



# DELTA POLICE BOARD

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V3.1

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## INTRODUCTION

### 1. History of the Department & the Board

The history of the Delta Police Department (the “DPD”) is closely tied to the first organized policing presence in British Columbia's history. In 1858, Governor James Douglas appointed William Ladner as the first constable of New Caledonia. This was the traditional territory of the Coast Salish Peoples, and in particular the Tsawwassen, who had historically managed their own affairs in communities throughout the area’s flatlands and along its costal shores. William Ladner later went on to found the community of Ladner's Landing, which became the hub of the Municipality of Delta, formed in 1879.

In 1887, William McKee, the municipal clerk, was designated as a constable in addition to his duties as a clerk, and in 1888 Joseph Jordan was appointed as Delta's first full-time constable, and with this appointment the Delta Municipal Police Department was formed. By 1900, Jordan had been designated as the chief constable. The chief constable's position remained the only regular full-time or part-time position until 1931, when the municipal council authorized the appointment of a night policeman. In the 1950s membership increased to 11 police officers, and the police station began operating on a 24-hour-a-day basis. Over the decades, the DPD has grown along with the City of Delta.

The history of the Delta Police Board (the “Board”) dates back to those same early days of the DPD. In 1914 a new *Municipal Act* put municipal police officers under the control of a local Board of Commissioner of Police, comprised of members elected locally. Later, in the early 1970s, the Provincial Government mandated the creation of Police Boards for all municipalities that had their own police department. The Board is created pursuant to the British Columbia *Police Act*, which sets out requirements with which the Board must comply and the Board’s authorities. The Board collectively represents the community at large and is the employer of the Chief Constable, all other constables and all other employees that comprise the DPD. Until 2024, the Mayor of the City of Delta was designated, by the B.C. *Police Act*, as the Board Chair, but amendments to the *Act* that year now direct that the Board be composed of one member of the Council of the City of Delta as appointed by Council, , as well as one individual from the community appointed by City Council, and up to seven additional individuals appointed by the Lieutenant Governor in Council. The Board elects its Chair from among its members.

As the governance board of the DPD, the Board must ensure that its *Police Act* requirements and authorities are clearly understood and documented, and that its functioning is consistent with the same, over time and as Board members’ terms conclude and new members are appointed.

## 2. Manual Purpose

The roles and responsibilities of the Board are defined in the *Police Act*, and the purpose of this manual is to provide best practices governance direction to facilitate the Board fulfilling those roles and responsibilities. Among other things, this Manual:

1. provides direction as to the roles and authorities of, and division of responsibilities among, the Province, the City, the Board, the Board Chair and Vice Chair, Board members, Board Committees, and the Chief Constable, consistent with the *Police Act*;
2. describes the Board's processes with respect to its oversight responsibilities, sets out how the Board will communicate with and be accountable to its stakeholders and partners, and describes expected standards of conduct of Board members;
3. provides Board members with an understanding of the structure under which DPD operates and the ways in which Board members are required to carry out their duties and responsibilities;
4. sets out expectations of the Board, Board members, and Committees that include and extend beyond legal requirements; and
5. assists the Board in discharging its responsibilities in the most effective manner possible.

### 3. Manual Structure, Review & Amendment

This Manual is divided into the following sections:

**Part 1 - Governance Framework** sets out the overarching legal and governance framework under which the DPD operates, and outlines the general roles and responsibilities of the Board, the expectations of Board members, position descriptions for the Board Chair, Vice Chair, the Chief Constable, and the Office of the Chief Constable.

**Part 2 –Meeting Procedures** outlines the operating guidelines and meeting procedures for the Board and its Committees.

**Part 3 – Board Committees** sets out the operating guidelines and terms of reference for the Board Committees.

**Part 4 – Terms of Board Members’ Positions** sets out the processes for Board member orientation and ongoing professional development, eligibility for compensation, a Code of Conduct, Conflict of Interest Policy and liability.

**Part 5 - Organizational Stewardship** sets out the processes by which the Board oversees the DPD as a whole, including in relation to key areas of oversight such as strategic planning, risk management, service or policy complaints, and Chief Constable evaluation and succession planning.

The Manual is designed to be a practical operating manual for Board members and is a “living document”. It can be changed and revised by the Board at any time, provided it remains consistent with the *Police Act*.

The Board formally reviews this Manual at least every three years or as it determines necessary to reflect developments in the Board’s practice or changes to Policing Standards or legislation.

Board members are expected to review and acknowledge their acceptance of this Manual after each formal review.

Minor amendments and housekeeping items can be made by Board Staff, but require notice to the Board.

#### **4. Board Mandate, Vision & Values**

The Board's mandate is established by the *Police Act*. First and foremost the Board is required to establish and oversee a police department for the City of Delta. This includes appointing and employing a Chief Constable and other constables and employees the Board considers necessary to provide policing and law enforcement in the City.

In accordance with the *Police Act*<sup>1</sup>, the DPD's policing and law enforcement mandate is, within the City of Delta, to:

1. enforce municipal bylaws, the criminal code, and the laws of British Columbia;
2. generally maintain law and order; and
3. prevent crime.

The Board and the DPD's vision is to realize a safer and better community through excellence in policing.

The Board desires that every person employed by the Board and appointed to the Department upholds the values of "honour, integrity, courage and trust", and dedicates themselves to the DPD's mission of seeking to ensure community safety through partnerships, innovation and diversity.

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<sup>1</sup> S. 26(2) of the Police Act



## 5. Responsibility for Establishing DPD Priorities, Goals & Objectives

In accordance with the *Police Act*<sup>2</sup>, the Board, in consultation with the Chief Constable, determines the DPD's priorities, goals and objectives, taking into account:

1. the priorities, goals and objectives for policing and law enforcement in British Columbia established by the Provincial Government<sup>3</sup>;
2. the priorities, goals and objectives of City Council<sup>4</sup>; and
3. the needs of the communities served by DPD<sup>5</sup>

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<sup>2</sup> S. 26(4) of the Police Act

<sup>3</sup> S. 26(4.1)(a) of the Police Act

<sup>4</sup> S. 26(4.1)(b) of the Police Act

<sup>5</sup> In accordance with the standards established by the Director of Police Services under S. 40(1)(a.1)(ix) of the Police Act

## 6. Board Governance Principles

The Board is committed to the highest standards of governance, grounded in accountability and transparency to all stakeholders and partners, and believes that a strong governance foundation will enable the DPD to be successful in achieving its mandate. In carrying out its governance responsibilities, the Board is guided by the following principles:

**Independence:** The decisions of the Board are free from political or partisan influence, and day-to-day policing decisions are reserved to DPD.

