



City of Camrose Council Policy

Appointments to Camrose Police Commission

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| APPROVAL: | Motion 566/20 | POLICY#: | COU 16.18.0 |
| APPROVAL DATE: | December 21, 2020 | EFFECTIVE DATE: | December 21, 2020 |

1. Purpose of Policy

The City of Camrose deems it appropriate to establish a consistent process for member appointments to the Camrose Police Commission that allows for the following:

- 1.1 Cultural diversity and any specific skills or experience that would enhance the overall functioning of the oversight agency.
- 1.2 A background check of applicants prior to appointment to the Commission.
- 1.3 Oath of office for successful applicants.

2. Responsibilities

2.1 City Council to:

- 2.1.1 Appoint Council Members to the Camrose Police Commission at the Organizational Meeting of Council.
- 2.1.2 Appoint the Members at Large as per the recommendations from the Member at Large Review Panel by no later than December 31st of each year. The appointments shall be for three year terms as required by the Camrose Police Commission Bylaw (i.e. January 1, 2020 - December 31, 2023).
- 2.1.3 Make appointments throughout the year to fill vacancies as per the recommendations from the Member at Large Review Panel.

2.2 City Manager or Designate to:

- 2.2.1 Implement the Policy and establish an administrative directive for carrying out this Policy.

3. General Provisions

- 3.1 In September of each year, Administration will advertise the upcoming Member at Large vacancies, and conduct the advertising in a manner that generates the greatest response from the public.
- 3.2 Prior to advertising in the fall, the members at large whose terms will be expiring at year end and who are eligible for reappointment shall be invited to submit an application. Those applicants who reapply may be required to attend an interview.
- 3.3 Applications will be accepted throughout the year to fill Member at Large vacancies. Vacancies shall be advertised.
- 3.4 The Member at Large Review Panel shall ask for input on the appointment selections from the Chair of the Camrose Police Commission or the two Council Members appointed to serve on the Commission.
- 3.4 Administration shall provide administrative support to the Member at Large Review Panel including letters to successful and unsuccessful applicants.
- 3.5 The Chair of the Camrose Police Commission shall contact newly appointed members to familiarize them with the Commission.

4. Eligibility

- 4.1 To be considered for an appointment to the Camrose Police Commission, interested persons shall submit a completed application form and biography form to Administration for the Member at Large Review Panel. Applicants are also required to provide three references and a Police Information Check with the application.

In the event that there is insufficient time to complete a Police Information Check at the time of application, the applicant shall submit it as soon as possible thereafter. The Member at Large Review Panel may proceed with the review and selection process, and if required, include in their appointment recommendations to Council that the appointment is subject to a satisfactory Police Information Check.

Successful applicants will be reimbursed for the cost of the Police Information Check.

- 4.2 Unless otherwise stated in the Camrose Police Commission Bylaw or the Act to be eligible for appointment as a Member at Large applicants must be:

- 4.2.1 The full age of 18 years; and

4.2.2 A resident of the City of Camrose.

5. Definitions

- 5.1 “Act” means the Police Act. R.S.A. 2000 as may be amended from time to time.
- 5.2 “Administrative Directive” means a documented procedure that outlines a consistent approach to carrying out a specific Policy in the day to day operations of the organization.
- 5.3 “City Manager” means the individual appointed by Council to the position of Chief Administrative Officer as per the Municipal Government Act.
- 5.4 “Commission” means the Camrose Police Commission as established by Council by bylaw.
- 5.5 “Council Policy” means a policy regarding governance, public issues, and services to the public which requires Council approval.
- 5.6 “Designate” means a person delegated by the City Manager to carry out Sub-section 2.2 of the Policy.
- 5.7 “Member at Large Review Panel” means the members of Council appointed at the annual Organizational Meeting of Council.

6. Schedule for Review of Policy

- 6.1 This policy will be reviewed every four years, unless an earlier review is triggered by Council or applicable legislation.