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Repealed:	April 19, 2012
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	September 17, 2020

5.2.5 HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Mandate:

The purpose of the Edmonton Police Commission's ("Commission") Human Resources Committee is to provide a focus on areas of human resources that will enhance performance for both the Commission and Edmonton Police Service ("Service").

The primary purpose of the Human Resources Committee ("Committee") is to consider and recommend actions and propose policies that are in alignment with recruitment and retention, succession planning, performance planning, and review.

The Human Resources Committee is also responsible for the ongoing review of current human resources policies and recommends any necessary changes and amendments.

The Committee will recommend contracts of employment for the position of Executive Director to the Commission and Chief of Police for the Service, including compensation and benefits.

Composition and Operations:

1. The Human Resources Committee shall have a minimum of three members appointed by the Commission, with one member designated as Chair. The maximum number of members appointed shall be less than the quorum of the Commission as a whole.
2. The Human Resources Committee shall meet on a monthly basis unless there is agreement by the committee members that a meeting is not required.
3. The Human Resources Committee can consider scheduling additional meetings to fulfill their mandate and to be able to make recommendations to the Commission in a timely manner.
4. The Executive Director shall attend meetings as required to act as administrative support to the committee and is not a voting member.

Duties and Responsibilities:

1. The Committee will review and recommend to the Commission for approval, contracts with respect to the employment of the Executive Director of the Commission and the Chief of Police for the Service.
2. The Committee will review and determine on a yearly basis the compensation and benefits provided to both the Executive Director and Chief of Police following an appropriate performance evaluation process.
3. The Committee will make recommendations to the Commission and ensure that performance and training plans are in place for both the Executive Director and Chief of Police on an annual basis.
4. The Human Resources Committee will participate with the Executive Director in the hiring process of both the Public Complaint Director and legal counsel and make recommendations to the Commission for approval and appointment. The reporting structure for the Public Complaint Director and legal counsel is described in *EPC Policy 3.1.1 – Commission Staff*.
5. Review all Commission policies related to Human Resources according to guidelines in policy *1.1.7 Policy Development*.

Accountability:

1. The Human Resources Committee shall review the terms of reference for this committee at a minimum once every three years and make recommendations for changes to the Commission if required.
2. The Governance Committee shall keep records of its meetings and the Chair of the committee shall provide reports to the Commission on the matters discussed and any recommendations for decision.

References:

1. *EPC Policy 1.1.7 - Policy Development*
2. *EPC Policy 5.2.1 - Committees of the Commission*
3. *EPC Policy 3.1.1 - Commission Staff*