

# **St. Albert Policing Committee**

**Annual Report to Council and Community (2019)**



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## RECOMMENDATION

That the St. Albert Policing Committee's 2019 Annual Report be accepted as information.

## MEMBERSHIP (JANUARY 1 – DECEMBER 31, 2019)

### *Citizen Members*

Dr. Kristopher Wells (Chair)	Citizen-at-large	Second of three-year term
Dean Kurpjuweit (Vice Chair)	Citizen-at-large	Resigned
Al Bohachyk (Public Complaints Director*)	Citizen-at-large	Second of three-year term
Craig Cameron	Citizen-at-large	Second of two-year term
LuAnne Sirdiak	Citizen-at-large	Second of three-year term
Dion Tarkowski	Citizen-at-large	Second of two-year term

\*Public Complaints Director role was elected, but not yet functional this past year due to administrative delays.

### *Council Representation*

Councillor Watkins was re-appointed in January 2019 as the primary representative and Councillor Hughes was the designated alternate. Mayor Heron became an ex-officio member under a new Policing Committee Bylaw.

### *City Administration Representation*

The following individuals provided representation on behalf of City Administration:

David Leflar, Director Legal and Legislative Services  
Kerry Hilts, Deputy Chief Administrative Officer

### *RCMP Representation*

Inspector Pamela Robinson provided representation on behalf of the local RCMP detachment.

## OVERVIEW

The St. Albert Policing Committee was established in January 2018 and operates under Bylaw 13/2019 to act as a liaison between City Council, the RCMP Detachment, the Policing Services Department, and City residents to foster responsible community actions towards the creation of a safe and secure community.

In April 2019, Council approved a new Bylaw 13/2019 to replace Bylaw 28/2017.

Council approved a budget of \$20,000 to support the activities of the Policing Committee for 2019. A part-time administrative assistant was also provided to support the operations of the Policing Committee. A report on 2019 expenditures is included in Appendix A.

The overall purpose of the St. Albert Policing Committee is to maintain a proper balance between the independence and authority of the RCMP and accountability to the community and civilian authority through community input, increased transparency regarding policing operations, removal of political interference perceptions and assistance with dealing with local complaints.

Table 1 provides an overview of the Policing Committee (RCMP) Oversight Model as developed by the Ministry of Justice and Solicitor General of Alberta.

