C: CHARTER OF EXPECTATIONS and TERMS OF REFERENCE FOR POLICE BOARD MEMBERS

A. Introduction

1. 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.

2. 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 Attorney 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.

3. Board members should be guided by the Board’s Mission and Vision:

   The Vancouver Police Board’s Mission is “to provide independent civilian oversight, governance and strategic leadership to the Vancouver Police Department, reflecting the needs and values and diversity of Vancouver’s communities.”

   The Vancouver Police Board’s Vision is “to be a leader in police governance, through excellence in civilian oversight.”

B. Board Meetings and Working within the Board

1. Effective governance by the Police Board is achieved by Board Members fulfilling their roles and responsibilities with the highest standards of conduct. Members shall perform their duties in a manner that will instil public confidence in the abilities of the Board. Board members are committed to following the Charter of Expectations for Police Board Members.

2. A Member should attend meetings prepared to discuss items on the agenda and should have read all reports and background material provided.

3. 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.

4. A Member should advise the Chair and the Executive Director in advance of introducing significant and previously unknown information at a Board meeting.

5. A Member should demonstrate a willingness and availability for individual consultation with the Chair or Chief.
6. Members shall regularly attend Board meetings, adequately prepare for the other duties expected of a Board Member, and use their knowledge and expertise when dealing with the affairs of the Department.

7. 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 recommendation to the Director of Police Services to revoke the appointment of the Board Member.

8. Board Members acknowledge and understand that their annual stipend earnings as well as their Board meeting attendance record will be published on the Board website.

9. 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.

10. 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.

11. Board members should work to ensure they give Board matters their prompt and full attention by responding promptly to emails and phone calls from other Board members or the Board Office; limiting cell phone use during meetings (ie calls, texting, social media); and reading all agenda materials in advance of meetings.

12. No Member shall purport to speak on behalf of the Board unless he/she is authorized by the Board to do so. Board Members shall adhere to the Board’s Communications Policy, outlined in Chapter 3 of the Board Policy and Procedure Manual.

C. Confidentiality

1. Board members must observe the rules around confidentiality outlined in Chapter 1 of the Board Manual, namely:

   1.7.1 Notwithstanding the need for Members to make informed decisions on issues before the Board by obtaining input from internal and external sources, Members are to ensure that information that is normally considered confidential (i.e. financial, legal and personnel issues) is not disclosed to any outside person unless authorized.

   1.7.2 Municipal police departments and municipal police boards in British Columbia are subject to the Freedom of Information and Protection of Privacy Act. Members have a duty to understand the key sections of this Act and must avoid disclosing any verbal or written material that is meant to be confidential concerning the Department, its officers, staff members or clients.
1.7.3 Members must not disclose or use confidential information gained by virtue of their association with the Department for personal gain, or to benefit friends, relatives or associates.

2. Members shall keep confidential any information disclosed or discussed at an in camera or closed in camera meeting of the Board, as required under the oath of office.

3. Members should take care to guard against inadvertent breaches of confidentiality by utilizing the following practices:
   - Minimize note-taking during confidential meetings and presentations;
   - Minimize retention of confidential documents or reports from meetings; if in doubt, leave written material to be shredded;
   - Adhere to all rules concerning the protection of electronic board packages;

D. Avoiding Conflict of Interest

1. Members must give un-conflicted loyalty to the interests of the Board, Department and the community. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board Member acting as an individual consumer of the Department’s services. Board Members shall not use their office to advance their interest or interests of any person or organization with whom or with they are associated.

2. Members must adhere to the Board’s Conflict of Interest Guideline (Appendix 7 – Policy & Procedure Manual) and shall sign, on an annual basis, that they have re-read the Conflict of Interest Guideline and are unaware of any matters that contravene the Conflict of Interest Guideline.

3. Members shall not use their office to obtain employment with the Board or the Police Department for themselves or any family member (family member means the parent, spouse, child of the person, or any other related person occupying the same residence). If a Board Member wishes to apply for employment with the Police Department, the Member shall first resign their Board position.

4. A Member seeking political office (municipally, provincially or federally) shall take a leave of absence from the Board if a nominated candidate and shall resign if elected.

5. A Member who is in doubt as to a potential conflict or has questions about a potential ethical issue shall consult with the Board’s Ethics Advisor.

E. Honesty, Integrity, Good Faith

1. Board Members must perform their duties at all times with integrity and act in the best interests of the Police Department.
2. Members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Board or the Police Department.

3. Members shall perform their duties with due diligence, honesty, impartiality and in good faith and in accordance with the Police Act, any other Act and any regulation, rule or by-law, as provided for in their oath or affirmation of office.

F. Relationship with Department

1. 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.

2. 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.

3. Members shall not interfere with the Police Department’s operational decisions and responsibilities or with the day-to-day operation of the Police Department.

G. Education & Development Opportunities

1. 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.

2. A Member, as representative of the community, shall seek to foster a strong and positive relationship between the Police Department and the community.

3. 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 orientation sessions and ongoing education programs, through reading, and through participation in activities such as:

   - ride-alongs
   - attendance at Compstat
   - Facility tours
   - Presentations to New Recruits
   - Attendance at Community Events
   - Meeting with Community Partners (eg. CPC’s)
   - Attendance at BCAPB, CAPB, or equivalent conferences
   - Participation in training offered (eg. Courses offered by Police Services, BCAPB, and/or the Justice Institute)
   - Attendance at key social functions such as the annual Police Ball and Mess Dinner
• Attendance at annual meeting with Union
• Participation in briefings to Council
• Annual Commendations ceremony
• Annual Exemplary Service Medals ceremony

4. Board Members shall familiarize themselves with, and at all times comply with, Board Policies, Guidelines and Directives. These include such policies as the, the Board’s Conflict of Interest Guidelines (Appendix 7 – Policy & Procedure Manual) the Communications Policy (Chapter 3 – Policy & Procedure Manual), and this Charter of Expectations for Police Board Members.

5. Members shall keep informed as to the policies, business and affairs of the Department and shall enhance their capabilities as Board Members by participating in Board training events and, where possible, other outside training opportunities.