

	CALGARY POLICE COMMISSION FINANCE & AUDIT COMMITTEE WORKPLAN – 2014	
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Finance & Audit	Scheduling	Issue/Item	Schedule on Agenda	Detail
Police Act Section 29(1) / 31(1)(a)(d)				
	Monthly	Oversight of CPS Budget		As per Reporting Schedule
	Annual	CPS Audit Plan	May 2014	External Auditor – Annual Reports
	Annual	CPS Business Plan & Budget planning	March 2014	Work with the CPS
	Annual	CPS Budget & Audit - Presentations to City Council	June 2014	CPC/CPS - Prepare annual reporting documentation
	Monthly	Ensure and monitor adequate personnel (CPS)		As per reporting schedule
	Annual	Monitor Exit Interviews		As per reporting schedule
	Quarterly	Receive Internal Audit reports & Audit/Process Review reports – City of Calgary	Each mid –trimester month	As directed
	Annual	Adoption of Terms of Reference & Workplan	January 2014	As per reporting schedule
	Monthly	CPC Budget		Regular reporting - ED

Updated	2014 June 10
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CALGARY POLICE COMMISSION

FINANCE & AUDIT COMMITTEE WORKPLAN – 2014

Sections of Police Act governing Commission Accountabilities

Financial Oversight Committee	Governance Committee	Personnel	Complaints Oversight Committee
<p>29(1) Every Commission in consultation with the chief of police, shall cause to be prepared</p> <ul style="list-style-type: none"> (a) estimates of all money required for the fiscal year to <ul style="list-style-type: none"> (i) pay the remuneration of the police officers and other persons employed for the police service, and (ii) provide an pay for the maintenance of accommodation equipment and operating costs of the police service <p>and</p> <ul style="list-style-type: none"> (b) a yearly plan specifying the level of police service and programs to be provided in respect to the municipality <p>and shall submit those estimates and plans to the council</p> <p>31(1) Where a commission has been established, the commission shall, in the carrying out of its responsibilities, oversee the police service and for that purpose shall do the following:</p> <ul style="list-style-type: none"> a. allocate the funds that are provided by the council d. ensure that sufficient persons are employed for the police service for the purpose of carrying out the functions of the police service 	<p>31(1) Where a commission has been established, the commission shall, in the carrying out of its responsibilities, oversee the police service and for that purpose shall do the following:</p> <ul style="list-style-type: none"> b. establish policies providing for efficient and effective policing 	<p>(internal)</p>	<p>28.1(1) Each commission and policing committee shall designate a person as a Public Complaint Director</p> <p>(3) The Public complaint Director shall:</p> <ul style="list-style-type: none"> (a) receive complaints against police officers from the public and refer them to the chief of police under section 43(1), (b) provide liaison between the commission or policing committee and the chief, and (c) perform the duties assigned by the Commission of policing committee in regard to public complaints.

Commission

28(1) Commission's Responsibility
A council, other than one that is party to an agreement entered into under section 22 or 24, that:

- a. Has a municipal police service, or
- b. has the approval of the Minister to establish a police service.

Shall establish a police Commission

31(1) Where a commission has been established, the commission shall, in the carrying out of its responsibilities, oversee the police service and for that purpose shall do the following:

- a. allocate the funds that are provided by the council
- b. establish policies providing for efficient and effective policing
- c. issue instructions, as necessary to the chief of police in respect of the policies referred to in clause (b)
- d. ensure that sufficient persons are employed for the police service for the purpose of carrying out the functions of the police service



CALGARY POLICE COMMISSION FINANCE & AUDIT COMMITTEE WORKPLAN – 2014

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CALGARY POLICE COMMISSION

FINANCE & AUDIT COMMITTEE WORKPLAN – 2014

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CALGARY POLICE COMMISSION GOVERNANCE COMMITTEE – Workplan 2014

May 2014

Governance	Origin of Issue	Issue / . Item	Schedule on Agenda	Details
Police Act Section 31(1)(b)				
	Annual	<i>CPC Policy Manual Review & new Policy Development</i> - Formulate a Policy Framework at a higher governance level - Assign specific policies to Committees	Ongoing	Referred to Staff for review and recommendations
	Annual	<i>Review & Approve Terms of Reference & Reporting Schedule</i>	Jan 2014	Amended for 2014
	Annual	Commission Governance Retreat – Strategic Planning	Sept 2014	Scheduled for September 2014
	Ongoing	New Prov Policing Standards 2012 Consider CPC policy updates	March 2014	Referred to staff for review and recommendations
	Ongoing	Strategic Planning & Oversight - develop core values / community standards - set objectives / measures / priorities - define operations vs policy (review CPS Operations)	Ongoing	Define common vision and purpose and strategic planning alignment & develop long term strategy Develop Action plan / assign accountability
	Spring/Fall	CPC Surveys – Citizen & CPS Employee		Review survey & receive results
		CPC Surveys – Citizen & CPS Employee – Determine survey methodology		To be conducted in Summer 2014 Scheduled for March 2014
	Annual	Monitoring & Reporting	Jan 2014	Review & Define reporting & frequency / requirements for Committees and CPC
	Ongoing	Succession Planning	March 2014	Update scheduled for March 2014
	Annual	Strategic Planning Session – CPS/CPC	March 2014	Assigned to CPC/CPS Staff
	Annual	CPC Annual Report	March 2014	Assigned to staff for completion to submit for final approval

	May	2013 CPC Community Policing Awards & Dinner		Submit winners for approval
	January	Performance Review 2013 – Chief & ED Performance Measures - Chief & ED	Feb 2014	