police Commission Bylaws 1-2004 & 11-2005*. **(Standards – RR1.1 – 1.3)**

- (1) The police commission will have seven members, two of which are Council members
- (2) All those appointed to the commission shall take the oath set out in **Schedule 1** of the *Police Act*. The recruiting of commission members will be undertaken by the Town Council. The Chief Administration Officer will be made aware of any vacancies in order to commence the process of advertising for applicants. The town of Taber has adopted the Taber Police Commission Policy manual as the process for appointing members to the Police Commission. (see Appendix 'A')
- (3) All efforts will be made to select those community members who are of exemplary character and would be considered beyond reproach. Efforts will be made to recognize community diversity and take into account special skills or abilities that may enhance the overall function of the Commission and its work. **(Standards – RR 2.1)**
- (4) The town of Taber will accept a letter of intent as application for the vacancy. Applicants will be provided with an information package containing sections 28 and 28.1 of the Police Act as well as a copy of 1.1 – 1.5 of the Commission Policy Manual **(Standards – 2.2)**
- (5) An updated list of Commission members shall be provided to the Solicitor General when any changes are made. The Town of Taber will maintain a record of each name, contact information, position and appointment date to determine length of service. **(Standard – RR 3.2)**
- (6) The approved applicants as well as the serving Council members appointed will be subject to a police information check prior to appointment to the Commission. The police information check should reveal no adverse information at the discretion of the Council. The member appointed as the Public Complaints Director shall receive an enhanced clearance level, which includes a verification of personal declarations relating to family, character, personal history and financial history. **(Standards RR 2.3)**
- (7) Members may be appointed for a term of three years and cannot serve longer than 10 consecutive years on the commission. Staggered appointment by council is desired for succession planning. Members upon appointment will receive orientation training from the Solicitor General as soon as it is available. Members will receive: The Police Act, Police Service Regulations and the Commission Policy Manual containing the code of ethics to be followed and sign an acknowledgement that they understand the code of ethics.
- (8) Members of the commission shall be disqualified from their position if the member is:
 - (a) hired in any capacity with the police service, the RCMP, or other position that could be considered to be in conflict with the oversight commission membership;
 - (b) no longer residing within the municipality limits; or
 - (c) convicted of any offence under the *Criminal Code of Canada*.
 - (d) involved in or engages in behaviors or practices that in the opinion of the Council are in conflict with the stated vision, mission or stated values of the Commission.
- (9) A former member is eligible for reappointment.

- (10) When a vacancy occurs, council may appoint a successor to begin a new three year term.
- (11) Membership can be revoked by council for just cause as per **Section 28(12)** of the [Police Act](#).
- (12) The commission will appoint a public complaint director (PCD) as per **Section 28.1(1-2)** of the [Police Act](#). **(Standard – RR 3.1.3.g)**
- (13) Council shall appoint an employee of the municipality to assist the commission as administrative support who shall:
 - (a) attend all meetings and keep a complete record of the minutes of the meetings;
 - (b) maintain all records, correspondence, orders and decisions of the commission;
 - (c) carry out such other functions of the commission as may be delegated; and
 - (d) not vote.

2.2 Commission Responsibilities

- (1) As per **Sections 28.1(1,3), 29(1), 31, 32, 36(1,2), 43, 43.1 and 44** of the [Police Act](#), the police commission oversees the police service including the following:
 - (a) allocating the funds that are provided by council; **(Standard – RR 3.1.3.b)**
 - (b) establishing policies providing for efficient and effective policing; **(RR 3.1.3.c)**
 - (c) issuing instructions, as necessary, to the chief of police in respect of the policies referred to in (1)(b); **(RR 3.1.3.d)**
 - (d) ensuring that the police service employs sufficient persons for the purposes of carrying out the functions of the police service; **(RR 3.1.3.e)**
 - (e) in consultation with police service management, establishing the priorities in policing and participating in strategic planning for police service; **(Standard – RR 3.1.3.a)**
 - (f) appointing the chief of police, subject to ratification by municipal council; **(RR 3.1.3.f)**
 - (g) receiving complaints regarding police service, police officers and policies from the public working with the police service toward resolution;
 - (h) reviewing complaints against the chief of police;
 - (i) considering appeals of the chief's decision in complaints against the police service or police service policy; and
 - (j) conducting inquiries into matters respecting the police services, the actions of any police officer or any other person employed by the police service.
 - (k) Providing input and approving the annual public report **(Standards OM1.1.10)**

Note: as per **Section 31(7)** of the [Police Act](#), municipal council is liable for any legal liability incurred by the police commission.

2.3 Policy Review

Policies and procedures of the police commission shall be reviewed annually. Modifications must receive commission approval.

2.4 Commission Member Conduct

- (1) Members of the commission must perform their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity, and impartiality of the commission are maintained and enhanced. All members will abide by their oath of office.
- (2) Commission member actions will respect the dignity of individuals in accordance with the:
 - *Alberta Human Rights, Citizenship and Multiculturalism Act*;
 - *Canadian Charter of Rights and Freedoms*; and
 - *Freedom of Information and Protection of Privacy Act*.

- (3) Commission members will not share information deemed sensitive or confidential. Such information will not be used for personal gain, or to benefit friends, relatives or associates. Breaches may be cause for dismissal from the commission.
- (4) Commission members are required to attend all scheduled meetings of the commission and all committee meetings on which they are serving. Absences should be reported to the chair prior to meetings. Nonattendance may be cause for dismissal from the commission.
- (5) The commission will use the municipality's purchasing policy to purchase goods and services.
- (6) Commission members will follow the municipality policies regarding the acceptance of personal and corporate gifts.
- (7) Inappropriate conduct may result in dismissal from the commission as recommended by a majority of the commission and ratified by council.