**Strategic Functioning:** The Board acts in a strategic, policy-oriented manner taking into consideration the interests of the community which the DPD serves. Governance structure and practices facilitate strong alignment of decisions with the DPD priorities, goals and objectives approved by the Board.

**Promoting Diversity and Equity:** In decision making, the Board seeks out, embraces and incorporates input from persons with diverse views, skills, backgrounds and lived experience.

**Maintaining Sustainability:** The Board's governance framework seek to provide a balance of stability and flexibility to be responsive to the changing needs and interests of stakeholders.

**Ensuring Contemporaneity:** The governance framework and decision-making are forward-looking and incorporate best practices and leading-edge thinking.

**Integrity:** The Board's decisions and actions seek to promote and exhibit integrity, professionalism, accountability, and respect.

**Evaluative Oversight:** Frameworks, structures, and practices are intended to foster an environment of continuous improvement and encourage innovative thinking.

**Transparency and accountability:** Clarity is to exist around roles, responsibilities, and lines of accountability, and individuals ought to be able to follow and understand decision-making processes. Governance processes seek to build trust within DPD, the Board, and the community that DPD serves.

**Collaboration and Inspiration:** The governance framework is intended to inspire and foster collaboration in seeking to achieve the mandate, vision, mission and the DPD priorities, goals and objectives.

## 7. Diversity & Equity Commitment

The Board strongly believes that diversity among Board members and the Board's employees is critical to the DPD's success, and is committed to attaining and maintaining a workforce representative of the community that the DPD serves. This commitment guides:

1. the Board in making any recommendations to the City and the Province regarding the appointment of Board members; and
2. the Chief Constable, the DPD's Human Resources Branch, and the Board's Human Resources Committee in making recommendations to the Board for employment and appointment of Executive Management, Management and employees at all other ranks and in other positions.

The Board is committed to building a diverse and highly skilled Board, Executive, management team and workforce generally.

The Board views diversity in terms of age, gender, sexual identity, ethnicity, geography, socioeconomic status, education, background, skill, competency, experience, and culture. The Board values diversity of thought, perspective and lived experience, and representation of various resulting points of view.

The Board recognizes and embraces that the following benefits come from diversity: strong and effective governance, improved decision making, fewer blind spots, broader perspectives and ideas, and a different approach to issues, among others. Diversity ensures the DPD has the opportunity to benefit from a variety of points-of-view, creating a stronger organization.

As a result, Board commits to:

1. being proactive in identifying diverse Board and Executive candidates;
2. ensure that the DPD's Human Resources Branch seeks to recruit and hire so as to create a diverse workforce;
3. promote diversity, in particular from the following identifiable groups – women, visible minorities, persons with disabilities and Indigenous peoples, as well as other diversity factors such as ethnicity, age, national origin, sexual orientation and socioeconomic status;
4. consider the current level of representation of women and Indigenous peoples in DPD leadership positions and throughout the DPD, along with other markers of diversity, and set diversity expectations specific to recruiting, hiring, promotion and succession;
5. identify and communicate to the City and Provincial Government, Board diversity gaps in relation to the appointment of Board members; and
6. engage regularly with the various communities in Delta.

The Board, through its Governance Committee, will review this Diversity Statement periodically and assess its effectiveness in promoting a diverse Board, leadership team and workforce.

## **PART 1: GOVERNANCE FRAMEWORK**

### **1. Police Act Legal Framework**

The Board establishes and governs the DPD in accordance with the *Police Act*. The Board's complete statutory governance duties and authorities are described in the following excerpted sections of the *Police Act*:

#### **POLICE ACT, RSBC 1996, c. 367**

##### **Board to establish municipal police department**

**26** (1) A municipal police board must establish a municipal police department and appoint a chief constable and other constables and employees the municipal police board considers necessary to provide policing and law enforcement in the municipality. ...

(2) The duties and functions of a municipal police department are, under the direction of the municipal police board, to

- (a) enforce, in the municipality, municipal bylaws, the criminal law and the laws of British Columbia,
- (b) generally maintain law and order in the municipality, and
- (c) prevent crime.

(3) Subject to a collective agreement as defined in the *Labour Relations Code*, the chief constable and every constable and employee of a municipal police department must be

- (a) employees of the municipal police board,
- (b) provided with the accommodation, equipment and supplies the municipal police board considers necessary for his or her duties and functions, and
- (c) paid the remuneration the municipal police board determines.

(4) In consultation with the chief constable, the municipal police board must determine the priorities, goals and objectives of the municipal police department.

(4.1) In determining the priorities, goals and objectives of the municipal police department, the municipal police board must take into account

- (a) the priorities, goals and objectives for policing and law enforcement in British Columbia established by the minister, and
- (b) the priorities, goals and objectives of the council of the municipality.

(4.2) The municipal police board must provide its priorities, goals and objectives and any changes to them to the director

- (a) within 30 days after their establishment or change, and
- (b) when requested to do so by the director. ...

## **Estimates and Expenditures**

**27** (1) On or before November 30 in each year, a municipal police board must prepare and submit to the council for its approval a provisional budget for the following year to provide policing and law enforcement in the municipality. ...

(2) Any changes to the provisional budget under subsection (1) must be submitted to council on or before March 1 of the year to which the provisional budget relates.

(3) If a council does not approve an item or amount in the provisional budget,

(a) the council must promptly notify the municipal police board, and

(b) the council or municipal police board may, at any time before May 15 of the year to which the provisional budget relates, request the director to determine whether the item or amount must be included in the budget.

(3.1) If on May 15 of the year to which the provisional budget relates, there are items or amounts in the budget that have not yet been approved by the council,

(a) the council must promptly notify the municipal police board, and

(b) the council must request the director to determine whether the item or amount must be included in the budget.

(3.2) After making a determination in respect of a request made under subsection (3) (b) or

(3.1) (b), the director must notify the municipal police board, the council and the minister of the determination.

