

LETHBRIDGE POLICE COMMISSION

FINANCE COMMITTEE TERMS OF REFERENCE

AUTHORITY:

The Finance Committee is a standing committee of the Lethbridge Police Commission.

The terms of reference, membership and Chair for all standing committees are determined by a resolution of the Lethbridge Police Commission. Consideration will be made by the Lethbridge Police Commission to ensure knowledge transfer through overlap in succession during each Lethbridge Police Commission and standing committee appointment cycle.

No standing committee is empowered to bind or represent the Lethbridge Police Commission.

Standing committees will make recommendations including options to the Lethbridge Police Commission for consideration and decision.

PURPOSE:

The purpose of the Finance Committee is to assist the Lethbridge Police Commission in fulfilling its financial responsibilities by:

1. Estimating funds required to support the Lethbridge Police Service, and furthermore, making recommendations regarding the allocation of those funds.
2. Assisting the Lethbridge Police Commission in its oversight responsibilities relating to
 - a. the integrity of the Lethbridge Police Service' financial statements, and
 - b. financial reporting processes.

COMPOSITION AND APPOINTMENT OF MEMBERS:

1. At the Lethbridge Police Commission's first meeting of the year, members of the Finance Committee, along with the Committee Chair, will be appointed for a period of one year.
2. The Committee will consist of no more than three Commissioners; in addition, the Lethbridge Police Commission Chair will be an ex-officio member of the Committee.
3. The Chief of Police (and/or designates) may be asked to participate in meetings, and provide expertise and information.

DUTIES AND RESPONSIBILITIES:

Budget Responsibilities:

1. The Finance Committee, in collaboration with the Chief of Police, will provide oversight over the preparation of the budget which shall include options for the Lethbridge Police Service for presentation to the Lethbridge Police Commission for consideration and approval, specifying the level of police services and programs to be provided by the City:
 - a. Ensuring that the budget enables the delivery of the Lethbridge Police Service's Business Plan.
 - b. Ensuring that the budget has sufficient operating and capital resources to carry out policing services, and ongoing maintenance/upgrading of Lethbridge Police Service equipment and facilities.
2. The budget for the Lethbridge Police Commission shall be included in the budget proposal.
3. The Lethbridge Police Commission Chair, and/or the Finance Committee Chair, shall introduce the budget for final approval to the Lethbridge City Council during the City's regular budget cycle.

Financial Responsibilities:

The Finance Committee will regularly review and monitor the financial condition of the Lethbridge Police Service by:

1. Seek clarification and/or explanation on any significant variances; and monitoring any financial risk to the organization.
2. Ensuring the Lethbridge Police Commission receives quarterly financial reports, highlighting any significant variances and/or financial risks along with any remedial interventions in progress that are being monitored; and making recommendations to the Lethbridge Police Commission regarding changes to approved budgets, and for transfers or reallocations of monies included in approved budgets.

OTHER DUTIES:

1. The Finance Committee shall annually review the expenses of all Commissioners and the Chief of Police, and make any recommendations to the Lethbridge Police Commission
2. Review information from Lethbridge Police Service management on any alleged or suspected fraud and report on the findings to the Lethbridge Police Commission.
3. The Chair will regularly report to the Lethbridge Police Commission on the work of the Finance Committee.
4. Annually review the Finance Committee's Terms of Reference, and make any recommendations for amendments to the Lethbridge Police Commission.
5. Annually review the overall performance of the Finance Committee against these Terms of Reference, and report on the findings to the Lethbridge Police Commission along with highlights of accomplishments and any considerations/recommendations.

MEETINGS:

1. Meetings shall be held at the call of the Chair.
2. A quorum for all meetings of the Finance Committee shall be a majority of the total membership. No business can be transacted without a quorum.
3. Other persons may also be invited to attend meetings upon the request of the Chair, to provide specific expertise including financial advisors, legal counsel, administrative services, and/or the Chief of Police.