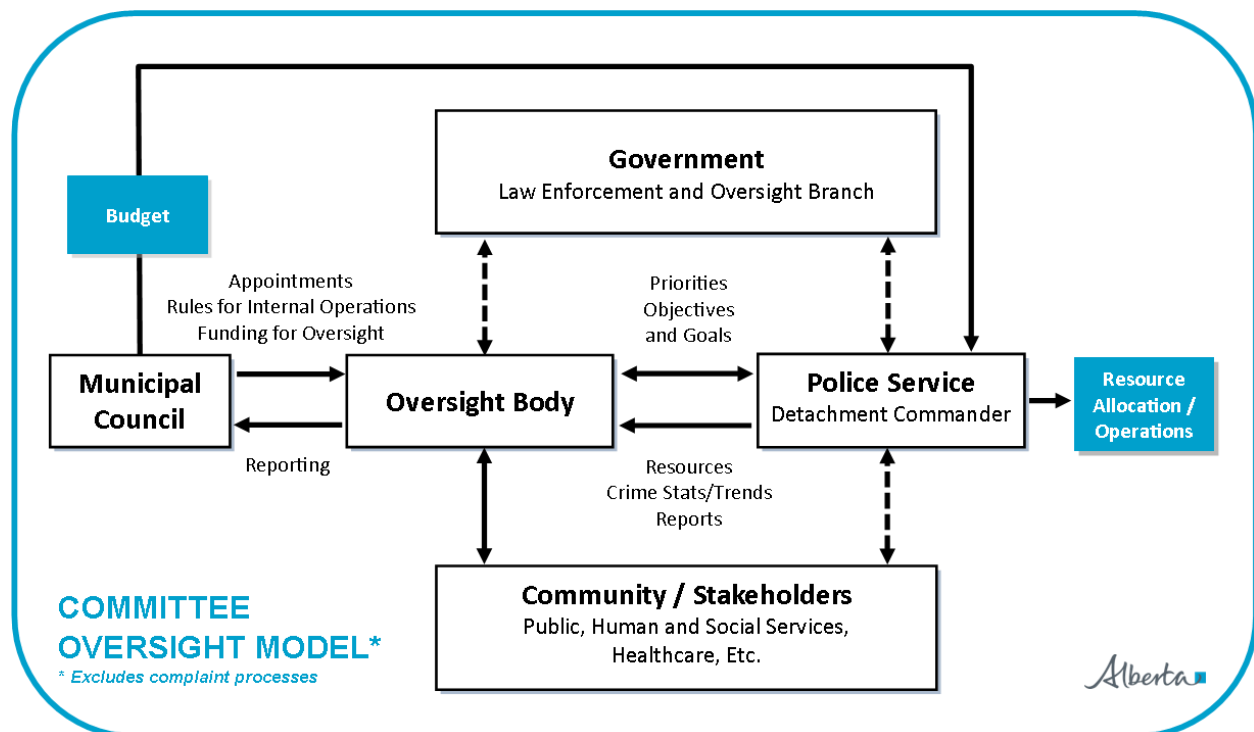


Table 1

The St. Albert Policing Committee has its duties, roles, and responsibilities defined by Section 23 of the Police Act, Article 7 & 8 of the Municipal Policing Services Agreement, and City of St. Albert Bylaw 13/2019. Members also agree to abide by the St. Albert Policing Committee Code of Conduct.

## **ACTIVITIES PROGRESS REPORT**

The St. Albert Policing Committee met 8 times during 2019, typically meeting monthly, except for the summer and Christmas holiday break. Two subcommittees continued to operate, which included (a) Public Engagement, and (b) Policy Manual.

The St. Albert Policing Committee established 5 key priorities for 2019:

1. Finalize administrative requirements for the St. Albert Policing Committee.
2. Work with the RCMP Officer in Charge on setting and approving the 2019/2020 RCMP objectives, priorities, and goals.
3. Complete committee member training and orientation.
4. Engage public on policing matters generally and to supplement planning for 2020/2021 policing priorities.
5. Collaborate with community and non-profit organizations

The 2019 Workplan in Appendix B details activities undertaken and progress towards these priorities. Of note, the Public Complaint Director role has not yet been activated, and the Policy and Procedures Manual is still under review. Both are expected to be completed and operationalized in early 2020.

The Policing Committee also supported the development of a new City of St. Albert Bylaw 13/2019, which clarified the roles, responsibilities, and functions of the Policing Committee, which was passed by City Council on April 8, 2019.

### ***Other Activities***

The St. Albert Policing Committee approved the following RCMP Annual Community Policing Priorities for 2019-20:

1. Crime Reduction
2. Community Policing
3. Traffic Safety

These priorities included objectives, outcomes, initiatives, and where possible key measures. These priorities were presented to Council on April 23, 2019.

The St. Albert Policing Committee continued to receive quarterly reports and updates from the RCMP Officer-in-Charge on progress towards accomplishing these Annual Community Policing Priorities.

In 2019, the St. Albert Policing Committee approved renewed memberships in REACH Edmonton, Alberta Hate Crimes Committee, and the Alberta Association of Police Governance. The Committee also became a member of the Alberta Community Crime Prevention Association and the Canadian Municipal Network on Crime Prevention.

Three members of the St. Albert Policing Committee attended the 2019 Annual Conference of the Alberta Association of Police Governance (AAPG) held April 5-6 in Medicine Hat, Alberta. St. Albert Policing Committee member Al Bohachyk was elected as Secretary to the AAPG Executive and attended in this capacity.