(4) A council must include in its budget the costs in the provisional budget prepared by the municipal police board, as adjusted to reflect the following:

(a) changes agreed to by the council and the board;

(b) determinations made by the director under this section. ...

(6) Unless the council otherwise approves, a municipal police board must not make an expenditure, or enter an agreement to make an expenditure, that is not specified in the board's budget, as adjusted under subsection (4), if applicable.

## **Rules**

**28** (1) A municipal police board must make rules consistent with this Act, the regulations and the director's standards respecting the following:

(a) the standards, guidelines and policies for the administration of the municipal police department;

(b) the prevention of neglect and abuse by its municipal constables;

(c) the efficient discharge of duties and functions by the municipal police department and the municipal constables.

(2) A rule under subsection (1) is enforceable against any person only after it is filed with the director.

#### **Studies by Municipal Police Board**

**29** (1) A municipal police board may study, investigate and prepare a report on matters concerning policing, law enforcement and crime prevention in its municipality.

**(Note:** refer to Part 5 of this Manual for the Board's *Police Act* requirements and authorities in relation to "Service and Policy Complaints", as well as "Misconduct Complaints against the Chief Constable, Deputy Chief Constables and Other Constables".)

## 2. Multi-Party Oversight of Policing

The Board, the Chief Constable, City Council, and the Province share responsibility for how DPD carries out its duties.

The Provincial Government is responsible for establishing overall standards of policing, and to ensure adequate and effective policing and law enforcement throughout British Columbia. Through the Ministry and the Director, the Province is responsible for superintending policing and law enforcement functions, including setting policing standards, policy requirements, conducting audits, inspections and reviews, appointing police board members, and advising boards and chief constables.

Municipal Council is responsible for funding the operations of the Board and DPD, and approving the DPD's annual operating budget. Council also directs City management to provide certain administrative support services to the DPD.

The Board's primary responsibility is to provide independent civilian oversight, governance, and strategic leadership to DPD, seeking to ensure the DPD carries out its mandate in a manner that is consistent with the *Police Act* and reflective of the needs, values, and diversity of the City of Delta.

In accordance with the *Police Act*<sup>6</sup>, the Board appoints the Chief Constable, other constables and other employees. The Board works with the Chief Constable to establish a Strategic Plan and supporting objectives, giving due consideration to the additional priorities, goals and objectives of both the Provincial Government and City Council. The Board also approves the overall budget for DPD, seeks approval of the same by City Council, authorizes expenditures by the Chief Constable, monitors staffing levels, and provides oversight of DPD's operations. In overseeing DPD's operations, the Board makes rules specific to the administration of DPD, the prevention of neglect and abuse by constables, and the efficient discharge of the DPD's duties and functions.<sup>7</sup> The Board also is responsible for addressing complaints from members of the public about the general direction, management or operations of the DPD, or the adequacy of the DPD's staffing or resource allocation, training programs, or internal policies<sup>8</sup>.

The Chief Constable has the primary responsibility for the day-to-day management and operation of DPD, and sole authority for police operations.

In addition to, and in harmony with the rights and authorities set out under the *Police Act*, through this Manual the Board establishes additional authorities and responsibilities of the Board, the Chief Constable and the City, with respect to matters of governance (and may choose to present the same in a Governance Authority Matrix, for ease of reference).

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<sup>6</sup> *Police Act* s. 26, 27 and 28

<sup>7</sup> *Police Act* s. 28.

<sup>8</sup> *Police Act* s. (168 and 171

### **3. Independence & Jurisdiction of the Board & the DPD**

The legislative intent behind the creation of the Board is to ensure DPD is governed independently from the City and its elected Council. A central tenet of policing in Canada and British Columbia is that the police are entitled to act independently from political interference. Governed by an appointed independent police board, the chief constable of a municipal police department must ensure that policing in the community is provided impartially and in accordance with the “Rule of Law”. The “Rule of Law” can best be summarized as meaning that all person and classes of persons are equally subject to the law and no one is exempt from obedience to the governing law as a result of their office or position in society.

The Board is accountable to the Province, the residents of Delta and any other community to which it provides policing services, reporting regularly on the financial and operational performance of DPD.



#### 4. Relationship with the Municipality and City Council

The Board seeks to foster a positive and productive working relationship with City Council, along with opportunities to create efficiencies through shared support services with the City, where appropriate. As well, in determining the priorities, goals and objectives of the DPD, the Board must take into account City Council's priorities, goals and objectives<sup>9</sup>.

The Board is responsible for seeking to ensure that the DPD is able to enforce municipal bylaws, the *Criminal Code* and the laws of British Columbia, generally maintain law and order, and prevent crime. In furtherance of these objectives, the *Police Act* requires the Board to establish an annual budget and submit the same to City Council, requesting that the budget be approved. If City Council and the Board cannot agree on the funding to be provided by Council, the matter may be referred to the provincial Director of Police Services for resolution<sup>10</sup>.

Despite being funded by City Council, the Board must ensure the operational and investigative independence of the DPD and the confidentiality of information specific to the DPD's operations and investigations that cannot be made public generally.

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<sup>9</sup> *Police Act* s. 26(4.1).

<sup>10</sup> *Police Act* s. 27.

## 5. Overview of Board Member Positions, Roles and Board Committees

The Board is composed of a member of Delta City Council, as appointed by Council, one individual from the community appointed by City Council, and up to seven individuals appointed by the Lieutenant Governor in Council.

The Board oversees the management of the activities and affairs of DPD, and takes reasonable steps to ensure that the priorities, goals, and objectives of DPD are achieved. The standards of conduct expected of Board members are set out in the Board Member Position Description and the Code of Conduct.

The Board delegates to the Chief Constable overall responsibility for the day-to-day operations of DPD, within the parameters and policies set by the Board. The Board's role and specific responsibilities are set out in the Board Terms of Reference.

The Chair's principal role is to provide leadership to the Board and communicate on behalf of the Board, acting as a direct liaison between the Board and the Chief Constable, and ensuring the Board operates without political interference. The Chair's role and specific responsibilities are set out in the Board Chair Position Description.

The Chair is supported by the Vice Chair, who is elected from among the Board members and acts in the Chair's place when the Chair is unavailable or in a conflict of interest. The Vice Chair's role and specific responsibilities are set out in the Vice Chair Position Description.

