



Calgary Police Commission

Governance Committee

Terms of Reference – 2014

1. Purpose Statement

Governance Model:

To provide leadership to the Commission in the monitoring of the governance model & strategic direction adopted by the Commission; and make recommendations for change, where necessary.

Policy Development & Amendments:

To provide leadership to the Commission in the development and maintenance of policies to ensure efficient and effective policing by the Calgary Police Service.

2. Key Areas of Responsibility

- Working in concert with Commission staff to develop the annual strategic planning process
- Acting as the liaison for the Commission to maintain and enhance a positive strategic relationship with the service and
- Acting to provide leadership to the Commission by monitoring and providing oversight on policy issues and oversight standards, and making recommendations for change where necessary
- Working to establish and monitor effective communication protocols between the Commission, the police service, and the public that reflect the mandate, mission, values and policies of the Commission.
- Working to review the CPC Policy Manual and make recommendations for change, where necessary.
- Acting as the liaison for the commission regarding internal Calgary Police Service and Calgary Police Commission personnel issues
- Reporting to the Commission on performance/salary review and recommendations for the Chief.
- Reporting to the Commission on performance/salary review and recommendations for the Executive Director.

3. Objectives For 2014

- a. Conduct an annual review of the Terms of Reference and mandate as set out by the Commission and adopt an annual workplan.
(See Workplan 2014)

4. Membership Appointment & Obligations

- The Commission determines the membership of the Governance Committee.
- 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

- The Commission may delegate tasks and projects to the committee.
- The committee chair may appoint a designate.
- The committee must present its resolutions to the commission for approval.
- 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.
- The committee chair will ensure the Commission chair is advised of significant committee activities in a timely fashion.
- The Commission chair may designate the committee chair to speak to the media regarding deliberations of the committee.
- 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 quorum of the committee shall consist of three (3) members.
- Decisions will be achieved by consensus. Consensus means that individuals can live with the alternative chosen even if it is not their first choice.
- 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.
- Members must unilaterally respect and must not publicly or privately discredit any final decision of the committee.

7. Calgary Police Commission Policy & Procedures Manual

- The committee is responsible to oversee the ongoing review of the CPC Policy & Procedures Manual (see Workplan 2014)