The St. Albert Policing Committee conducted background research on submitting a request for proposals to host the 2021 AAPG Conference. A formal bid will be submitted in January 2020.

Representatives of the St. Albert Policing Committee continued to participate in the Solicitor General's Police Act Review consultation sessions (x 6), which were ongoing into 2019.

The St. Albert Policing Committee continued to follow its "Communication and Public Participation Plan," which guided its public engagement activities. These activities included participation at:

- St. Albert Centre – Promotion of Policing Committee Survey (January 3)
- Servus Place – Promotion of Policing Committee Survey (January 4)
- St. Albert Farmer's Market (June 15 & September 14)
- St. Albert Pride in the Park (June 22) in partnership with RCMP
- Council in the Park (September 28)
- St. Albert Volunteer & Information Fair (November 16)

Committee members also attended and provided representation at the following events:

- City of St. Albert's Board Appreciation event at the St. Albert Art Gallery (October 1)
- Trade Fair Marketing Workshop at St. Albert CIVC (November 5)
- RCMP Multi-Family Crime Prevention Presentation (November 18)
- City of St. Albert Strategy and Mobilization Annual General Meeting (December 4)
- Edmonton Police Service and Edmonton Police Commission Holiday Reception (December 11)

To support community awareness and outreach, the Committee purchased a display tent and branded promotional materials (e.g., re-useable straws, tote bags, and key lights).

In support of increasing public awareness, Policing Committee information was added to the St. Albert Crime Map, which appears weekly in the St. Albert Gazette.

Four Committee members participated in a media training day held on Saturday, November 9<sup>th</sup> as facilitated by ZGM Modern Marketing Partners.

In December 2019, the Committee adopted a new set of Self-Evaluation Tools (See Appendix C) designed to improve and support more efficient committee operations. These tools also supported members to reflect on their individual participation and to develop personalized goals.

Another major accomplishment was the development of a new Policing Committee comment card and informational postcard. These materials will be available for distribution in 2020 (See Appendix D).

All of the above activities were focused on increasing public engagement and building community awareness.

## **ACKNOWLEDGMENTS**

The St. Albert Policing Committee wishes to express our thanks and appreciation to the City of St. Albert for supporting the development of our new Bylaw; City Council for continued financial and administrative support; and the RCMP for helping to ensure that St. Albert continues to be one of the safest cities in Canada.

We would also like to express our most sincere appreciation to the citizens of St. Albert for engaging with us and supporting the ongoing work of the Policing Committee.

## **APPENDIX A**

### **St. Albert Policing Committee**

#### **Preliminary 2019 Annual Operating Budget Report**

<u>2019 Approved Operating Budget Total</u>	\$20,000
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#### Actual Expenses

Training/Conferences	\$5,933.64
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Committee Memberships	\$325.00
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Advertising, Promotional Products/Activities	\$8,014.31
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(Incl. pop up tent, table, chairs etc. for engagement activities)

Hospitality for Meetings/Training	\$372.52
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Total Expenses	<u>\$14,645.47</u>
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*\*The above represents the preliminary year end and most up to date information available at the time of this report.*



## APPENDIX B

### *St. Albert Policing Committee 2019 Work Plan Progress*

#### **Priority 1: Finalize administrative requirements for the St. Albert Policing Committee**

Objective	Task	Progress
Create and approve the 2019 Policing Committee Annual Work Plan and communicate it to Council and the Community	Work Plan approved by Committee by March 7, 2019	Completed
	Committee to present Work Plan to City Council and post publicly by April 23, 2019	Completed
Create and approve the St. Albert Policing Committee Annual Report to Council	Final Annual Report (for 2018) delivered to City Council on April 23, 2019	Completed
Finalize the St. Albert Policing Committee Policy and Procedure Manual	Policy Manual Subcommittee to facilitate	In Progress
Activate Public Complaint Director role and responsibilities	Training and Orientation with Alberta Justice, RCMP, and City on role and responsibilities	In Progress
	Public advertising of role and start of complaint intake option	In Progress
Review, discuss, and provide recommendations or comments to Council related to changes to the Council Policy on Policing Services and the Policing Committee Bylaw 28/2017	To provide input on Council Policy & Bylaw	Completed