### Committees

The Board may establish standing or ad hoc committees to inquire into and report on any matter within the jurisdiction of the Board. The Board has established standing Committees with a mandate to:

1. provide in-depth consideration and advice to the Board with respect to the oversight of particular aspects of DPD's activities; and
2. exercise particular powers or perform particular duties or functions of the Board.

The Board standing Committees are:

1. **Finance and Risk Management:** To assist the Board in fulfilling its oversight responsibilities relating to: financial planning, budgeting, financial reporting, system of internal controls, and enterprise wide risk management specific to operational, financial, strategic, hazard and reputational risks.
2. **Governance:** To assist the Board in fulfilling its oversight responsibilities related to the Board's governance philosophies, structures, policies, and processes as well as legal and compliance matters.
3. **Human Resources:** To assist the Board in fulfilling its oversight responsibilities related to labour relations, and the DPD's human resources structures, policies, processes, management culture, values, norms, ethics, capacity, recruitment, performance, and succession planning.

The roles and specific responsibilities for each of these Committees are set out in the Terms of Reference for each of the Committees in the Manual. The Board takes into consideration, but is not bound by, the recommendations of a Committee.

The Board may from time to time also form advisory committees or other temporary working groups, as may be required.

## **6. Board Composition, Member Appointment, Term of Office and Removal**

In accordance with the *Police Act*, the Board is composed of up to nine members<sup>11</sup>, as follows:

1. one member of Delta City Council, as appointed to the Board by Council (Council may appoint any councillor, including the Mayor) ;
2. one person from the community appointed by City Council (that person cannot also be a councillor, but must be eligible to be elected to Council); and
3. up to seven persons appointed, after consultation with the Director of Police Services, by the Lieutenant Governor in Council.

The Board elects a Chair and Vice Chair from among its appointed members and must do so once every two years. If the office of Chair or Vice Chair becomes vacant, the Board must elect a new Chair and/or Vice Chair at its next meeting.

Appointments from among applicants and other proposed candidates are on the basis of merit, as assessed by the Lieutenant Governor, and by City Council.

The Board, through the Governance Committee, has the opportunity and responsibility to provide advice to the appointing bodies regarding its needs and the potential needs of the DPD. The Governance Committee provides input to the Board regarding the skills, experience and competencies the Board may require and that are sought in potential Board candidates, to meet its responsibilities and maximize its success.

In order to identifying candidates for Board membership, when a Board member vacancy is due to arise the Governance Committee conducts a skills and experience gap analysis, taking into consideration the Board's Diversity Statement; and submits the same to the Board for approval.

Prior to the appointment of Board members, the Board shares this information with the relevant appointing body.

### **Term of Office**

The Board member appointed by Council from the community and the members appointed by the Lieutenant Governor in Council may be appointed for a term of up to four years and may be reappointed up to maximum of six consecutive years.<sup>12</sup> The term of the appointed Councillor must not be longer than four years and, regardless of the term of appointment, ends if the person cease to be a member of council.

### **Removal from Office**

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<sup>11</sup> *Police Act s. 23 and 24*

<sup>12</sup> *Police Act s. 24(2) and (3).*

City Council may rescind the appointment of its two appointees. All other Board members may only be suspended, removed, or have their appointment rescinded, in accordance with regulations made by the Lieutenant Governor in Council.<sup>13</sup>

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<sup>13</sup> *Police Act* s. 74.3 – no regulations currently in effect.

## **7. Board and Committee Evaluation**

As part of its dedication to excellence in its governance practices, the Board is committed to regular evaluations of the effectiveness of the Board and its Committees. Board evaluation provides Board members with an opportunity each year to examine how the Board, Committees and Committee Chairs and Board members are performing and to identify opportunities for improvement. The objective of these assessments is to contribute to a process of continuous improvement in the Board's execution of its responsibilities.

### **Process**

The Governance Committee oversees the implementation of the evaluation process and recommends the method, content and timing for all evaluations and reviews them with the Board.

The Board utilizes a Self-Assessment Survey to receive feedback from Board members about the Board's overall functioning and for internal planning use by the Board members. The Governance Committee distributes the surveys to the Board in the spring of each year, with each Board member responsible for submitting their completed surveys to the Board Liaison by May or other date determined by that Chair. The Board Liaison will ensure the anonymity of the completed surveys and collaborate with the Chair to summarize the results. The Committee will review the results and make recommendations to the Board for improvement during a future Board meeting.

The process may evolve based on and taking into account the Board's stage of development and past Board evaluation processes and results, and may include, but are not limited to, the following:

1. surveys;
2. interviews with each Board member;
3. facilitated group discussions with the Board; and/or
4. input from the Chief Constable and Executive Management team who regularly interact with the Board.

The Governance Committee, with Board approval, may engage an external consultant to assist in the design and implementation of an evaluation process.

The Governance Committee (either directly or through an external consultant) reviews the evaluation results and develops recommendations to the Board at the next Board meeting following the evaluations, or as soon as practicable thereafter. The Governance Committee Chair reports on the evaluation process undertaken, the results and any recommendations, and the Board determines what, if any, actions are to be undertaken in the upcoming year.

## **Board Evaluation**

The objective of the Board evaluation process is to assess the overall performance of the Board in keeping with the Board's responsibilities and governance framework.

Board evaluation is designed to review the effectiveness of Board and may cover areas such as:

1. the quality of Board meetings;
2. Board dynamics, including the quality of the discussion;
3. the appropriateness and sufficiency of financial and operational reporting and briefing packages;
4. the quality of the relationships between Board and the Chief Constable;
5. the Board's practices with respect to ethical conduct and acting in the public interest;
6. Board member orientation and ongoing training and development;
7. Board processes with respect to Board composition, succession & evaluation, strategic planning, risk management, Chief Constable evaluation and succession, and other key areas of organizational stewardship; and
8. the Board's relationship with the City, Province, other jurisdictional governments, the community, and other key stakeholders and partners.

## **Committee Evaluation**

The objective of a Committee evaluation is to assess the overall performance and functioning of the Committee and thus contribute to the Board's overall performance. Committee evaluation is usually carried out in conjunction with the Board evaluation.

