

**EDMONTON POLICE COMMISSION**  
**COMMITTEE TERMS OF REFERENCE**

---

**TITLE: HUMAN RESOURCES COMMITTEE**

---

**CLASSIFICATION/TYPE: STANDING COMMITTEE**

**DATE APPROVED:**

---

**1 DEFINITIONS**

- 1.1 Direct Reports means the Executive Director and Chief of Police.
- 1.2 EPS Direct Reports means the Deputy Chiefs of Police and the Chief Administrative Officer.
- 1.3 Functional Reports means the Audit Director, the Public Complaints Director and the Legal Advisor (if applicable).

**2 MANDATE**

- 2.1 The Committee shall be responsible to the Commission for recommending contracts of employment, governance policy and procedures in areas of, recruitment & retention, performance planning & review, and compensation & benefits for Direct Reports.,

**3 ROLES AND RESPONSIBILITIES**

- 3.1 Contracts: The Committee will review and recommend to the Commission for approval, contracts with respect to the employment of Direct Reports, the Public Complaints Director and EPS Direct Reports.
- 3.2 Remuneration/Benefits: On a yearly basis, the Committee will review and determine the remuneration and benefits provided to its Direct Reports following an appropriate evaluation process. The Committee will participate in the review and evaluation of its EPS Direct Reports and Functional Reports and provide advice to the Chief of Police and Executive Director. The Chief of Police and Executive Director are responsible for operational and administrative management of their respective staff and budgets.
- 3.3 Functional Reports: The Committee will ensure that the Commission has unfettered access to all Functional Reports as needed and that all Functional Reports have direct access to Committees and the Commission as needed.

- 3.4 Succession Planning: The Committee will make recommendations and ensure that performance and training plans are developed for all Direct Reports on an annual basis; and will ensure that annual performance reviews of Direct Reports are conducted. 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. The Chief of Police 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 of all Direct Reports and other critical operational roles for a minimum six (6) month period. The Executive Director will have a plan to secure properly qualified external employees capable of fulfilling all Commission staff roles for a minimum six (6) month period.

#### 4 MEMBERSHIP

- 4.1 The Commission, in accordance with the Commission policies, appoints the members.
- 4.2 The Commission at the first meeting of the year shall appoint members of the Human Resources Committee for a term of one year.
- 4.3 At the first meeting of the Committee, the Chair of the Human Resources Committee will be elected.

#### 5 ORGANIZATION

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

#### 6 DUTIES OF THE COMMITTEE CHAIR

- 6.1 Presides at meetings.
- 6.2 Confirms the draft Agenda and liaises with the Executive Director and Chief of Police on matters and documents to be brought to the Committee.
- 6.3 Approves minutes prior to distribution.
- 6.4 Presents recommendations and updates to the Commission.