2.5 Conflict of Interest

Conflict of interest refers to a conflict between a member's personal and/or business interests and the member's responsibility as a commission member. This conflict may exist whether or not there is financial gain.

- (1) Commissioners, personally or in relation to their colleagues, must declare all potential or perceived conflicts of interest. The commission will decide whether or not the member in question will be excluded from voting or discussion of the matter.
- (2) All conflicts and actions taken regarding the conflict must be entered into the minutes.
- (3) Conflicts brought to the attention of the chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the commission.
- (4) Undisclosed conflict of interest may result in dismissal from the commission as per the final decision of council.

2.6 Remuneration

- (1) Expenses will be reimbursed using the municipal travel and expense policy.
- (2) Money for expenses will be obtained from the police commission annual budget as granted by council following the municipal budgetary cycle.

2.7 Orientation of New Members

- (1) New commissioners should participate in an orientation session regarding their roles and responsibilities. This orientation shall take place as soon as practicable upon appointment. New members will be encouraged to attend the Alberta Solicitor General and Public Security Orientation, or on-line training as available. **(Standard – PA 1.1.a)**
- (2) New commissioners will be given copies of:
 - *Police Act;*
 - *Police Service Regulations;*
 - *Police Commission Bylaws 1-2004 & 11-2005;*
 - *Police Commission Policy and Procedures Manual; and* **(Standard RR 2.4)**
 - *Freedom of Information and Protection of Privacy Act.)*

- (3) Commissioners will receive an overview from the chair or designate regarding
 - Commission budget;
 - Communication strategies and policies (with members, commission staff, external services, media public, police service, etc.);
 - Current goals of the commission;
 - Event schedules and expected attendance;
 - Meeting procedures and schedules;
 - Mission and vision of the commission;
 - Organizational structure of council;
 - Organizational structure of the police service;
 - Past annual reports (commission and police service);
 - Police service business plan;
 - Policy regarding personal and corporate gifts;
 - Roles and responsibilities of commission staff;
 - Structure and function of committees;
 - Time commitments; and
 - Travel and expense policy
 - Policing Oversight Standards PA 1.1.e
- (4) Commission members should participate in ongoing developmental opportunities as time permits including but not limited to;
 - Attendance at conferences;
 - Introduction to community societies and non-profits;
 - Meeting council;
 - Mentoring (including for succession planning);
 - Police service tour;
 - Policing standards review;
 - Ride along;
 - Overview of victims of crime services; and
 - Training provided by Alberta Solicitor General and Public Security or other provincial partners

2.8 Roles and Responsibilities of Chair and Vice-chair

- (1) The chair ([Police Act Section 28\(10\)](#)) as elected by the membership at the commencement of each year, presides over commission meetings. Should the chair not be present, or vacate the position either temporarily or permanently, the vice-chair ([Police Act Section 28\(10\)](#)) will act in the chair's place.
- (2) Neither a member of council nor an employee of the municipality may be chair or vice-chair. ([Police Act Section 28\(11\)](#))
- (3) Should neither the chair nor vice-chair be available, the commission shall elect an acting chair for the meeting until such time the chair or vice-chair is available.
- (4) The chair is to be advised of a breach/potential breach by a member or chief of police. Breaches by the chair should be referred to the vice-chair.
- (5) The chair/vice-chair as the case may be may engage an outside agency as required to investigate allegations of a breach. The commission will review findings and recommend (or not) the revocation of the member's appointment to council.
- (6) The chair will designate a member, in the absence of the council appointed employee of the commission, to record during all meetings, hearings or inquiries.
- (7) The chair is the signing authority for all contracts representing the business of the commission.

- (8) The chair and vice-chair are responsible for coordinating the selection, hiring, evaluation and paying of employees of the commission via the funds allocated by the municipality.

2.9 Role of Public Complaints Director (PCD) (Standards – PA 2.1)

- 1) The PCD is a position designated by the Commission at an organizational meeting or as required.
- 2) The PCD receives complaints from the public on behalf of the commission. The PCD is delegated the authority by the chair to receive complaints, liaise with the chief and perform other duties as on behalf of the commission as per **Section 28.1(3 (a - g))** of the Police Act. The Police Service and the PCD shall make available to all complainants information pamphlets (See App 'B'). The PCD will offer alternate dispute resolution and notify the Chief of Police that this has been. **(Standards – PA 2.2 & 2.3)**
- 3) Complaints are recorded in writing by the PCD and forwarded on behalf of the complainant to the police chief who decides if the complaint should be managed by the police service or the commission as per **Section 43(1,2)** of the Police Act. Complaints will be tracked on the matrix (App 'C') and a copy provided monthly to the Solicitor General on active complaints and when concluded. The Taber Police Service may or may not participate with the "IAPro" program provided by the SG, at its discretion.
- 4) The PCD monitors the complaints process of the police service as per **Section 24** of the Police Service Regulation including reviewing documents or attending disciplinary proceedings arising from public complaints.
- 5) The PCD reports monthly to the commission.
- 6) The PCD attends meetings as coordinated by the provincial PCD as a representative of Alberta Solicitor General and Public Security. **(Standards – PA 2.2)**
- 7) The PCD will ensure that all public complaints are recorded in the police records management system (PROS) and that hard copies are appropriately stored. The retention schedule will be in accordance with applicable privacy legislation and in any event synchronized with the assigned retention schedule within PROS.

