



# Human Resources Committee Terms of Reference

## 1. Legislative Reference / Authority

*Community Safety and Policing Act, 2019 (the Act)* – Sections 37(1)(d)(f)(g) and 42

## 2. Membership and Committee Procedures

- a. The Human Resources Committee shall be comprised of the Chair and Vice Chair of the Board.
- b. Support for the Human Resources Committee will be provided by the Administrative Director.
- c. The Human Resources Committee shall operate in a manner consistent with the provisions of the Board's Procedural By-law.
- d. The Human Resources Committee will meet at the call of the Chair of the Board.
- e. The Administrative Director shall consult with the Chair on development of agendas, be responsible for preparing and distributing agenda packages and maintaining records of meetings.
- f. The Human Resources Committee may invite outside parties as may be deemed desirable to attend meetings and assist in the discussion and consideration of the committee.

## 3. Mandate

The Human Resources Committee assists the Board in fulfilling certain obligations, oversight and employer responsibilities under the *Act*.

The Human Resources Committee shall:

- a. Negotiate, renegotiate and execute contracts of the Chief of Police, Deputy Chief of Operations, Deputy Chief of Support, Board Administrative Director, and any other individual the Board may have a direct contract with;

Date Approved: March 28, 2025  
Date Revised:

- b. Manage yearly performance appraisal & goal setting processes of the Chief of Police, Board Administrative Director, and any other individual the Board may have a direct contract with.

#### **4. Reporting**

The Chair will provide a report to the Board following each of the Human Resources Committee meetings.

#### **5. Accountability**

The Human Resources Committee shall review its mandate at least once every three (3) years and make recommendations to the Board as required. The Administrative Director shall keep a record of the Human Resources Committee meetings and the records shall be available to all Board members and the public, unless confidential.