REFERENCES:

1. Province of Alberta, *Police Act*
2. City of Lethbridge Police Commission Bylaw
3. Provincial Policing Oversight Standards Implementation: Lethbridge Police Commission-Compliance Review Report
4. Lethbridge Police Commission Policy and Procedure Manual
5. Edmonton Police Commission Policy, Committees of the Commission

June 24, 2020

LETHBRIDGE POLICE COMMISSION

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

AUTHORITY:

The Human Resources Committee is a standing committee of the Lethbridge Police Commission.

The terms of reference, membership and Chair for all standing committees are determined by a resolution of the Lethbridge Police Commission. Consideration will be made by the Lethbridge Police Commission to ensure knowledge transfer through overlap in succession during each Lethbridge Police Commission and standing committee appointment cycle.

No standing committee is empowered to bind or represent the Lethbridge Police Commission.

Standing committees will make recommendations to the Lethbridge Police Commission for consideration and decision.

PURPOSE:

The purpose of the Human Resources Committee is to assist the Lethbridge Police Commission in fulfilling its oversight responsibilities by making recommendations to the Lethbridge Police Commission regarding the following:

1. Providing oversight on Contracts of Employment for direct reports, including the Chief of Police.
2. Developing human resources policies and procedures pertaining to direct reports including recruitment and retention, compensation and benefits, and performance planning and review.
3. Reviewing concerns related to the Lethbridge Police Association Collective Agreement: Article 4 – Grievance Responses and Labour Relations, upon request.
4. Identifying strategies and practices for strengthening the competencies and capacity of the Lethbridge Police Commission.

COMPOSITION AND APPOINTMENT OF MEMBERS:

1. At the Lethbridge Police Commission's first meeting of the year, members of the Human Resources Committee, along with the Committee Chair, will be appointed for a period of one year.
2. The Committee will consist of no more than three Commissioners; in addition, the Lethbridge Police Commission Chair will be an ex-officio member of the Committee.
3. The Chief of Police (and/or designates) may be asked to participate in meetings, and provide expertise and information.

DUTIES AND RESPONSIBILITIES:

Employment Contracts Responsibilities:

The Human Resources Committee will:

1. Review all employment contracts for Lethbridge Police Commission direct reports, including the Chief of Police, and make recommendations to the Lethbridge Police Commission.
2. Review all position descriptions for direct reports, including the Chief of Police, and make recommendations for any amendments to the Lethbridge Police Commission.
3. In consultation with the Lethbridge Police Commission, complete all annual performance appraisals for direct reports, and establish employees' performance goals for the next reporting period.

Compensation and Benefits Responsibilities:

On an annual basis, make recommendations including options, to the Lethbridge Police Commission regarding compensation and benefits adjustments for all direct reports.

Recruitment Responsibilities:

The Human Resources Committee will be responsible for recruiting candidates for direct report vacant positions, and making hiring recommendations to the Lethbridge Police Commission. In addition, the Committee will be responsible for onboarding processes for new direct reports.

Training and Professional Development Responsibilities:

On an annual basis the Human Resource Committee will make recommendations to the Lethbridge Police Commission regarding training and professional development plans for all direct reports, Commissioners, and the Public Complaints Director.

Performance Management and Discipline Responsibilities:

In consultation with the Lethbridge Police Commission, the Human Resources Committee will identify performance issues, if any, for all direct reports; discuss identified problems with the employee; and determine if performance management strategies and/or disciplinary actions are warranted. If so, the Committee will forward recommendations for action(s) to the Lethbridge Police Commission for approval.

Performance Review Responsibilities:

The Human Resources Committee will:

1. In consultation with the Lethbridge Police Commission, complete all annual performance appraisals for direct reports, and establish employees' performance goals for the next reporting period.
2. Ensure all Lethbridge Police Service Senior Managers receive annual performance appraisals from the Chief of Police.
3. Complete a review of processes designed to evaluate the job performance of direct reports, and forward any recommendations for changes to the Lethbridge Police Commission.
4. Make recommendations to the Lethbridge Police Commission, regarding a methodology for evaluating the conduct and performance of the Lethbridge Police Commission as a whole.