2.10 Commission Personnel

- (1) The commission may hire staff.
- (2) Employees will be given official job descriptions and are subject to all applicable Federal and Provincial Legislation including, but not limited to:
 - *Alberta Employment Standards Code*; and
 - *Alberta Labour Relations Code*.
- (3) Commission staff does not have the right to vote on commission decisions.
- (4) Employees will be evaluated on yearly basis by the commission.

2.11 Formation of Committees

- (1) The function of a committee is to assist the commission in completing its responsibilities.
- (2) The commission may form either standing or ad hoc committees to examine and report on issues that fall under the authority and responsibility of the commission.

- (3) The commission sets the terms for the committee, appoints its chair and participating members. Any commission member may attend a committee meeting.
- (4) The commission may appoint subject matter experts from the public or commission staff to assist in committee business.
- (5) The committee must provide copies of its agenda and minutes of its meetings for storage by the commission.
- (6) The committee provides options to the commission.
- (7) The committee may not speak or act for the commission unless it has formally been given authority and then only for a specific or time-limited purpose.
- (8) The committee shall report regularly to the commission, the schedule to be determined by the commission.

2.12 Legal and Professional Services

- (1) Legal and other professional service contracts must be approved in advance by the commission and are only provided at the request of the commission.
- (2) Fees are paid by the commission.

2.13 Meetings

- (1) At the annual organizational meeting as specified in the Taber police Bylaw, the chair shall schedule all meetings occurring in that year. The yearly schedule is made public. The meetings generally take place the 3rd Wednesday of each month, excepting July, August and December or at the discretion of the Chair. Unless notified one (1) week in advance, all meetings begin at 4:30 PM, in Council Chambers. The commission may choose to hold meetings at differing places within the community. Meeting schedules will be posted to the Town of Taber website and advertised in the Taber Times (**Standard OM 2.3**)
- (2) A majority of commissioners shall form a quorum. Each member has one vote. The chief of police, staff and other attendees have an advisory capacity only and therefore no voting privileges. In the event of a tie, the chair will vote to maintain status quo.
- (3) Meetings shall be open to the public. However, in-camera sessions may be held respecting *Freedom of Information and Protection of Privacy* items (FOIP) when issues deal with:
 - Security of the commission's property;
 - Personal information of an individual, including an employee of the commission or police service;
 - Labour relations or employee negotiations;
 - A law enforcement matter (as per FOIP definition), litigation or potential litigation, including appeals to the commission or matters before administrative tribunals affecting the commission; or
 - The consideration of a request for access to information under (FOIP).
- (4) The conduct of all participants will be respectful, using appropriate language and following the rules as outlined by the chair. Attendees displaying poor conduct may be asked by the chair to leave.
 - Cell phones and all other electronic devices are to be turned off during Taber Police Commission meetings, unless approved on a case by case basis prior to each meeting. Approval requests must be addressed by the chair prior to the meeting commencement and must be debated as the first item on the agenda. Failure to comply will result in exclusion from the meeting.

- (5) The agenda for each meeting is set by the chair in consultation with commission staff, the police chief, and commission members and is to be finalized 5 working days before the meeting. In-camera items are to be clearly marked.
- (6) The agenda is distributed to all commission members and staff, the chief of police and his deputies, other attendees and the public, five (5) working days before the meeting. In general, no items will be added to the agenda after this notification. All support material (reports, briefs, letters, last session minutes, etc.) needs to be included. **It is expected that members review all material prior to the meeting and be prepared to discuss in detail at that time.**
- (7) Members of the public (delegation) who wish to address the commission must request permission from the chair seven (7) working days prior to the meeting. The delegation must detail the names of those attending and the subject to be discussed. Presentations are limited to 10 minutes unless otherwise indicated by the chair. **Complaints about officer conduct are not topics for this forum.**
- (8) During the meeting, the chair may choose to assist requests from the audience to address the commission regarding items on the agenda. **Complaints about officer conduct are not topics for this forum.**
- (9) The general order of business for commission meetings as coordinated by the chair is as follows:
 1. Call the meeting to order
 2. Regrets
 3. Adoption of the agenda
 4. Delegations
 5. Adoption of previous Minutes
 6. Business Arising From Minutes
 7. Information Items (correspondence)
 8. Action Items (new business)
 9. Commission Reports (staff and Chief)
 10. Media Inquiries
 11. Closed session (legal/labor)
 12. Open Session
 13. Adjournment
- (10) Minutes of meetings are an honest expression of the group's opinions and a summary of what was discussed and decided. Unbiased, accurate minutes will include:
 - Time the meeting was called to order;
 - Names of attendees and those sending regrets (and if only attending part of the meeting);
 - Persons who motioned and seconded adoption of the agenda and approval of previous minutes, and all decisions made during the meeting;
 - Concise summaries of discussions and presentations;
 - Items that have been held over to another meeting (for tracking) with deadlines; and
 - The time the meeting adjourns.
- (11) Notes kept to prepare the official minutes of the commission are considered transitory records and are destroyed upon approval of the minutes.
- (12) All records of the commission are stored and archived as per the policies and procedures of the municipality. All minutes will be posted by the Secretary to the Town of Taber website. A meeting package exclusive of closed materials will be provided to the media at each meeting. **(Standards OM 4.1, 4.2, 4.3)**
- (13) The commission, as a public body must comply with *Freedom of Information and Protection of Privacy* (FOIP) Legislation. The FOIP coordinator for the Commission has

been designated in Bylaw 12.99 as responsible for ensuring that personal information is managed in accordance with FOIP legislation including the destruction of information following meetings or terms of members. Requests for information involving the commission should be directed to the FOIP coordinator for the Commission subject to their fees and policies. **(Standards OM 4.4)**

