



CALGARY POLICE COMMISSION - 2015 RECRUITMENT, SELECTION AND APPOINTMENT PROCESS

1. RECRUITMENT PROCESS

- 1.1 The City Clerk's Office places, in one or more newspapers published in The City, an advertisement inviting applications for citizen vacancies on the Calgary Police Commission which will be required to be filled that year, including posting the application criteria.
- 1.2 The City Clerk's Office provides and administers a process for Councillors, City Administration and citizens to apply to serve on the Calgary Police Commission.
- 1.3 The City Clerk's Office provides Council with citizen applications, Councillors' preferences and Administration's expressions of interest and any other related governance materials.

2. SELECTION PROCESS

- 2.1 At the 2015 Organizational Meeting of Council, Council will:
 - 2.1.1 Review and consider all citizen applications and preferences expressed by Councillors and City Administration to serve on the Calgary Police Commission.
 - 2.1.2 Consider and interview Councillors or City Administration interested in serving on the Calgary Police Commission, and conduct an assessment of overall suitability to serve on the Calgary Police Commission.
 - 2.1.3 Select Councillor(s) or City Administration for appointment to the Calgary Police Commission, subject to completion of a satisfactory Calgary Police Service criminal record check.
 - 2.1.4 Establish a short-list of citizen candidates.
 - 2.1.5 Establish a Selection Committee, with the mandate to:
 - (a) Interview the short-list of citizen candidates selected by Council at the Organizational Meeting of Council; and
 - (b) Conduct reference checks, including an assessment of the citizen candidate's overall suitability to serve on the Calgary Police Commission.

2.2 Following the 2015 Organizational Meeting of Council:

- 2.2.1 Following the completion of its mandate, as set out in section 2.1.5, the Selection Committee will forward a recommendation to Council for citizen appointment(s) to the In-Camera portion of the Council Agenda.
- 2.2.2 Council will consider the Selection Committee's recommendation for citizen appointment(s), and will select citizen(s), subject to completion of a satisfactory Calgary Police Service criminal record check.
- 2.2.3 The City Clerk's Office will co-ordinate the completion of criminal record checks for citizen, Councillor or City Administration appointment(s) directly with the Calgary Police Service.

3. APPOINTMENT PROCESS

- 3.1 The City Clerk's Office will present to Council, In-Camera, Councillor(s), City Administration and citizen(s) who satisfactorily completed the criminal record checks by the Calgary Police Service for appointment.
- 3.2 Council will appoint Councillor(s) or City Administration and citizen(s) to the Calgary Police Commission in accordance with the Alberta *Police Act* RSA 2000 c. P-17 and the Police Commission Bylaw 25M97, as amended.