Labour Relations Responsibilities:

The Human Resources Committee will:

1. Complete reviews of Lethbridge Police Service employee grievances upon request, inform and make recommendations to the Lethbridge Police Commission.
2. Develop recommendations for changes to the Lethbridge Police Association Collective Agreement, for discussion and approval by the Lethbridge Police Commission; then submit recommendations to the City of Lethbridge's contract negotiating team.

OTHER DUTIES:

1. The Chair will regularly report to the Lethbridge Police Commission on the work of the Human Resources Committee.
2. Annually review the Human Resources Committee's Terms of Reference, and make any recommendations for amendments to the Lethbridge Police Commission.
3. Annually review the overall performance of the Human Resources Committee against these Terms of Reference, and report on the findings to the Lethbridge Police Commission along with highlights of accomplishments and any considerations/recommendations.
4. In the event of a vacancy on the Lethbridge Police Commission, the Human Resources Committee will identify desired competencies for a Lethbridge Police Commission Commissioner's recruitment process,

and submit these recommendations to the Lethbridge Police Commission for discussion and approval. The Lethbridge Police Commission will then pass on recommendations to the Lethbridge City Council for consideration.

MEETINGS:

1. Meetings shall be held at the call of the Chair.
2. A quorum for all meetings of the Human Resources Committee shall be a majority of the total membership. No business can be transacted without a quorum.
3. At the discretion of the Chair, and upon consideration of confidentiality and privacy issues related to sensitive human resource issue(s), a meeting may be held as a closed session for committee members only.
4. Other persons may also be invited to attend meetings upon the request of the Chair, to provide specific expertise including legal counsel, human resource advisors, administrative services, and/or the Chief of Police.

REFERENCES:

1. Province of Alberta, *Police Act*
2. City of Lethbridge Police Commission Bylaw
3. Provincial Policing Oversight Standards Implementation: Lethbridge Police Commission-Compliance Review Report
4. Lethbridge Police Commission Policy and Procedure Manual
5. Edmonton Police Commission Policy, Committees of the Commission

June 24, 2020

LETHBRIDGE POLICE COMMISSION

POLICY AND GOVERNANCE COMMITTEE

TERMS OF REFERENCE

AUTHORITY

The Policy and Governance Committee is a standing committee of the Lethbridge Police Commission.

The terms of reference, membership and Chair for all standing committees are determined by a resolution of the Lethbridge Police Commission. Consideration will be made by the Lethbridge Police Commission to ensure knowledge transfer through overlap in succession during each Lethbridge Police Commission and standing committee appointment cycle.

No standing committee is empowered to bind or represent the Lethbridge Police Commission.

Standing committees will make recommendations to the Lethbridge Police Commission for consideration and decision.

PURPOSE:

The purpose of the Policy and Governance Committee is to oversee and make recommendations to the Lethbridge Police Commission on policy and governance matters of the Lethbridge Police Commission and Lethbridge Police Service.

COMPOSITION AND APPOINTMENT OF MEMBERS:

1. At the Lethbridge Police Commission's first meeting of the year, members of the Policy and Governance Committee, along with the Committee Chair, will be appointed for a period of one year.
2. The Committee will consist of no more than three Commissioners; in addition, the Lethbridge Police Commission Chair will be an ex-officio member of the Committee.
3. The Chief of Police (and/or designates) may be asked to participate in meetings, and provide expertise and information.