2.14 Communication

- (1) The chair of the police commission is the official spokesperson for the commission and represents the commission in all matters before municipal, provincial and federal government. Municipal Council inquiries about the police service may be addressed to those Councillors who sit on the Commission, they can provide information to the Council or arrange for information sessions deemed necessary.
- (2) All correspondence addressed to the chair that is not a public complaint under the **Police Act**, is processed by the chair.
- (3) All correspondence sent or received directly by the chair or commission members are forwarded to the commission for response and filing.
- (4) Formal communication between the police service and the commission is conducted through the chair and the office of the chief.
- (5) The chair is the media spokesperson for the commission, however, media releases shall receive approval of the Commission body such approval to be obtained by most expedient means. **(Standards OM 5.1)**

2.15 Commission Business Plan (Standards OM 2)

This section refers only to that portion of the Business Plan *specific to* the commission. Please refer to **Section 3.4 Financial** of this document for equivalent with regard to the police service.

- (1) The commission, in consultation with the chief of police, from time to time may include in the priorities, goals and objectives a section particular to the Commission. There will only be one Business Plan on a three year cycle to guide both the Police Service and the Police Commission such a plan to include:
 - Priorities, goals and objectives;
 - Implementation strategies;
 - Benchmarks for success; and
 - A budget.
- (2) The plan will be submitted to council for amendments, ratification, and provision of funds.
- (3) Changes to the plan and/or budget need approval from the commission and council. All changes must be recorded in commission minutes and reported on in the next quarterly report.
- (4) An annual letter signed by the Chair will confirm or amend the business plan at the discretion of the Commission **(Standard OM 2.1)**
- (5) The financial records of the commission may be audited at any time by auditors appointed by the municipality.
- (6) The commission will oversee the preparation of an annual report for submission to council and made available to the public. The annual report will suffice for both the Police Service and the Police Commission At a minimum the report will contain: **(Standards OM 2.4)**
 - Introduction;
 - Overview;
 - Composition of the commission;

- Committee summaries (as they exist);
- Statistical information regarding meetings and activities (such as: attendance, activities, training and development, membership, conference attendance etc.);
- Initiatives;
- Self-Evaluation;
- Public complaint summary; and
- Concluding comments.

2.16 Complaints

In general there are 4 types of complaints that the Police Act identifies (**Section 43, 44, 45, 46, and 46.1**). They include complaints concerning:

- a police officer
- the chief of police
- policies and services of a police service
- serious incidents (including sensitive issues)

Note: Complaints should be submitted in writing where practicable as per **Section 43(3)** of the Police Act.

Complaints must be submitted within one year of the incident as per **Section 43(11, 13)** of the Police Act.

Complainants must be advised at least once each 45 days regarding the status of their complaint as **per Section 44(11)** policies and services, **45(7)** police officers, **46(7)** chiefs of police, and **46.1(7)** serious incidents of the Police Act. The PCD shall have access to all records pertaining to public complaints and shall monitor the process on behalf of the commission to ensure complainants are kept informed.

The commission must report all complaints and their subsequent dispositions to the Director of Law Enforcement as per **Section 52** of the Police Act.

(1) Complaints Regarding Police Officers

- (a) Complaints concerning a police officer are the responsibility of the chief. The PCD forwards concerns regarding police officers to the chief as per **Section 28.1(3)** of the Police Act.
- (b) Complaints against police officers may be resolved informally at any time before or during an investigation with consent as per **Section 43.1(1)** of the Police Act.
- (c) The commission may become involved in these types of complaints if the chief requests that the chair arrange for investigation of the complaint by another police service. **Section 45(5-7)** of the Police Act.
- (d) A copy of the final decision regarding the complaint is sent to the commission as per **Section 45(8)** of the Police Act.
- (e) The commission may be asked by the chief to consider dismissing a complaint when the chief considers the complaint frivolous, vexatious or made in bad faith as per **Section 43(7-8, 12-14)** of the Police Act. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant by the commission if the commission agrees it is frivolous, vexatious or made in bad faith.

- (f) Police officers under investigation for misconduct (as per **Section 5** of the [Police Service Regulation](#)) must be charged within the time limits as set out in **Section 7** of the [Police Service Regulation](#) unless an extension is filed and granted by the commission.

(2) **Chief of Police Complaints**

- (a) Complaints concerning a chief are submitted to the chair of the commission for action as per **Section 43(2)** of the [Police Act](#)
- (b) Complaints may be dealt with informally by the chair as per **Section 43.1(2)** of the [Police Act](#) if both the chief and complainant consent.
- (c) **Section 46(1-7)** of the [Police Act](#) outlines the handling of complaints submitted to the commission regarding the chief of police.
- (d) The commission may dismiss complaints against the chief per **Section 43(9, 12, and 14)** of the [Police Act](#) at any time before or during the investigation if the commission believes the complaint is frivolous, vexatious or made in bad faith. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant and the chief.

(3) **Police Services or Policy Complaints**

- (a) Complaints concerning police services or service policies, as per **Section 44(1)(b)** of the [Police Act](#), are referred to the chief who may:
 - deal with the complaint; or
 - refer the matter to the commission.
- (b) The chief of police must provide a copy of the final decision regarding service or policy complaints to the commission as per **Section 44(10)** of the [Police Act](#).
- (c) Complaints made regarding police services or policy can be appealed to the commission as per **Section 44(3-9)** of the [Police Act](#).
- (d) The commission must provide a copy of the final decision regarding service or policy appeals to the complainant as per **Section 44(9)** of the [Police Act](#).
- (e) The commission **Section 43(10,12,14)** or chief **Section 43(7)** may dismiss such complaints at any time before or during the investigation if it is believed the complaint is frivolous, vexatious or made in bad faith. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant and the chief.