**Priority 2: Work with the RCMP Officer in Charge on setting and approving the 2019/2020 RCMP objectives, priorities, and goals**

Objective	Task	Progress
Provide the St. Albert RCMP Officer In Charge with community identified policing priorities	Committee to develop and share with Officer in Charge	Completed
Approve the RCMP 2019/2020 Annual Performance Plan	Chair to sign acknowledgment of consultation	Not Applicable in 2019
Communicate the RCMP 2019/2020 Annual Performance Plan to the community	Committee to present 2019/2020 APP to City Council and post publicly	Completed

**Priority 3: Complete committee member training, orientation, and ongoing professional development**

Objective	Task	Progress
Coordinate and ensure all new and continuing committee members have completed mandatory and suggested education/training sessions	Chair to coordinate with City Administration and Committee Members	In Progress
Support ongoing professional development for committee members	Attend the Alberta Association of Police Governance Conference	Completed
	Support committee participation in other policing conferences, workshops, and events, as appropriate	Completed
	Media Training Day	Completed
	Development of Committee self-evaluation tools	Completed

**Priority 4: Engage public on policing matters generally and to supplement planning for 2020/2021 policing priorities**

Objective	Task	Progress
Continue public engagement to raise the profile and visibility of the Policing Committee with local citizens, agencies, boards, businesses, and diverse communities in accordance with Provincial standards	Public Engagement Subcommittee to coordinate and facilitate.	Completed
	Community Engagement Survey used to inform annual policing priorities	Completed
Public Engagement at as many of the following as is practical/possible:  i. St. Albert Farmer's Market (Spring/Summer) ii. City Hall Foyer (in conjunction with other public events) iii. 'Public Safety Open House' on St Albert Centre Mall Parking Lot (June) iv. Servus Place 'Volunteer Fair' v. Other opportunities as they become apparent	Public Engagement Subcommittee to coordinate and facilitate	Completed
Examine uses of social media as a community engagement strategy	Discuss with City Administration and Communications Department	Completed

**Priority 5: Collaborate with community and non-profit organizations**

Objective	Task	Progress
a. Renew membership with the Alberta Association of Police Governance b. Renew membership with REACH Edmonton c. Renew membership with Alberta Hate Crimes Committee d. Attend stakeholder working groups and events e. Collaborate with other community groups as opportunities arise	Chair to facilitate with City Administration and Committee Members	Completed

## **APPENDIX C**

### **St. Albert Policing Committee Self-Evaluation Tools**

#### **St. Albert Policing Committee Self-Reflection and Evaluation Guidelines**

##### **PURPOSE**

To establish the St. Albert Policing Committee's commitment to assessing its effectiveness and to outline a comprehensive framework for reflection and self-evaluation, including tools and processes to assess the overall Committee, individual Committee members through self-reflection, participation in subcommittees, community engagement opportunities, and regular Committee meetings.

##### **GUIDING PRINCIPLES**

- The Policing Committee is composed of citizen volunteers, it is up to the Committee membership to determine what Committee effectiveness means to them and how it is measured and improved over time.
- Self-reflection, self-evaluation, and assessment tools will provide guidance and direction to enhance Committee effectiveness and to spark discussion among Committee members on governance and oversight activities that will most benefit the St. Albert Policing Committee and the community it serves.
- A comprehensive effectiveness assessment framework is complex and requires diverse types of assessments, unfolding at multiple levels, and along distinct time horizons to address short and long-term opportunities and challenges. Assessment activities should reflect fiduciary, strategic, and generative perspectives.
- Assessment practices are intended to be constructive, positive and strength-based, rather than negative, punitive, or focused on flaws and deficiencies.
- Assessment practices should allow for an appropriate degree of confidentiality and/or anonymity to enable candid and honest feedback from participants.
- Assessment practices should occur annually and be led by the Chair in consultation with City Administration.

