

APPENDIX 3: GOVERNANCE STANDING COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The purpose of the Vancouver Police Board Governance Standing Committee (the “Standing Committee”) is to provide a focus on governance that will enhance the Board and Department’s performance. The Standing Committee assesses and makes recommendations regarding Board effectiveness and ongoing Board Member development, and leads the process for recommending Board Member appointment criteria to the Government for consideration when appointing Members.

2. COMPOSITION AND OPERATIONS

- A. The Standing Committee shall be composed of two members or more appointed by the Board, with one member designated as Chair. Appointment of Standing Committee members will be in accordance with relevant sections of the *Vancouver Police Board Policy and Procedure Manual*.
- B. The Standing Committee shall operate in a manner consistent with provisions of the *Vancouver Police Board Policy and Procedure Manual*.
- C. The Standing Committee shall meet at least four times each year.
- D. The Standing Committee shall meet at the call of the Chair, or by agreement of the Standing Committee.
- E. The Board Executive Director shall consult with the Chair on the agenda development, be responsible for preparation and distribution of the agenda package and shall maintain a record of the meetings.
- F. The Standing Committee may invite such Board Members and outside parties, and in consultation with the Chief Constable such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Standing Committee.

3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Standing Committee shall:

- A. Develop and annually review a *Board Policy and Procedure Manual* by which the Board will operate and which will guide the Vancouver Police Department.
- B. Conduct an evaluation of the Board’s effectiveness on an annual basis. Using such tools as Board evaluations and peer reviews, ensure that the Board is a high performing one, which keeps pace with best practices in the field of Board operations.
- C. Develop recommendations regarding the qualities and skills for potential Board Members, taking into consideration the Board’s short-term needs and long-term succession plans. Work with the Board Chair and Police Services to ensure they have relevant information on vacancies, appointments and reappointments of Board members. When vacancies on the Board occur, ensure that the Board’s needs are communicated to Solicitor General’s Ministry representatives and that the Board participates in the recruitment process.
- D. Conduct Board Member orientation and ongoing development by ensuring that new Board members receive supporting materials relative to the Board (e.g. previous Board minutes, Policies and Procedures, Terms of Reference, relevant legislation, training

- materials and opportunities etc). In addition, ensure that new Board members have initial access to a mentor within the Board who can offer context, history, and advice with respect to Board issues and answer any questions the new Board member may have.
- E. Review the effectiveness of the Board code of conduct and conflict of interest guideline, and report to the Board annually on the application of these for Board Members. On behalf of the Board retain and oversee the work of an Ethics Advisor. Coordinate an annual report to the Board which includes a review of the application of the Code of Conduct and conflict of interest guidelines, well as work of the Ethics Advisor over the previous year, and any recommendations for improvement in this area. As outlined in s.12 of *Appendix 6: Code of Conduct for Board Members*, upon receiving the Ethic Advisor's annual report, the Board will require its members to sign an acknowledgement that they have reread the Code and are unaware of any matters that contravene the Code.
 - F. Assess the needs of the Board and its committees in terms of: frequency and location of meetings; agendas; discussion papers, reports and information; conduct of meetings. Each year, recommend an annual Board work program and calendar.
 - G. Annually review Board communications and public relations policies, including evaluating the roles and effectiveness of the Board spokesperson(s).
 - H. Advise the Board on the adequacy of departmental strategic planning processes and ensure Board input at an appropriate stage. Coordinate an annual Board workshop to discuss and review the Department's strategic goals and objectives. Monitor development of the Strategic Plan and ensure timely reporting to the Board, City Council and stakeholders.
 - I. Provide initial orientation about the Board's role, practices, issues and objectives to a new Chair, as required.
 - J. Recommend to the Board resolutions to be proposed at the AGM of the Canadian Association of Police Boards, and to be forwarded to City Council for submission to the AGM of the Union of BC Municipalities. Where such resolutions impact the Province, the resolutions to be proposed should be also forwarded to the BC Association of Police Boards.
 - K. Ensure the work program of the Board is such that it is a leader in governance practices.
 - L. Work towards ensuring that legislation supporting the Board's function is adequate to meet its needs. Where the Board identifies inadequacies, liaise with appropriate Provincial representatives to communicate and recommend changes.
 - M. Assist the Chair in processing complaints against the Chief Constable or Deputy Chief Constables, as required.

4. ACCOUNTABILITY

- A. The Standing Committee shall review the terms of reference for the Standing Committee annually and make recommendations to the Board as required.
- B. The Standing Committee shall keep a record of its meetings and the Chair shall provide oral reports to the Board, or other reports to the Board as requested, on governance matters relative to the Board and Department.