

5.2.2 GOVERNANCE COMMITTEE TERMS OF REFERENCE

Committee Purpose:

To approve where appropriate, and to recommend to the Edmonton Police Commission, matters for approval related to maintaining the delicate balance between the independence and authority of law enforcement on one hand, and their accountability to the public and the civilian authority, on the other.

Responsibilities to Commission:

The Governance Committee is responsible for all issues related to governance of the EPC including:

1. Ensuring municipal policing meets specified goals developed by the community, the EPC and the EPS;
2. Balancing community specified needed and desired level and standard of service against the cost of service;
3. Engaging the public in determining policing priorities;
4. Ensuring the EPC has a comprehensive strategic policy manual in place that establishes efficient and effective policing, in accordance with legislation, regulation, bylaw and provincial standards;
5. On at least an annual basis, reviewing and recommending, to the EPC, changes to the strategic policy manual;
6. Ensuring the EPC has detailed procedures that support its policies, which procedures are reviewed on at least an annual basis and may be approved and revised by the Committee alone;
7. Ensuring appropriate formal and informal training is provided to Commissioners on an ongoing basis;
8. Ensuring the EPC operates openly and transparently by having a clearly written strategic plan, annual plans and mechanisms for reporting achievements to stakeholders and the public;
9. Recommending an EPC-specific, flexible, long term strategy and annual work plans to the EPC; and recommending updates to the strategy and plans as needed throughout the year;
10. On at least an annual basis, ensuring a comprehensive, objective, and transparent evaluation of the EPC, its Committees, and its Chair;

Championed By: Executive Director

Recommended On: April 6, 2017

Recommended By: Governance Committee

Approved On:

Approved by Commission

Repealed & Replaced

11. Recommending, to the EPC, revisions to the EPC's meeting format;
12. Ensuring the office of the Commission abides by all appropriate laws and regulations in carrying out its support functions; and
13. dealing with all other matters properly referred to it by the Commission;

Responsibilities to EPS

The Governance Committee is responsible for all issues related to governance of the EPS including:

1. In collaboration with the EPS, assisting the EPS in establishing and reviewing existing EPS policies, and any changes, to ensure efficient and effective policing, with particular attention paid to the areas of EPS succession planning, diversity & inclusion, harassment & bullying, overall operational management and occupational health and safety;
2. In collaboration with the EPS, recommend changes to EPS policies in accordance with best practices;
3. In collaboration with EPS, review strategic EPS key performance indicators as they relate to human resource management;
4. In collaboration with the Chief of Police, coordinate the annual performance plan and assessment of the Chief and make recommendations to the Commission;
5. Nominate a member to sit on the hiring panel for any Deputy Chief and for the CAO, to participate fully in the process, and to provide constructive feedback and recommendations;
6. In collaboration with the EPS, ensure the EPS has standards for organizational management, personnel administration, operations services and support services.
7. Work with the Chief to develop a long term strategic policing plan and annual work plans, including setting of priorities, that reflect community and council interests;
8. Monitor the implementation and progress of the EPS strategic plan against the performance of the EPS annual plan.

References:

1. *Alberta Police Act*, RSA 2000, CP-17;
2. *Police Service Regulation*, 356/1990;
3. Alberta Provincial Policing Oversight Standards;
4. City of Edmonton Bylaw 14040;
5. *Alberta Freedom of Information and Protection of Privacy Act*, RSA 2000, CF-25.

Championed By: Executive Director

Recommended On: April 6, 2017

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CURRENT

Effective: November 30 th , 2007 Repealed:	Revised: January 22, 2009 October 22, 2009 January 21, 2010 July 22, 2010 March 22, 2012 April 19, 2012 September 17, 2015
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Mandate:

The Governance Committee is responsible for all issues related to governance of the Commission including:

1. recommending changes to the Commission's Policies and Procedures Manual;
2. recommending changes to the Commission's meeting format;
3. annually evaluating the Commission;
4. coordinating the Commission's operational planning; and,
5. dealing with all matters referred to it by the Commission;

Duties and Responsibilities of the Governance Committee:

The Governance Committee shall monitor, give advice to, and make recommendations on behalf of the Commission with respect to all strategic and significant human resource matters and policies of the Edmonton Police Service. Without limiting the generality of the foregoing, the Committee shall:

1. monitor policies in the area of administration, succession planning, management and occupational health and safety for the Edmonton Police Service;
2. review and recommend policies to the Edmonton Police Service;
3. review strategic key performance indicators as they relate to human resource performance; and,
4. Coordinate the annual performance appraisal of the Chief of Police and make recommendations to the Commission.

Reference:

1. Edmonton Police Commission Policy 2.1.1 – Appointment of the Chief of Police.
2. Edmonton Police Commission Policy 2.1.2 – Appointment of Deputy Chiefs of Police.