Committee evaluation may cover such areas as the:

1. appropriateness of the Committee's terms of reference;
2. composition of the Committee;
3. contributions of the Committee to the Board's work;
4. quality of information received by the Committee;
5. effectiveness of reporting to the Board; and
6. overall effectiveness of the Committee.

## 8. Oath of Office

A person appointed or re-appointed to the Board takes the oath or affirmation prescribed in the *Police Oath/Solemn Affirmation Regulation*<sup>14</sup> before a Commissioner for Taking Affidavits for British Columbia. It is not until the appointee has taken their oath/affirmation that they actually “assume office” and can exercise any power or perform any duty or function as a Board member.

By their oath or affirmation, Board members commit to faithfully, honestly and impartially perform their duties as Board members and not to, except in the proper performance of their duties, disclose to any person any information obtained in the course of those duties. A copy of the signed oath/affirmation is filed with the Province.<sup>15</sup>

(Refer also to **Part 4 – 1. Assumption of Office.**)

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<sup>14</sup> *Police Act* s. 70(1).

<sup>15</sup> *Police Oath/Affirmation Regulation* s. 2.



## 9. Responsibilities of the Board

The Board is responsible for governing the activities and affairs of DPD in accordance with the *Police Act* and the DPD's priorities, goals and objectives as determined by the Board. The primary responsibilities of the Board are to appoint constables and other employees necessary to provide adequate policing in the City of Delta, and to provide independent oversight, governance, and strategic leadership to DPD, ensuring the DPD carries out its mandate in a manner that is consistent with the *Police Act* and is reflective of the needs, values, and diversity of the residents of Delta and any other community the DPD serves.

In accordance with the *Police Act*, the Board:

1. is the employer of all DPD officers and staff, with the Board Chair being responsible for discipline matters related to the Chief Constable and Deputy Chief Constables;
2. approves the DPD's budget and provide primary financial oversight;
3. establishes the DPD's priorities, goals and objectives, and as well as the policies that set direction for DPD; and
4. addresses *Police Act* "service and policy complaints".

The Board discharges its responsibilities for the day-to-day operations of the DPD by delegating the same to the Chief Constable and supporting the Chief Constable in carrying out DPD's mandate.

Although the Board is the legal employer, Board members have no direct authority over employees of the DPD, and do not interfere with the DPD's operational decisions and responsibilities, nor with the day-to-day operation of the DPD. The authority of individual police officers to investigate crime, arrest suspects, recommend charges to Crown counsel and lay information before Justices of the Peace comes from the common law, the *Criminal Code*, and other statutory authority, and must not be interfered with by any political or oversight body, including the Board.

To maintain the DPD's operational independence from the Board, the Board and Chief Constable commit to the following guiding principles with respect to their relationship and responsibilities:

1. acknowledgement that the Board's mandate is summarized as "general oversight and setting of policing policy";
2. recognition that the Chief Constable is responsible for daily policing and all operational matters, and of each other's roles, interests and accountabilities;
3. giving each other the benefit of the doubt, accepting honest mistakes and seeking explanations before reacting;
4. recognition and respect for each other's decision-making process and lines of authority;
5. promoting common understanding and the sharing of information to the fullest extent possible in an atmosphere that promotes clarity, transparency, openness, and trust;
6. seeking to achieve quick and effective resolution of issues; and

7. building strong relationships.

The summary below outlines the Board's primary responsibilities. In carrying out these responsibilities, the Board is assisted, as required, by the Office of the Chief Constable. Certain responsibilities are led by Committees, as described in the Committee Operating Guidelines and the Terms of Reference for each Committee.

## **General**

The Board is responsible for:

1. identifying and electing its Chair and Vice Chair;
2. appointing the Chief Constable;
3. approving the Chief Constable's contract of employment and position descriptions;
4. participating with the Chief Constable in developing and approving the Chief Constable's annual goals and objectives in a manner that is consistent with the Strategic Plan and the Police Act;
5. bi-annually evaluating the Chief Constable's performance based on stated goals and objectives;
6. satisfying itself as to the integrity of the Executive Management Team, and that the Team creates a culture of integrity throughout DPD;
7. approving, on the advice of the Chief Constable and the Human Resources Committee the compensation philosophy and guidelines for DPD and the remuneration of the Executive Management;
8. managing, with the Chief Constable, and overseeing collective bargaining with the Board's employees;
9. consider the recommendation of the Human Resources Committee in approving the remuneration of the Chief Constable and Deputy Chief Constables; and
10. overseeing and approving a Chief Constable succession plan, ensuring there are processes to respond to an unplanned immediate replacement requirement of the Chief Constable.

## **Governance Effectiveness**

The Board is responsible for:

1. regularly reviewing the competencies required for the Board to undertake its responsibilities and communicate with the bodies responsible for appointing Board members to ensure they understand the Board's needs;

2. creating standing Committees, task forces, advisory committees or other temporary working groups as needed from time to time to support the Board;
3. developing and approving policies contained in this Manual and updating the same as required;
4. evaluating the effectiveness of the Board and Committees;
5. ensuring that new Board members are provided with comprehensive orientation and all Board members are provided ongoing professional development;
6. ensuring the development and preparation of Board members to replace Committee Chairs, as those Board members approach the end of their tenure;
7. developing a process to understand, identify, declare and manage Board member conflicts of interest;
8. ensuring compliance with the B.C. *Freedom of Information & Protection of Privacy Act* specific to records in the custody or control of the Board; and
9. obtaining reasonable assurance that DPD operates at all times within applicable laws and to the highest ethical standards.

### **Strategic Planning**

The Board is further responsible for:

1. participating, with the Chief Constable, in the development and approval of the Strategic Plan that specifies the DPD priorities, goals, and objectives, taking into account, among other things:
  - i. the priorities, goals, and objectives for policing and law enforcement in British Columbia established by the Ministry,
  - ii. the priorities, goals, and objectives of City Council, and
  - iii. the needs of the communities served by the DPD;
2. within 30 days after their establishment or change, advising the Director of Police Services of the DPD's priorities, goals, and objectives; and
3. at least annually, reviewing with the Chief Constable the implementation of programs and strategies to achieve the Strategic Plan's priorities, goals and objectives.

