



Cobourg Police Services Board

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

COMMITTEES OF THE BOARD

Subject to the provisions of Section 34 of the **Police Services Act R.S.O. 1990** (the "**Act**"), Committees may be established by the Board at any time as it is deemed necessary for the consideration of matters within the jurisdiction of the Board, Members shall be appointed by resolution of the Board.

1. At the first meeting of the year, the Board shall establish committees and delegate any of the Boards powers under this **Act**, to the committee, which shall be composed of:
 - At least two Members of the Board;
 - Any number of additional Members, if a majority of the committee is composed of Board Members.
2. Membership, statutory authority and responsibility of the Committees are determined in the Terms of Reference of the Committee as set out by the Board.
3. Committee Members shall deal directly with the Chief of Police or a designate person, or in their absence, the Deputy Chief of Police or a designated person, when service is required from Members of the Cobourg Police Service (the "Service") to assist the Committee.
4. When a Committee meeting is open to the public, the date, time, location, Agenda and Minutes will be made available on the website.
5. The Committee shall report on its work to the Board at the next regular meeting of the Board.

Human Resources Committee

Membership:

The Human Resources Committee will be comprised of a minimum of two Board members. The Chair of the Board shall be an ex-officio member of the Committee. The Committee shall choose a Chair (other than the Chair of the Board) at its first meeting each year. Support for the Committee will be provided by the Executive Assistant, and a member(s) of the Chief's staff, as required.

A quorum constitutes the attendance of the two committee members.

Mandate:

The mandate of the Human Resources Committee is to represent, and provide advice to, the Board on all matters related to human resources, that implicate the Board's governance role, including the following:

- Responding to Board level grievances;
- Development of a succession plan for the leadership of the Service;
- Activities related to joint job evaluation;

Budget and Authority:

Resources required to accomplish these responsibilities will be made available provided the required resources can be obtained within the Board's budget resources. The Committee has full financial authority, within any assigned budgetary provisions, pertaining to research, logistical support, and professional services.

The Board retains overall authority to resolve human resource matters and disputes, and to hire and terminate any individual on contract with the Board.

Reporting:

The Committee Chair will report to the Board following each Committee meeting, and more frequently as required.

Administration

- 1.1. That the **Human Resources Committee - Terms of Reference** document is hereby enacted by the Cobourg Police Services Board on this **18th** day of **February, 2020** and shall take effect, immediately. All references to Human Resources Committee policy, previously enacted, shall be repealed.



Dean Pepper, Chair
Cobourg Police Services Board