

## **CALGARY POLICE COMMISSION - 2015 RECRUITMENT, SELECTION AND APPOINTMENT PROCESS**

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### **EXECUTIVE SUMMARY**

This report documents the recruitment, selection and appointment process for Councillors, City Administration and citizens to the Calgary Police Commission in order to demonstrate The City's and the Calgary Police Commission's ("Commission") compliance with provincial standards.

### **ADMINISTRATION RECOMMENDATION(S)**

That Council receive this report for information.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2014 October 20 Organizational Meeting of Council, Council adopted the following recommendation contained in Report M2014-0838:

"That Council direct Administration to work with the Police Commission to ensure the City and the Commission are in compliance with the Alberta Ministry of Justice and Solicitor General Policing Oversight Standards, including preparing any necessary policies and bylaw amendments".

### **BACKGROUND**

The Police Commission Bylaw 25M97, as amended, provides that The City of Calgary shall have a Commission composed of up to ten Members appointed by Council, with two Members being Councillors or City employees. Of the ten current Commission Members, six will expire on 2015 October 31 and Council is set to select new Members at the 2015 Organizational Meeting of Council. During the preparations for the 2014 Organizational Meeting of Council, the Commission, through discussions with the City Clerk's Office and the Law Department, identified opportunities for documenting the appointment process to ensure future compliance with the Ministry of Justice and Solicitor General *Alberta Policing Oversight Standards for Municipal Police Commissions* ("*Policing Oversight Standards*").

The *Policing Oversight Standards* are created under the authority of the *Alberta Police Act* RSA 2000 c. P-17. Section RR 2.3 of the *Policing Oversight Standards* provides that the "municipality shall conduct a background check/security clearance of each successful candidate (including those appointed as a member of the council or an employee of the municipality) before confirmation of his/her appointment to the oversight agency, including at a minimum:

- (a) Criminal record check,
- (b) Character / Reference checks,
- (c) Interview of applicant (including an assessment of overall suitability),
- (d) PCD [Public Complaint Director] shall receive an Enhanced Security Clearance (RCMP or municipal equivalent)".

The *Policing Oversight Standards* provide that compliance with the standards is mandatory and that the "Policing Standards and Audits Section (SAS) of Alberta Justice and Solicitor General will conduct compliance reviews to evaluate the structure and function of Alberta's policing oversight agencies against the Alberta Policing Oversight Standards...Each police oversight body will be audited against the Standards on a 4 year cycle".

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### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

While the practice of conducting criminal record checks and establishing a Selection Committee for the purpose of interviewing and assessing overall suitability of candidates prior to an appointment to the Commission exists, these processes are not outlined in a single readily accessible document. Rather, the advertisement, recruitment, selection and appointment processes are outlined in The City of Calgary Procedure Bylaw, 44M2006, as amended, and in various Council policies. The criminal record check requirement is documented in the annual Public Notice for vacancies and on the Boards, Commissions and Committees on-line application form. Given the number of documents related to procedures and processes, barriers exist for the Commission to demonstrate compliance with provincial standards.

In order to demonstrate The City's and the Commission's compliance with the *Policing Oversight Standards*, the City Clerk's Office compiled The City's current recruitment, selection and appointment processes to the Commission into one comprehensive document (Attachment). In documenting these processes, as well as setting out the mandate of the Selection Committee, The City and the Commission will be able to demonstrate how they are meeting the criminal record check, reference and interview requirements for Councillors, City Administration and citizen candidates.

The processes detailed in the Attachment are current state, with the exception of the co-ordination of criminal record checks. Effective the 2015 Organizational Meeting of Council, the City Clerk's Office will assume the responsibility from the Commission for co-ordinating the execution of criminal record checks directly with the Calgary Police Service. In light of the work currently underway on Boards, Commissions and Committees, as part of the Legislative Governance Task Force (LGTF) 2014-2017 Work Plan, no further process changes are being proposed for the 2015 Organizational Meeting of Council. Similarly, with respect to Council's direction that Administration prepare any necessary policies and bylaw amendments, the City Clerk's Office recommends that any potential policy and/or bylaw amendments be thoroughly evaluated as part of the LGTF 2014-2017 Work Plan for Boards, Commissions and Committees which are set for implementation at the 2016 Organizational Meeting of Council.

### **Stakeholder Engagement, Research and Communication**

The City Clerk's Office researched Council's previous directions with respect to the establishment of Selection Committees for appointments to the Commission and shared the Attachment with the Commission. An enhanced stakeholder engagement and research of best practices related to selection and background check processes for Police Commissions will occur as part of the LGTF 2014-2017 Work Plan items related to Boards, Commissions and Committees currently underway.

### **Strategic Alignment**

This report aligns with Council's priority of a well-run city: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (Action Plan 2015-2018).

### **Social, Environmental, Economic (External)**

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Documenting the recruitment, selection and appointment processes to the Commission is a step in promoting openness, transparency and demonstrating compliance with provincial standards.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

There are no current and future operating budget impacts.

#### **Current and Future Capital Budget:**

There are no current and future capital budget impacts.

### **Risk Assessment**

The *Policing Oversight Standards* provide that “oversight agencies will maintain a set of records – termed compliance files – that demonstrate compliance with the provincial standards. Compliance files consist of folders that contain evidence demonstrating proof of compliance with each standard”. In the absence of a single document, detailing the recruitment, selection and appointment processes, The City and the Commission are at risk of failing to demonstrate how they comply with provincial standards.

### **REASON(S) FOR RECOMMENDATION(S):**

Documentation outlining the recruitment, selection and appointment processes is required in order to demonstrate The City's and the Calgary Police Commission's compliance with provincial standards.

### **ATTACHMENT(S)**

Calgary Police Commission 2015 – Recruitment, Selection and Appointment Process