(4) **Serious Incidents and Complaints**

Serious incidents or complaints (including issues of a sensitive nature), as defined by Alberta Solicitor General and Public Security are managed according to **Section 46.1** and **Section 46.2** of the [Police Act](#).

- (a) The chief shall notify the commission and the Minister as soon as practicable of incidents or complaints involving serious injury or death of any person that may have resulted from the actions of a police officer as per **Section 46.1(1)** of the [Police Act](#)

- (b) The chief shall notify the commission and Minister as soon practicable of situations of a serious or sensitive nature that may have related to the actions of a police officer as per **Section 46.1(1)** of the [Police Act](#).
- (c) The Minister, via his/her designate, the Director of Law Enforcement, will decide how the matter is investigated as per **Section 46.1(2)(a-d)** of the [Police Act](#). This may include:
 - assistance of a police officer from another police service;
 - investigation by another police service;
 - appointing of the public as overseers; or
 - as per **Section 46.2** of the [Police Act](#), direction to the Alberta Serious Incident Response Team to investigate, assist in the investigation, or take over the investigation.
- (d) Copies of documentation provided to the complainant during the investigation will also be provided to the commission as per **Section 46.1(8)** of the [Police Act](#). The investigation findings will be shared with the commission as per **Section 46.1(4)** of the [Police Act](#).

(5) **Complaint Analysis**

As per the *Provincial Policing Standards*, the police service shall analyze, annually, all complaints to evaluate and resolve any trends that may adversely affect public confidence in either the conduct of an individual member or the quality of service delivered. The results of the analysis shall be reported annually to the police commission with identification of strategies to address concerns. **(Standards PA 7.9)**

Section 3: Policies for the Governance and Oversight of the Police Service

Guidelines, policies and directions for the provision of efficient and effective police services.

3.1 Approach to Policing

- (1) The police commission endorses a community-based approach to policing based on the following definition:

Community policing, which is based on the principles of partnership, ownership, problem solving and quality service, allows police services to respond to the unique policing needs of their communities. Implementing community policing requires ongoing dialogue with the community, taking a collaborative and proactive approach and identifying community needs.

- (2) The chief of police must manage the police service in a manner that upholds the commission's commitment to community-based policing.

3.2 Management of the Police Service

- (1) The chief of police has command of the police service subject to the policies and general supervision of the police commission.
- (2) The chief of police may delegate authority but cannot relinquish control or cease to be responsible for the professional administration of the police service.
- (3) If the chief of police is unable to fulfill his or her assigned duties, the commission appoints an interim chief.
- (4) The chief shall present an annual report to the commission covering the operations of the police service during the previous fiscal year (**Provincial Policing Standards OM 3.2**).
- (5) The chief shall receive an annual evaluation of his performance in managing the police service from the commission.

3.3 Jurisdiction

- (1) Police officers have jurisdiction throughout the province as per **Section 38(2)**, unless restricted by a commission as per **Section 31(2a)** and **Section 38(3)**. Even when restricted, however, if the officer is in an immediate pursuit as per **Section 38(4)** powers can be exercised beyond that jurisdiction.
- (2) The consent of the police commission must be obtained if police officers are to work outside of their restricted territorial jurisdiction as per **Section 33(1)** of the ***Police Act***.
- (3) The Commission Chair and the Public Complaints Director will be notified of any requests from other Police Commissions under **Section 45(5)** of the Police Act. The Chair and the PCD will request a recommendation from the Chief of Police taking into consideration operational and financial impacts whether or not TPS can oblige the request. The Chair and PCD can authorize such a request with advice to the Commission as a whole. This process may be expedited when circumstances require it at the discretion of the Commission in consultation with the Chief of Police.

OR

- (4) The Commission Chair will be notified of any requests from other Police Commissions under **Section 45(5)** of the Police Act. The Chair will request a recommendation from the Chief of Police taking into consideration operational and financial impacts whether or not TPS can

oblige the request. The Chair can authorize such a request with advice to the Commission as a whole when time is a factor. The Chair will contact and advise the other commission members of the situation and the decision.

3.4 Personnel

- (1) The police commission delegates to the chief of police the authority to appoint sworn members and civilian employees to the police service, with the exception of the chief of police.
- (2) The commission delegates to the chief the authority to approve special leave requests from sworn members and civilian employees.
- (3) Under **Section 37(2)** of the [Police Act](#), the commission may terminate the services of a police officer for reasons other than disciplinary reasons.
 - When requesting that the commission terminate the services of a police officer, the chief must ensure that thorough documentation of the reasons for termination is placed before the commission at the same time as the request.
 - At the commission's discretion, an officer identified for termination under **Section 37(20)** may be given an opportunity to make written representation to the commission prior to the commission's decision regarding the chief's recommendation of termination. The commission's decision is final.
- (4) The commission is bound by **Section 8 (11-13)** of the [Police Service Regulation](#) with respect to relief of duty without pay.

