

C: BOARD MEMBER TERMS OF REFERENCE

Introduction

- A. The *Police Act*, Part 5, s. 23(1), requires that the Board consist of the Mayor, who is designated as chair, one person nominated by the municipal council, and not more than five persons appointed by the Lieutenant Governor in Council.
- B. All members of the Vancouver Police Board are appointed and their terms of office set by the order of the Lieutenant Governor in Council based on recommendations put forward by the Solicitor General, after consultation with the Director of the Police Services Division. The Police Service Division indicates that Board Members are chosen to reflect the demographics of the community, and to bring appropriate qualifications and demonstrated ability to act in the best interest of the community.

Role of Board Members

- A. A Member has a fundamental responsibility to assist the Board in making effective and informed decisions that promote the achievement of the vision, mission and goals of the Police Department.
- B. A Member has a responsibility to become informed of the substantive issues impacting upon the Police Department and the community, and to participate in Board activities that will enhance and expand the knowledge required to be an effective Board Member.
- C. A Member, as representative of the community, shall seek to foster a strong and positive relationship between the Police Department and the community.
- D. A Member has no direct authority over members of the Police Department. All authority of the Board flows through the approved motions of the Board which are contained within approved Minutes of the Board.
- E. A Member must be a full partner with the Chair and work with the other Members so that the Board functions as a unit. This does not mean that consensus needs to be reached on every issue. It should mean that there has been full debate and Members accept the decision of the majority.
- F. A Member understands that the authority of the individual police officer to investigate crime, arrest suspects and lay information before the justice of the peace comes from the common law, Criminal Code and other statutory authority and must not be interfered with by any political or administrative body, including the Board.
- G. A Member should advise the Chair and the Executive Director in advance of introducing significant and previously unknown information at a Board meeting.
- H. A Member should demonstrate a willingness and availability for individual consultation with the Chair or Chief.

- I. A Member should attend meetings prepared to discuss items on the agenda and should have read all reports and background material provided.
- J. When participating at meetings a Member should focus discussion on issues related to strategy, policy, and results rather than issues related to day-to-day management and operations.
- K. Board members have a duty to avail themselves of training opportunities and to become knowledgeable about the policing profession and about the practice of good governance. This can be achieved by attending orientations sessions and ongoing education programs, through reading, and through participation in activities such as ride-alongs.
- L. Board Members shall familiarize themselves with, and at all times comply with, Board Policies, Guidelines and Directives. These include such policies as the Code of Conduct Policy, the Board's Conflict of Interest Guidelines, and the Communications Policy.
- M. Board Members have a responsibility to attend meetings, participate in discussions and exercise voting rights. Should a Member be unable to attend a meeting, the Member is expected to advise the Board Office. Should a member be absent from three consecutive meetings without reasonable cause, the Board may make a recommendation to the Director of Police Services to revoke the appointment of the Board Member.
- N. Board Members must perform their duties at all times with integrity and act in the best interests of the Police Department.
- O. Board members must observe the rules around confidentiality outlined in Chapter 1 of the Board Manual.