## St. Albert Policing Committee Individual Committee Member Self-Evaluation

The following questions are for the self-reflection of individual committee members. The responses will support each member to improve performance. Responses are for the individual board member only. This self-evaluation tool should be completed annually.

	Yes	No	Not sure
Do I understand and support the mission of the St. Albert Policing Committee?			
Am I knowledgeable about local policing programs and services?			
Do I follow trends and important developments related to community-based policing?			
Do I read and understand the St. Albert Policing Committee Bylaw, Municipal Policing Service Agreement, and other related documents, which guide the role and functioning of the Committee?			
Do I have a good working relationship with other Committee members?			
Do I have a good working relationship with City Administration?			
Do I have a good working relationship with the local RCMP Detachment Commander?			
Do I recommend individuals to serve on the Policing Committee when there are vacancies?			
Do I prepare for and participate in Committee and subcommittee meetings?			
Do I act as a good will ambassador for the St. Albert Policing Committee and the City of St. Albert?			
Do I find serving on the Committee to be a satisfying and rewarding experience?			

Goals for self-improvement:

- 1.
- 2.
- 3.

### **St. Albert Policing Committee Committee Meeting Effectiveness**

1. Do Committee meetings accomplish the approved agenda?  
If not, why not? What are suggestions for improvement?
2. Does the meeting material support the agenda items?
3. Do Committee meetings include all points of view/perspectives?
4. Was enough/too much time allotted for discussion of any items?
5. Were discussions in accordance with policies related to the Committee's Code of Conduct, Conflict of Interest, and Policy Manual?
6. Do you have any other general comments to help improve the efficiency and effectiveness of meetings?



## St. Albert Policing Committee Governance Effectiveness

### Instructions for Completion

Please use the rating scale provided to indicate your personal perception of how well the St. Albert Policing Committee attends to each of the factors identified in the statements below. We would like an “off the top of your head” response. These responses will be anonymous and tabulated to help improve the Committee.

Thank you.

	5	4	3	2	1	0
	Agree strongly	Agree	Indifferent	Disagree	Disagree strongly	Don't know
1.	Orientation for Committee members adequately prepares them to fulfill their mandated responsibilities.					
2.	This Committee is actively involved in planning the direction and priorities for policing in St. Albert.					
3.	The Committee does a good job of evaluating reports and information shared to improve community safety and satisfaction (measuring results against objectives).					
4.	The Committee utilizes its budget appropriately and effectively.					
5.	Committee members demonstrate a clear understanding of their respective roles and that of the Officer-In-Charge.					
6.	The Committee's time and resources are used efficiently (good value for the time or money spent).					
7.	The Committee has good credibility with key stakeholders (community, RCMP, Council members, and city staff and administration).					
8.	Committee members demonstrate commitment to the Policing Committee's mission, objectives, and values.					
9.	Committee members adhere to and conduct themselves in accordance with key elements of the governance structure (bylaws, policies, code of conduct, conflict of interest, etc.).					
10.	The Committee's capacity to provide direction and oversight effectively is not impaired by interpersonal conflict.					
11.	There is a productive working relationship between the Committee and RCMP Detachment Commander (characterized by good communication, mutual trust, and respect).					
12.	I am confident that this Committee would effectively manage any community safety crisis that could be reasonably anticipated.					
13.	Committee meetings are well organized and managed.					
14.	The Committee uses sound decision-making processes (focus on committee responsibilities, factual information, efficient use of time, effective implementation).					
15.	We have a good balance between information sharing and discussion at meetings.					
	Total of the 15 items					
	Overall Score (total divided by 15)					

**What are three priority areas you would like to see improved over the next year?**

1.