3.5 Financial

- (1) In accordance with the budget cycle of the municipality, the commission, in consultation with the chief of police, shall consult the business plan which specifies the level of police services and programs to be provided to meet the needs of the citizens. ([Police Act Section 29\(1-3\)](#))
 - The chief presents a policing plan and proposed budget detailing police services, programs and capital expenditures designed to best meet the community needs to the commission for approval.
 - In consultation with the chief, the commission determines if community conditions and general community welfare warrant the addition, elimination, reduction, continuation or expansion of specific programs or the level of police service.
 - The budget must reflect all police court fine revenue from the previous year's experience.
 - The commission submits the police service budget, as approved, to council in accordance with the specified timetable of the municipality.
- (2) The chief will present monthly reports on the budget of the police service to the commission. Those reports will be presented to council by the commission.
 - The chief reports anticipated variances in the annual budget to the commission as soon as practicable.
 - Operating funds approved by the commission in the annual operating or capital budget that are unexpended at year-end (in excess of \$10,000), cannot be spent on operational activities or capital projects that have not been approved by the commission.

- The chief may reallocate funds between account categories where necessary to achieve annual objectives or to reflect adjustments to annual objectives based on community requirements. Reallocations of funds that exceed \$10,000 must be reported monthly to the commission.
 - The chief must advise the commission of all new leases exceeding \$50,000 over the life of the lease, before these items are presented to council or a committee of council.
- (3) Application for expense reimbursement by the chief of police in excess of \$1000 is submitted to the chair for review and approval. Monthly summaries of all expenses for the chief are submitted to the chair for review and approval. Expenses for members of the Commission including the Chair will be processed by the Secretary of the Commission.
- (4) Private sector donations to the police service must be approved by the chair and will only be approved if the impartiality of police does not come into question. Amounts in excess of \$1000 will be directed for use as approved by the commission if not designated to a specific program of the police service. A summary of such donations shall be submitted to the chair of the commission at the close of the year.
- (5) (1) The Taber Police Commission and Police Service employ an accounting system that is provided by the Town of Taber Corporate Services. Yearly financial audits are the responsibility of Corporate Services and are carried out employing generally accepted accounting principles that exist from time to time. **(Standards OM3)**

3.6 Police Service Policies

The policies and procedures for the police service must adhere to provincial policing standards developed by Alberta Solicitor General and Public Security. Commission members are responsible for ensuring that the police service has policies that address the standards in the [Provincial Policing Standards Manual](#). Attached is the table of contents to the *Provincial Policing Standards Manual*.

Provincial Policing Standards

TABLE OF CONTENTS	PART TWO - OPERATIONS
Acknowledgements INTRODUCTION AMENDMENT LOG AUTHORITY PHILOSOPHY OF POLICING STATEMENT OF PRINCIPLES RESPONSIBILITY OF POLICE SERVICES FORMAT AUDIT REVISIONS GLOSSARY USER'S GUIDE <ul style="list-style-type: none"> Format Indexing Local Policies Revisions New or Revised Pages 	OPERATIONS (OP) OP.1 - CRIME PREVENTION OP.2 - TRAFFIC OP.3 - PATROL OP.4 - MOTOR VEHICLE PURSUITS Appendix: Alberta Solicitor General - Standards for Motor Vehicle Pursuits OP.5 - INVESTIGATIONS OP.6 - CRIMINAL INTELLIGENCE OP.7 - BRINGING EVIDENCE BEFORE THE COURT OP.8 - DISASTER/CONTINGENCY PLANNING OP.9 - USE OF FORCE Appendices: AACP Use of Force Model CACP Use of Force Model
THE POLICE SERVICE MISSION STATEMENT THE POLICE SERVICE CORE VALUES THE POLICE SERVICE CODE OF CONDUCT	SUPPORT SERVICES (SS) SS.1 - VICTIM/WITNESS ASSISTANCE SS.2 - COMMUNICATIONS SS.3 - CRIME ANALYSIS SS.4 - HIGH RISK INCIDENT RESPONSE UNITS SS.5 - FORENSIC IDENTIFICATION SERVICES SS.6 - PERSONS IN CUSTODY SS.7 - TRANSPORTATION OF PERSONS IN CUSTODY SS.8 - RECORDS SS.9 - MANAGEMENT OF EVIDENCE AND PROPERTY IN POLICE CUSTODY SS.10 - FACILITIES AND EQUIPMENT SS.11 - MEDIA RELATIONS
PART ONE - ADMINISTRATION	
ORGANIZATIONAL MANAGEMENT (OM) OM.1 - COMMUNITY POLICING OM.2 - ORGANIZATION AND DIRECTION OM.3 - PLANNING OM.4 - FINANCIAL MANAGEMENT OM.5 - INTERNAL AUDITS	
PERSONNEL ADMINISTRATION (PA) PA.1 - RECRUITMENT PA.2 - SELECTION OF POLICE OFFICERS PA.3 - TRAINING PA.4 - PERFORMANCE EVALUATION PA.5 - PROMOTION PA.6 - GRIEVANCES PA.7 - PROFESSIONAL STANDARDS PA.8 - EMPLOYMENT CONDITIONS PA.9 - VOLUNTEERS	
LOCAL POLICY: ADMINISTRATION	LOCAL POLICY: OPERATIONS

Index

A

Agenda.....	12
Addition.....	12
Distribution.....	12
Alberta Employment Standards Code.....	9
Alberta Labour Relations Code.....	9
Alberta Municipal Government Act.....	9
Alberta Peace Officer (Ministerial) Regulation.....	9
Alberta Peace Officer Act.....	9
Alberta Peace Officer Regulation.....	9
Alberta Police Officers Collective Bargaining Act.....	9
Alberta Police Service Regulation.....	9
Approach to Policing.....	18