DUTIES AND RESPONSIBILITIES:

The Policy and Governance Committee will be responsible for:

1. Ensuring the Lethbridge Police Commission is meeting the requirements of the Police Act, City Bylaw 5969, and the FOIPP Act.
2. Facilitating a campaign, nomination or appointment of the Lethbridge Police Commission's Chair, Vice-Chair and Public Complaints Director (PCD) annually.
3. Ensuring Lethbridge Police Commission documents are stored, archived and destroyed in keeping with approved records management standards and the FOIPP Act.
4. Completing an annual review/revision of the Lethbridge Police Commission's Policy and Procedure Manual, and bringing forward any recommended changes to the Lethbridge Police Commission.
5. Conducting a review of the policies of the Lethbridge Police Service.
6. Facilitating completion of the Lethbridge Police Commission's Strategic Plan, in consultation with the Chief of Police:
 - a. Representing the interests and concerns of the public, and Lethbridge City Council as appropriate
 - b. Including a public consultation strategy; including a First Nations consultation strategy
 - c. Identifying performance indicators
7. Facilitating completion of the Lethbridge Police Commission's Operational Work Plan.

8. Completing a Lethbridge Police Commission Annual Report on the previous year's Work Plan/Business Plan for approval by the Lethbridge Police Commission, to be provided to the Lethbridge City Council and the public:
 - a. Reporting on performance achievements
 - b. Reporting on Commissioners' professional development activities
9. Supporting the Lethbridge Police Commission Chair with public communication and media relations strategies including media releases and/or interviews; public consultation surveys; and web-site content which includes how to forward a public complaint to the Lethbridge Police Commission.
10. Monitoring public perceptions as they relate to complaint investigation and disciplinary processes and identify measures which may help to enhance public knowledge and understanding of the processes, and bringing forward any concerns and/or recommendations to the Lethbridge Police Commission for discussion/action.
11. As requested by the PCD, reviewing any Lethbridge Police Commission or Lethbridge Police Service policy compliant appeals to the Commission.
12. Coordinating the *Justice and Solicitor General's Alberta Policing Oversight Standards for Municipal Police Commissions* audit every four years.

OTHER DUTIES:

1. The Chair will regularly report to the Lethbridge Police Commission on the work of the Policy and Governance Committee.
2. Annually review the Policy and Governance Committee's Terms of Reference, and make any recommendations for amendments to the Lethbridge Police Commission.
3. Annually review the overall performance of the Policy and Governance Committee against these Terms of Reference, and report on the findings to the Lethbridge Police Commission along with highlights of accomplishments and any considerations/recommendations.

MEETINGS:

1. Meetings shall be held at the call of the Chair.
2. A quorum for all meetings of the Policy and Governance Committee shall be a majority of the total membership. No business can be transacted without a quorum.
3. Other persons may also be invited to attend meetings upon the request of the Chair, to provide specific expertise including communications, legal counsel, information technology, administrative services, Police Complaints Director, and/or the Chief of Police.

REFERENCES:

1. Province of Alberta, *Police Act*
2. City of Lethbridge Police Commission Bylaw
3. Provincial Policing Oversight Standards Implementation: [Lethbridge Police Commission-Compliance Review Report](#)
4. Lethbridge Police Commission Policy and Procedure Manual
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June 24, 2020

Lethbridge Police Commission Committee Chair Terms of Reference

Purpose:

In accordance with the Police Act section 29, City of Lethbridge Bylaw 5969, and Policy 3.6; each Committee of the Lethbridge Police Commission should be led by a Chair to maintain regular and organized committee meetings with reporting to the Commission.

Term and Membership:

The Chair of each Committee shall be selected annually, no later than the third commission meeting of each calendar year, by individual request for appointment and a majority vote of the Committee members.

Responsibilities and Deliverables:

The Chair is responsible, with assistance from the commission Secretary or Executive Director, for:

- coordination of meeting schedule for the annual deliverables of the committee,
- communication of meeting agenda (topic/s to discuss, duration expectation of meeting, type of meeting; in-person, conference call, or by email) and action items to committee members with reasonable time to prepare for meeting,
- meeting minutes, or notes on the agenda, describing discussions and decisions the committee undertook each meeting,
- reporting committee activities and presenting committee recommendations to the commission,
- ensuring documentation of committee activities and recommendations are stored in accordance with the commission Records Management policy 2.14.