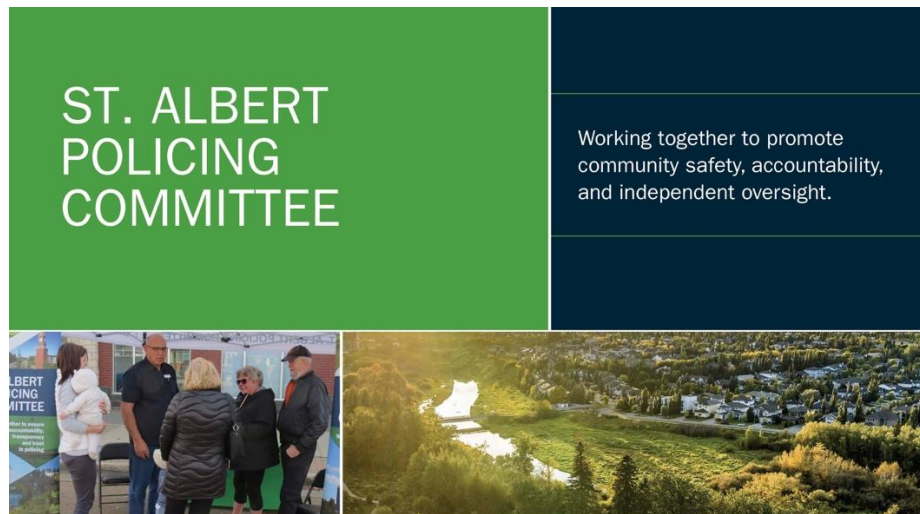
2.

3.



## APPENDIX D

### St. Albert Policing Committee Promotional Materials



 [stalbert.ca/spc](http://stalbert.ca/spc)



#### THE ST. ALBERT POLICING COMMITTEE:

- Is made up of local residents and volunteers appointed by City Council for two- or three-year terms.
- Represents community interests and concerns on policing and public safety issues through open dialogue, good communication and collaboration.
- Acts as an important liaison among City Council, the RCMP Detachment and local residents to foster responsible community actions toward the creation of a safe and secure community.
- Fosters open and respectful relationships where policing priorities and goals can be determined and met without undue political interference.
- Establishes a Public Complaints Director who may receive initial complaints from the public and refers them to the RCMP Detachment Commander for follow up or provides citizens information on how to engage the Civilian Review and Complaints Commission.
- Assists in identifying local policing issues, emerging crime trends and community safety initiatives.
- Supports initiatives related to crime prevention, reduction and community safety.

For more information visit  
[stalbert.ca/spc](http://stalbert.ca/spc)

**Questions/Concerns**  
Phone: **780-459-1500** Ext. 4331  
Email: [policingcommittee@stalbert.ca](mailto:policingcommittee@stalbert.ca)

# ST. ALBERT POLICING COMMITTEE

Working together to promote  
community safety, accountability,  
and independent oversight.

**COMMENT  
CARD**



[stalbert.ca/spc](http://stalbert.ca/spc)



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## ST. ALBERT POLICING COMMITTEE COMMENT CARD

Your comments are important to us.  
**Your confidentiality is ensured.**

1. Thinking of policing in St. Albert, what would you identify as the top three priorities for the RCMP:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2. What are the safety and crime issues of most significant concern to you?

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3. Other Comments?

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Please email us at [policingcommittee@stalbert.ca](mailto:policingcommittee@stalbert.ca)  
if you have any further feedback or questions.

This is not a complaint process. This information will be used by the Policing Committee to help develop the Annual Policing Priorities Plan.

*Thank you from the St. Albert Policing Committee!*

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2. \_\_\_\_\_
3. \_\_\_\_\_

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3. Other Comments?

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