B

Breach.....	9
Budget.....	8, 9, 13, 19
Bylaw.....	9, 10, 11, 6, 8

C

Canadian Charter of Rights and Freedoms.....	9, 7
Commission Members	
Appointment.....	6
Selection.....	6
Committees.....	9, 10
Ad hoc.....	10
Attendance.....	11
Chair.....	11
Formation.....	10
Standing.....	10
Terms.....	11
Communication.....	13
Complaint.....	14
Analysis.....	16
Chief of Police.....	7, 15
Expiration.....	14
Monitoring.....	10
Police Officer.....	14
Police Services.....	7, 15
Policy.....	7, 15
Receive.....	10
Recording.....	10
Reporting.....	14
Serious or Sensitive Issues.....	15
Submission.....	14
Types.....	14
Conflict of Interest.....	8
Criminal Code of Canada.....	9, 6

F

Financial.....	13
Commission.....	13
Police Service.....	19
Freedom of Information and Protection of Privacy Act.....	9, 11, 7, 8, 11, 12
Freedom of Information and Protection of Privacy Regulations.....	9

J

Jurisdiction	
Police Service.....	18

L

Legal Obligations.....	9
Alberta Employment Standards Code.....	9
Alberta Labour Relations Code.....	9
Alberta Municipal Government Act.....	9
Alberta Peace Officer Regulation.....	9
Alberta Peace Officer (Ministerial) Regulation.....	9
Alberta Peace Officer Act.....	9
Alberta Peace Officers Collective Bargaining.....	9
Alberta Police Service Regulation.....	9
Bylaw.....	9
Canadian Charter of Rights and Freedoms.....	9
Criminal Code of Canada.....	9
Freedom of Information and Protection of Privacy Act.....	9
Freedom of Information and Protection of Privacy Regulations.....	9
Police Act.....	9
Provincial Policing Standards.....	9
Public Inquiry Act.....	9
Legislative Obligations.....	10

M

Meetings.....	11, 12
Member	
Conduct.....	7
Orientation.....	8
Minutes.....	12
Mission Statement.....	10

O

Order of business.....	12
Orientation.....	8

P

Personnel
 Commission 10
 Police Service 19
Policy Review 7
Provincial Policing Standards 9, 21
Public Complaint Director 7, 10
Public Inquiry Act 9

Q

Quarterly Report 13

R

Records 7, 12, 13
Remuneration 8
Report 10, 11, 12, 13, 14, 19
Responsibilities 7, 9
Revocation 7, 8, 9
Roles 9

V

Values 10
Vision Statement 10

APPENDIX 'A'

APPOINTMENT AND RE-APPOINTMENT PROCESS

Upon the motion of Council to seek nominees for appointment to the Taber Police Commission the Administration at the direction of the Chief Administration Officer shall follow the steps contained in this appendix to identify appropriate community members and approve/certify/clear those named for appointment.

- 1) The vacancy shall be advertised in the local media and on the Town of Taber website. Applicants shall complete an application available from the Town of Taber Administration offices and have it submitted complete with a police information check and signed release of information. The advertisement shall specify a closing date.
- 2) If no or insufficient applications are received the position will continue to be advertised.
- 3) The list of applicants shall be reviewed by the CAO to determine which names shall go forward to the Council agenda.
- 4) Those successful applicants shall be presented to the Council for approval in a closed session.
- 5) The council shall be made aware of the contents of Section 2.1.3 of the Taber Police Commission Policy Manual relating to the needs of the position. The Council may seek any clarification they deem necessary to assist them in making a decision.
- 6) When a commission member term of service is over and they remain eligible for re-appointment they must also follow this process. In consideration of their re-appointment the Council shall consider their record of service and may seek such clarification they deem necessary to assist them in this decision.
- 7) Upon appointment a personnel file shall be created and maintained by the Secretary to ensure service dates are recorded, oaths of office are retained and any correspondences can be managed, the file will be destroyed at the conclusion of the member's service to the commission.

APPENDIX B



Taber Police Service

**Complaints
Against
Police**

Taber is a great place to live. With your help we can make it even better. Working together to keep channels of communication open between Taber's citizens and police is important. If you have a complaint against the Taber Police Service, we encourage you to make your feelings known. We will listen to you and take appropriate action. That's a promise.


APPENDIX C

SAMPLE:

The table is reported monthly to the police commission with a copy to the SG.

PUBLIC COMPLAINTS		
File #	Nature of Incident	Status/Outcome
12345	An individual complains an officer overstepped authority in abusing his office to compromise their privacy	Matter being handled by internal investigator. SUI
6789	Complaint against Chief of an inadequate investigation. The issues of Commission bias and pursuing administrative error will not be considered by the LERB	The singular matter is still before LERB.

TABER MUNICIPAL POLICE COMMISSION
Commission Request For Decision

Subject: Canadian Association of Police Boards (CAPB) Membership Invoice	Date of Agenda: December 11, 2013
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Membership Fees Invoice	
Budget:	If Over Budget, what is alternate funding source?
Expense:	
Topic: Membership Fee	
Background:	<p>A motion is required to approve the payment of the 2014 Membership fees. The Taber Police Service is in the category of 11-25 members for a membership fee of \$430.00.</p> <p>Police Chief Rudd is currently in the process of submitting for payment and renewal for 2014.</p>
Options:	<ol style="list-style-type: none"> 1. That the Taber Police Commission approves the payment of the 2014 CAPB Membership Fee in the amount of \$430.00.
Recommendation:	
Option #1 - That the Taber Police Commission approves the payment of the 2014 CAPB Membership Fee in the amount of \$430.00.	
Approval Date:	December 6, 2013 CAO: 



Membership INVOICE

January 1, 2014 – December 31, 2014

PLEASE PRINT (Submitting this form indicates agreement to submit payment for membership services)

Board/Commission/Organization Name:

Mailing Address:

City:

Province:

Postal Code:

CAPG Contact Name/Title:

Phone:

Fax:

Email:

MEMBERSHIP FEE SCHEDULE*

ANNUAL FEES FOR NON-POLICE BOARD ORGANIZATIONS

Non-Police Board Organization means any public body, educational institution, municipal, provincial or federal authority or not-for-profit association that is not a Police Board/RCMP Advisory Committee/Committee of Municipal Council, but that is engaged in policing, law enforcement, public safety, crime prevention, justice, corrections, or governance.

