

EDMONTON POLICE COMMISSION
COMMITTEE TERMS OF REFERENCE

TITLE: HUMAN RESOURCES COMMITTEE

CLASSIFICATION/TYPE: STANDING COMMITTEE

DATE APPROVED:

1 MANDATE

- 1.1 The Committee shall be responsible to the Commission for recommending policy and direction in areas of labour relations, compensation, benefits, administration, succession planning, management and occupational health and safety.

2 ROLES AND RESPONSIBILITIES

- 2.1 Contracts: The Committee will review and recommend contracts with respect to the Commission staff, Chief of Police and Deputy Chiefs of Police.
- 2.2 Remuneration/Benefits: On a yearly basis, the Committee will review the remuneration and benefits provided to its staff, the Chief of Police and the Deputy Chiefs of Police following an appropriate evaluation process.
- 2.3 Staff Planning: The Committee will make recommendations and ensure the proper plans are developed and implemented to continually monitor the skills to align with the needs and priorities of the Commission. The plan will ensure that the Commission has the right number of people with the right skills and knowledge to fulfill business needs as defined by the annual business plan.
- 2.4 Succession Planning: The Committee will make recommendations and ensure that training plans are developed for all staff members on an annual basis. The plan will include the identification and proper training of staff members to fulfill vacant positions on a temporary basis for the purpose of annual leave, sick leave, etc. All key positions will have a staff member identified and properly trained, or a plan developed to secure a properly qualified external employee capable of fulfilling the role for a minimum six (6) month period.
- 2.5 Information Management: The Committee will recommend processes for maintaining confidential information about staff, to include Chief and Deputy Chiefs, including access to records and release of confidential information.

3 MEMBERSHIP

- 3.1 The Commission, in accordance with the Commission policies, appoints the members.
- 3.2 The Commission at the first meeting of the year shall appoint members of the Human Resources Committee for a term of one year.
- 3.3 At the first meeting of the Committee, the Chairman of the Human Resources Committee will be elected.
- 3.4 The Executive Director is ex-officio member of the Human Resources Committee

4 ORGANIZATION

- 4.1 The Committee reports directly to the Commission.
- 4.2 Unless determined by the Chair of the Human Resources Committee, this Committee shall meet as appropriate.

5 DUTIES OF THE COMMITTEE CHAIR

- 5.1 Presides at meetings.
- 5.2 Identifies issues to be brought to the Committee.
- 5.3 Approves minutes prior to distribution.
- 5.4 Presents recommendations and updates to the Commission.