



**Calgary Police Commission**  
**Complaint Oversight Committee**  
**Terms of Reference – 2014**

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**1. Purpose Statement**

On behalf of the Commission, monitor the process for complaints against specific officers and /or policies of the Calgary Police Service in accordance with the Alberta *Police Act* and the Alberta Police Service Regulations.

**2. Key Areas of Responsibility**

1. To ensure that complaints are processed in accordance with the Alberta Police Act and the Alberta Police Service Regulations in a fair, transparent and efficient manner.
2. To review and make recommendations to the Commission for Time Limit Extension requests from the Service.
3. To review issues of policy, procedure and process on legislation, appeals, complaints against the Chief, and referrals from the Alberta Law Enforcement Review Board, and make recommendations to the Commission.
4. In concert with the Public Complaint Director, ensure compliance with the Police Act under Section 28.1.

**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**

- a. The commission determines the membership of the Complaint Oversight 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 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.