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**APPENDIX J – STANDING COMMITTEE PRESENTATION  
PROTOCOL**

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<b>Effective:</b>	<b>Revised:</b>
<b>Reviewed:</b>	

## **STANDING COMMITTEE PRESENTATION PROTOCOL**

### **Procedures:**

1. This protocol applies to the following Standing Committees of the Commission:
  - Governance Committee
  - Finance and Audit Committee
  - Human Resources Committee
  - Technology Committee
2. Edmonton Police Service presentations (i.e., slide decks, videos, written reports, etc.) will appear on the Standing Committee agendas, however, the Service is not required to go through the presentation in full at committee.
3. The presentation, if required by the Commission, will only need to be presented in full at the regular monthly Committee of the Whole in order to reduce workload and the necessity to present several times to Commission members.
4. The Service will be expected to give a verbal, executive summary of the presentation setting out context and anything of significance that may not be covered in the presentation itself.
5. There is an expectation that commissioners will have pre-read the material and will be ready to ask any questions at the committee level with respect to the presentation contents.

6. If the Service is required to make changes to presentation materials prior to the Committee of the Whole, the Commission must be notified at least five business days ahead of the presentation date and be provided with the version intended for presentation.
7. After each presentation has been reviewed by the Standing Committees, the committees will make any motions necessary for consideration at the Committee of the Whole.
8. A motion must be made by the committees in order to have a presentation delivered in its entirety at that committee.
9. The Service may also request the committees to consider a motion to have an individual presentation delivered in its entirety at the Standing Committee level.