### **Operational and Capital Planning and Budgeting**

The Board is responsible for:

1. annually participating with the Chief Constable in the development and approval of the DPD's budget;

2. together with the Chief Constable, annually presenting the DPD's requested budget for the following year to City Council for approval; and
3. considering any changes recommended by the City to the DPD's annual budget and ensuring that such changes, if approved by the Board, are submitted to City Council for approval of the year in question.

### **Financial & Operational Information, Systems and Control**

The Board is responsible for:

1. ensuring the Chief Constable establishes and applies appropriate accounting and financial reporting principles and internal controls, including internal audits;
2. overseeing and monitoring internal audits;
3. liaising and communicating with the City of Delta regarding its financial audits of the DPD;
4. regularly receiving and reviewing reports from the Chief Constable relating to DPD's programs and operations; and
5. annually reviewing and approving the remuneration and expense policy for Board members.

### **Policy, Rules and Oversight of DPD Operations**

The Board is responsible for:

1. establishing rules respecting the policies guiding the DPD's operations, and approving such policies;
2. ensuring systems and policies are in place to implement and safeguard the integrity of the DPD's information technology and records management systems;
3. acting, through the Chair, as the Discipline Authority for complaints against the Chief Constable and Deputy Chief Constables, and addressing *Police Act* "service or policy complaints"; and
4. cooperating with the Independent Investigations Office and Office of the Police Complaint Commissioner, as necessary.

### **Risk Management**

The Board is responsible for:

1. developing and overseeing an enterprise risk management strategy to identify, assess and manage financial, hazard, strategic and operational risks to which the DPD may be subject;
2. with input from the Chief Constable, understanding and regularly reviewing the DPD's key enterprise risks to the DPD achieving its priorities, goals and objectives;

3. reviewing and assessing the DPD's risk management strategies, specific to key areas of enterprise-wide risk; and
4. overseeing and monitoring the DPD's plans and systems for identifying and managing its risks.

### **Human Resources**

The Board has the responsibility to approve and oversee DPD's human resources and organizational strategy to ensure it promotes the DPD's priorities, goals, and objectives; encourages ethical practices, individual integrity and social responsibility; and furthers DPD's diversity and inclusion goals.

### **Communications**

The DPD operates within a highly public environment and the actions of DPD have a significant public impact. As a result, the Board, as the DPD's governing body, must ensure that communications with the Province, City Council and other stakeholders (including the public) and partners are appropriate, effective and transparent. The Board is responsible for:

1. understanding DPD's key stakeholders and partners, and their expectations;
2. reviewing, approving and overseeing the implementation and effectiveness of the DPD's engagement strategy with DPD's stakeholders and partners;
3. approving a communications policy for itself and the DPD that reflects the need for Board and DPD Executive Management transparency and accountability;
4. ensuring communication that promotes consultation and cooperation between the DPD, City Council, and the Province;
5. ensuring all reporting requirements established under the *Police Act* are met; and
6. reporting to the DPD's stakeholders and partners through DPD's annual report, on the Board's stewardship for the previous year and the performance of DPD.

### **Forward Calendar**

The Board organizes its work and responsibilities (as outlined in these Board Terms of Reference) according to a rolling 12-month forward calendar. The calendar is reviewed and updated at least annually and modified as required to address issues that arise.

### **Reliance on Management and Advisors**

In carrying out its responsibilities, the Board:

1. relies on the Chief Constable and Executive Management to provide it with accurate, complete and timely information; and

2. having regard to its budget, and the DPD's internal resources and budget, may retain and rely on external professional services firms, consultants, advisors, and other experts as needed to fulfill its mandate.

### **Board Budget**

The Board determines and approves an annual budget to support its work and activities, which considers, among other things, any required consultant and advisory services, Board member remuneration, if any, meeting expenses and related costs (travel, accommodation, etc.), Board member education and professional development, and required support services. The Board will include its required budget within the parameters of the annual operating budget for DPD, as submitted to City Council for approval annually.

### **Board Memberships**

The Board supports the purposes of both the *BC Association of Police Boards* and the *Canadian Association of Police Governance* and, as such, is a member of both organizations, unless the Board otherwise determines at its discretion. The Board authorizes membership in other organizations, at its discretion.

## 10. Board Chair - Roles and Duties

In accordance with the *Police Act*, the Board elects its Chair from among its members. In order to ensure the independence of the Board, it is critical that the role and responsibilities of the Chair are carried out without political interference or conflict of interests. The following highlights the Chair's roles and responsibilities.

The Board Chair's primary role is to provide leadership to the Board, including guiding the Board and ensuring the Board is organized properly, functions effectively and independently, meets its *Police Act* obligations and responsibilities, and acts in the best interests of DPD, the residents of Delta and any other community the DPD serves.

The Board Chair represents the Board to the DPD and to external partner organizations and stakeholders, including acting as a spokesperson on behalf of the Board, and the Chair is accountable to the Board.

### Appointment / Election

The Chair is elected by the Board members from amongst themselves for a two-year term and may be elected for additional, consecutive terms. Board members may proffer their own nominations as candidate for Chair or be nominated by another Board member. If only one Board member seeks the position, that person is acclaimed as Chair. If more than one Board member seeks the position, each has the opportunity to speak for up to five minutes. Afterwards a secret ballot vote is taken, and the result announced immediately. The elected member's acceptance of the position is minuted. Voting rules for Board meetings apply. (Note: in the process of electing the Chair, the outgoing Chair resigns and is therefore not prohibited from voting. The Vice Chair acts as Chair to facilitate the election, unless also seeking the Chair's position, in which case the Board must elect a Board member not seeking the Chair's position, to be Chair for the limited purpose of facilitating the election.)

### Voting Right

The *Police Act*<sup>16</sup> directs that the Chair is a non-voting member of the Board, except in case of a tie vote at a meeting of the Board, the Chair may cast the deciding vote.

### Managing Conflicting Roles

At times the Chair's duties and responsibilities may conflict with his or her separate employment or other positions held. The Chair must at all times be mindful of conflicts of interest and advise the Board of any conflict or potential conflict, so that the Board can act to negate the same.

If the City Council appointee is elected Chair, his or her duties and responsibilities as a Councillor or the Mayor, as the case may be, may conflict with or be in opposition to duties and responsibilities as Board

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<sup>16</sup> *Police Act* s. 25(3).

