



Calgary Police Commission

Governance & Personnel Committee

Terms of Reference - 2017

1. Purpose Statement

This committee provides leadership to the Commission when it comes to:

- a) Monitoring the governance model and strategic direction adopted by the Commission and making recommendations for change, where necessary.
- b) The development and maintenance of policies to ensure efficient and effective policing by the Calgary Police Service.

2. Key Areas of Responsibility

- a) **Strategic Planning:** Work with Commission staff to coordinate and develop the Commission's strategic and operational planning.
- b) **Positive Relationships:** Inform and enhance a positive strategic relationship with the service and other Commission stakeholders.
- c) **Policy Oversight:** Provide leadership to the Commission by monitoring and providing oversight on policy issues and oversight standards, and making recommendations for change where necessary. This includes reviewing the Commission's policy manual and making recommendations for changes, when necessary.
- d) **Risk Management:** Oversee the service's policy-related risk management strategies and processes.
- e) **Communication Oversight:** 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.
- f) **Personnel Oversight:** Make recommendations to the Commission regarding internal Calgary Police Service and Calgary Police Commission personnel issues. This includes reporting to the Commission on performance, executive development, and salary review for the Chief and the Executive Director, and conducting succession planning to ensure effective continuity of leadership.

3. Objectives For 2017

- 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 2017)**

4. Membership Appointment & Obligations

- a) The Commission determines the membership of the Governance Committee.
- b) Whenever possible, the majority of the committee will be comprised of members defined as 'independent' through the Commission's Independent Assessment Evaluation.

- c) 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) In accordance with the Commission communication policy, formal communication between the service and the Commission shall be conducted through the Executive Director and/or Chair and the Office of the Chief.

6. Committee Decision Making

- a) A quorum of the committee shall consist of three (3) members.
- b) When agreement of all members cannot be reached on a particular issue or item, the issue will be decided by a majority vote. In the event of a tie, the chair will cast the deciding vote.
- c) 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 2017*)