Annual Fee.....\$540

ANNUAL FEES FOR POLICE BOARDS & RCMP/MUNICIPAL ADVISORY COMMITTEES

This includes Canadian municipal police boards, commission or committees including RCMP Advisory Committee/Committee of Municipal Council with a legislated mandate to govern its local police service, or a First Nations police governance body.

Authorized Force Strength:

Uniform _____

Civilian _____

FORCE TOTAL _____

<u>Force Total</u>	<u>Annual Fee</u>
❖ up to 10	\$270
❖ 11 to 25.....	\$430
❖ 26 to 100.....	\$675
❖ 101 to 250.....	\$995
❖ 251 to 400.....	\$1,290
❖ 401 to 1,000.....	\$3,770
❖ 1,001 and up.....	\$5,385

METHOD OF PAYMENT**

____ Visa ____ MasterCard ____ Cheque

Account Number: _____

Expiry: _____

Name of Cardholder: _____

Authorization Signature: _____

SEND COMPLETED FORM & PAYMENT TO:

CAPG
157 Gilmour Street, Suite 302
Ottawa, Ontario K2P 0N8

Questions? Contact Us:
Telephone: 613.235.2272
Email: jmalloy@capg.ca

Please make cheques payable to the Canadian Association of Police Governance (CAPG)

** The CAPG is exempt from collecting HST on membership dues*

***If paid by credit card, a processing fee of 4% will be applied*

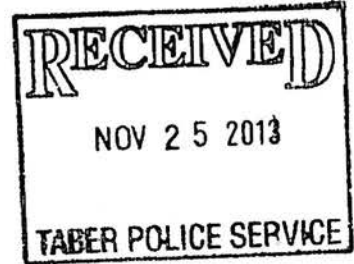
Dedicated to Excellence in Police Governance

TABER MUNICIPAL POLICE COMMISSION
Commission Request For Decision

Subject: Alberta Law Enforcement Review Board	Date of December 11, 2013
Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Correspondence	
Budget:	If Over Budget, what is alternate funding source?
Expense:	
Topic: Notice of Consultation – Board Appeal Rules	
Background:	<p>Correspondence was received from Alberta LERB detailing a request to hear from those involved in matters before the Board in regards to their draft appeal rules.</p> <p>The availability for Chiefs of Police or Chair of Commissions to participate in the consultation process is available and detailed in the attached correspondence.</p>
Options:	<ol style="list-style-type: none"> 1. That the Taber Police Commission approves the participation in the consultation process offered by the Alberta Law Enforcement Review Board (LERB) regarding the Board Appeal Rules by _____ in _____ on _____, 2014. 2. That the Taber Police Commission accepts the correspondence from the Alberta Law Enforcement Review Board regarding the consultation process for Board Appeal Rules, for information.
Recommendation:	
Option #1 - That the Taber Police Commission approves the participation in the consultation process offered by the Alberta Law Enforcement Review Board (LERB) regarding the Board Appeal Rules by _____ in _____ on _____, 2014.	
Approval Date:	December 6, 2013
Per CAO:	<i>Dabe Keller</i>
	<i>Acting</i>



ALBERTA
LAW ENFORCEMENT REVIEW BOARD



November 20, 2013

To: Counsel who appear before the Law Enforcement Review Board

Copies: Chiefs of all Police Services
Chairs of all Police Commissions
Presidents of all Police Associations
Tim Grant, Deputy Solicitor General
Bill Sweeney, Director of Law Enforcement & Assistant Deputy Minister

Subject: Notice of Consultation—Board Appeal Rules

As foreshadowed in my August 31, 2013 correspondence about the Board’s interim practice directions, we would like to hear from those involved in matters before the Board in regards to our draft appeal rules. The draft is complete and is undergoing internal comment at this time; the goal being to circulate a consultation draft externally in mid-December.

In this light, I would welcome your participation in the consultation. The dates and particulars of the meetings in the south and north regions are confirmed as follows:

Date	Time	Location	Venue
January 8, 2014	9:30 a.m.-12:30 p.m.	Calgary	Kahanoff Centre (Jim Hume Room) 200, 105 – 12 Avenue SE Calgary
January 9, 2014	9:00 a.m.-12:00 p.m.	Edmonton	International Relations (Conference Room 4XL) 4 th Floor, Commerce Place 10155 – 102 Street Edmonton

Please advise Barb Newton at 780-422-9376, before **December 23, 2013**, whether you plan to attend. Your participation is important to the Board and we hope you and your service representatives will join us.

If you are not able to attend, written comments on the draft rules may be sent to Barb Newton before January 17, 2014. Your feedback would be much appreciated.

...2/

The Board's rules will be finalized after that date, with a view to the Board adopting them as soon as practicable after January 31, 2014.

Two final things should be noted:

1. If you have any suggestions for how the consultation meetings might best be conducted, I would be happy to hear them; and
2. We would welcome other topics of discussion as time permits.

A handwritten signature in black ink, appearing to be 'DL', written in a cursive style.

David Loukidelis, QC
Chair