Chair. In such situations the Chair must advise the Board of the conflict.<sup>17</sup> If the appointed City Councillor or Mayor is elected as Chair by the Board, the Chair provides a direct link between the Board and City Council and may be looked to by the Board to share information concerning the City's priorities, goals, and objectives, allowing the Board to make decisions within the context of, and giving consideration to the same, as the Board may deem appropriate.

Where there is a conflict on the part of the Board Chair, the Vice Chair will assume the duties of Chair in dealing with such issues, and exercise the powers and authorities of the Chair.

### **Responsibilities**

The Board Chair is responsible for:

1. upon majority Board approval, signing contracts, agreements or other documents that legally bind the Board, and where two signatures are legally required, the Vice Chair is authorized to co-sign with the Chair;
2. board meetings, including:
  - a. with the Office of the Chief Constable, coordinating the Board's forward calendar and annual schedule of Board meetings,
  - b. with the Chief Constable and the Office of the Chief Constable, developing and setting Board meeting agendas,
  - c. reviewing pre-meeting information packages for completeness, with the goal of providing Board members with sufficient information to enable them to prepare for the meeting,
  - d. chairing Board meetings open to the public and portions of meetings approved by the Board to be held in private, i.e., in camera meetings,<sup>18</sup> and facilitating a candid and full discussion of all key matters that come before the Board,
  - e. ensuring, through the Office of the Chief Constable, the recording of minutes of meetings of the Board that are open to the public or held in private,
  - f. ensuring, through the Office of the Chief Constable, that minutes of a meeting held in private, and the reasons for so holding the meeting, are promptly submitted to the Minister,
  - g. if a meeting held in private did not include the Chief Constable or member of the Office of the Chief Constable, ensuring that the minutes of the meeting are nonetheless recorded, and the minutes and reasons for so holding the meeting are promptly submitted to the Minister,
  - h. ensuring Board decisions are clear, understandable, ethical, and responsible, and that Board members speak with one voice after a decision is made, and
  - i. ordering the removal of any member of the public in attendance at meetings due to improper conduct or a concern for public safety;
3. information and issues management, including:

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<sup>17</sup> Examples may include situations where City Council has espoused a position contrary to the DPD (e.g., concerning DPD's budget or policing priorities).

<sup>18</sup> Meetings may be held in private in accordance with Police Act s.69(2)



- a. communicating with the Board and Chief Constable to ensure timely dissemination of information about major developments or initiatives that may impact policing,
- b. working closely with the Chief Constable and the Office of the Chief Constable to ensure effective relations and communications with Board members, the DPD, City Council, and others,
- c. ensuring the Board receives adequate and regular updates from the Chief Constable on all issues which impact the performance and effectiveness of DPD;

4. Board management, including:

- a. managing the affairs of the Board, including ensuring the Board is organized properly, functions effectively and meets its obligations and responsibilities,
- b. seeking to build consensus and develop teamwork within the Board, encouraging an atmosphere of openness and trust, and maintaining a cohesive group without losing diversity of opinion and independent points of view,
- c. dealing effectively with dissent and working constructively towards arriving at a decision and achieving consensus,
- d. being available to Board members for questions, counsel, and discussions relating to DPD,
- e. overseeing issues raised with respect to conflicts of interest and standards of conduct under the Code of Conduct,<sup>19</sup>
- f. deferring to the Vice Chair on any Board issues where the Chair may have a conflict, or the Chair is unavailable or unable to act, and recognizing the authority of the Vice Chair when so acting,
- g. at the request of the provincial government, and in consultation with the Board, reviewing and assessing Board and Committee member performance, and
- h. with the assistance of the Office of the Chief Constable, develop, for approval of the Board, an annual Board budget, to be incorporated into the annual DPD budget;

5. Board appointments, including:

- a. together with the Chair of the Governance Committee, communicating, on behalf of the Board, with City Council and the Province to ensure they understand the process the Board has undertaken with respect to considering its composition and the specific Board requirements at that time;

6. DPD strategies and initiatives, including:

- a. in consultation with the Chief Constable, ensuring major DPD initiatives and strategies have proper and timely Board understanding, consideration, approval and oversight;

7. collaboration with Chief Constable, including:

- a. on behalf of the Board, acting as the principal liaison with the Chief Constable, and ensuring the Chief Constable is aware of the expectations and any concerns of the Board,
- b. acting as a sounding board, counselor and mentor for the Chief Constable, and
- c. seeking to ensure the Chief Constable presents to the Board all information necessary to allow the Board to effectively discharge its responsibilities;

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<sup>19</sup> Actual or perceived conflicts of interest with respect to the Board Chair are to be raised with the Governance Committee Chair in accordance with the Code of Conduct

8. communications, including:

- a. acting as the official spokesperson for the Board,
- b. appointing a spokesperson for specific Board matters, as required, and
- c. ensuring the Board is appropriately represented at official functions and meetings; and

9. disciplinary authority, including:

- a. in accordance with the *Police Act*, acting as the discipline authority for conduct complaints made against the Chief Constable or a Deputy Chief Constable, unless the Police Complaint Commissioner directs otherwise.<sup>20</sup>

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<sup>20</sup> In processing complaints, the Board Chair follows the complaints process outlined in Part 11 of the *Police Act*. Prior to concluding an investigation or imposing any discipline, the Board Chair obtains the approval of the Board and may choose to involve the Vice Chair or other Board members in the process.

## **11. Vice Board Chair – Appointment and Responsibilities**

The Vice Chair works closely with the Chair to support and assist the Chair and provide an additional perspective pertaining to the Board's oversight activities, including taking the lead on Board issues and chairing meetings when the Chair is unavailable or the Chair has a conflict with other non-Board roles.<sup>21</sup>

### **Appointment / Election**

The Vice Chair is elected by the Board members from amongst themselves for a two-year term and may be appointed for additional, consecutive terms. As the Vice Chair plays a key role in supporting the Board Chair, it is valuable for Board members to seek and consider the Board Chair's input in electing the Vice Chair.

Board members may proffer themselves as nominee for Vice Chair or be nominated by another Board member. If only one Board member seeks the position, that person is acclaimed as Vice Chair. If more than one Board member seeks the position, each has the opportunity to speak for up to five minutes. Afterwards a secret ballot vote is taken, and the result announced immediately. The elected member's acceptance of the position is minuted. Voting rules for Board meetings apply.

