



Calgary Police Commission

Finance & Audit Committee

Terms of Reference – 2015

1. Purpose Statement

- a. This committee is the steward of the business planning process of the Calgary Police Service.
- b. Pursuant to sections 29(1) and 31(1) of the *Police Act*, review the Calgary Police Service budget, proposed adjustments, and any urgent funding needs and submit these to City Council through the Calgary Police Commission.
- c. Monitor the allocation of the funds provided by council.
- d. In consultation with the Executive Director, monitor the commission budget.

2. Key Areas Of Responsibility

a. *Calgary Police Service Business Plan & Budget Stewardship*

- i. Every four (4) years, provide guidance in the development of the service's three year business plan.
- ii. Provide guidance in the development of the annual budget.
- iii. Liaise with members of City Council and city administration.
- iv. Review sourcing of other funds for the service.

b. *Budget Stewardship*

Work with the Executive Director in the development of the commission's annual budget for approval to the full commission.

c. *CPC/CPS Fiduciary Review*

- i. Monthly review of commission financial statements.
- ii. Review of the service's quarterly report.
- iii. Oversee financial audits of service activities including value-for-money audits.
- iv. Annual review of service financial policies.

d. *CPS Assigned Staff vs Authorized Strength*

- i. Monthly review of CPS reports - assigned staff vs authorized strength

3. Objectives For 2015

See work plan 2015

4. Membership Appointment & Obligations

- a. The commission determines the membership of the Finance & Audit Committee.
- b. The Committee, once its members are appointed at the annual Organizational meeting of the Commission, will elect the Committee chair in accordance with the Calgary Police Commission Procedures.

5. Decision Making Authority & Lines of Communication

- a. The commission may delegate tasks and projects to the committee.
- b. The committee chair may appoint a designate.
- c. The committee must present its resolutions to the commission for approval.
- d. The commission chair may take action in urgent or time sensitive situations. An effort will be made to confer with all committee members where possible. Information regarding the issue, rationale and action taken must be provided to all commission members as soon as possible.
- e. The committee chair will ensure the commission chair is advised of significant committee activities in a timely fashion.
- f. The commission chair may designate the committee chair to speak to the media regarding deliberations of the committee.
- g. Formal communication with service staff shall be through the service designate to this committee via the committee chair and with commission staff through the Executive Director.

6. Committee Decision Making

- a. A quorum of the committee shall consist of three (3) members.
- b. Decisions will be achieved by consensus. Consensus means that individuals can live with the alternative chosen even if it is not their first choice.
- c. When agreement of all members cannot be reached on a particular issue/item, consensus will be determined by a majority vote. In the event of a tie, the chair will cast the deciding vote.
- d. Members must unilaterally respect and must not publicly or privately discredit any final decision of the committee.