### **Responsibilities**

The Vice Chair is responsible for supporting the Chair, chairing Board meetings and taking the lead on any Board issues when the Chair is unavailable or if there may be a conflict with other roles that the Chair's holds, until such time as Chair is able to resume responsibilities.

While presiding over a Board meeting or acting in the Chair's place, the Vice Chair has and may exercise all the same rights, powers, and authorities of the Chair, including the responsibility to speak on behalf of the Board. While presiding at a Board meeting, the Vice Chair will not have the right to vote, except to cast the deciding vote in the event of a tie.

The Vice Chair is responsible for:

1. providing an independent perspective to the Board Chair pertaining to the Board's oversight activities and the management of issues raised with respect to conflicts of interest and standards of conduct;
2. together with the Chair of the Governance Committee, meeting as needed with Board members to assess their suitability for Board committees, discussing performance issues, and providing general guidance and advice;

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<sup>21</sup> If the Vice Chair is not able to act for the Chair, *Police Act s. 25(2)* requires the Board members present at a meeting to elect an alternate chair.

3. together with the Chair of the Human Resources Committee, meeting with the Chief Constable to evaluate and review the Chief Constable's performance and compensation and assessing succession planning needs for the Chief Constable;
4. providing feedback to the Board Chair and acting as a sounding board with respect to strategies, accountability, relationships, and other issues; and
5. performing any additional duties requested by the Board.

### **Vice Chair Succession**

The Board considers succession planning for the Vice Chair, and may approve the Vice Chair's re-appointment, taking into consideration the leadership competencies and independence needed for the role.

## 12. Board Members - Roles and Responsibilities

Board members are responsible for collectively governing the activities and affairs of DPD and, in so doing, working collaboratively to ensure the Board makes effective and informed decisions that promote the achievement of DPD's priorities, goals and objectives.

In discharging their responsibilities, all Board members are expected to:

1. act in the best interests of DPD as a whole;
2. perform their duties with due diligence, honesty, impartiality, and in good faith, and in accordance with the *Police Act*, their oath/affirmation of office, and any other applicable laws, regulations, rules or policies;
3. be effective ambassadors of DPD;
4. act with the highest standards of conduct, and in so doing, comply with all Board policies, the Code of Conduct, and all other policies applicable to them;
5. fully disclose to the Board any actual, potential, or apparent interests that they have which may conflict with DPD's interests;
6. maintain the confidentiality of information, including all information associated with private, i.e., *in camera* meetings, in accordance with the Code of Conduct, until the Board decides the information may be disclosed;
7. participate in ensuring the Board's work is effective and productive;
8. participate on standing Committees, and other Committees where needed (which may include the BCAPB), and become knowledgeable about the purpose and goals of the duties required of the Committees<sup>22</sup>
9. foster a strong and positive relationship between DPD, the Board, and the community;
10. be knowledgeable about the vision, mission, values, strategy, risks, activities, stakeholders and partners, and substantive issues affecting DPD and the community and political environment in which DPD operates;
11. prepare for Board meetings by devoting the necessary time and attention to reading the Board agenda and information packages and otherwise being well-informed on relevant issues that come before the Board;
12. participate in Board activities that will enhance and expand the knowledge required to be an effective Board member; and
13. between Board meetings, make themselves available as a support and resource to the Board Chair, the Chief Constable and the Office of the Chief Constable, as needed, and communicate with the same, as necessary and appropriate.

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<sup>22</sup> Due to Board size, it is expected Board members will be required to participate on at least two committees.

### **13. Board Member Attendance and Participation at Meetings**

Board members are expected to attend Board meetings, and make reasonable efforts to arrange their affairs to allow themselves to do so, arriving on time and remaining for the duration of the meeting. Board members are expected to attend meetings in person, unless the Board has approved the holding of a meeting by teleconference or video conference.

Board members who are not able to attend a Board meeting should advise the Chair and the Office of the Chief Constable at least one week prior to the Board meeting.

If a Board member is absent from multiple meetings, the member will work with the Board Chair to determine the most appropriate course of action that meets the needs of the Board and Board member.

During Board meetings, Board members are expected to:

1. exercise good judgment and act with integrity;
2. bring their own experience, expertise, wisdom, judgment, and influence to bear constructively on issues;
3. interact with fellow Board members and management in a respectful, collaborative, and constructive manner, and demonstrate an openness to others' opinions and perspectives and the willingness to listen;
4. speak and act independently while remaining a team player;
5. participate fully and frankly in Board discussions, ask probing questions where appropriate, and express opinions in a clear and respectful manner even if they may seem contrary to other opinions;
6. analyze issues from many perspectives, considering the impact of decisions on DPD's internal and external stakeholders and partners and the Strategic Plan;
7. advise the Board Chair and Office of the Chief Constable in advance of introducing significant and previously unknown information at a Board meeting;
8. understand the difference between governing and managing, and focus inquiries on issues related to governance, including strategy, policy, implementation and results, rather than issues relating to the day to day management and operations of DPD; and
9. recognize the authority and operational independence of the Chief Constable.

#### **14. Communications by Board Members Specific to the DPD**

No Board member should speak on behalf of the DPD without explicit authority from the Board.

Once Board decisions are made, Board members are expected to support those decisions in a positive manner and speak with one voice. Board members are expected not to express dissent specific to Board decisions, to any person outside the Board, or discuss matters in a manner that would conflict with their fiduciary responsibilities.

Board members may direct questions or concerns regarding the DPD's performance to the Chief Constable through Board meetings, or through the Board Chair<sup>23</sup>. Board members should also demonstrate a willingness and availability for individual consultation with the Board Chair, Office of the Chief Constable, or Chief Constable as needed.

Board members must respect the operational independence of the Chief Constable and the reporting relationship of employees.<sup>24</sup>

The Board acts collectively and no Board member has the authority to direct any employee of DPD.

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<sup>23</sup> This does not prevent Committee Chairs from engaging with those members of Executive Management or the DPD who are designated by the Chief Constable to be responsible for the areas which the Committees are tasked with leading on behalf of the Board.

<sup>24</sup> This does not prevent Board members from engaging with employees of DPD on social occasions or during site visits.

## 15. Chief Constable's Roles and Responsibilities

In accordance with the *Police Act*, the Chief Constable is appointed by and an employee of the Board.<sup>25</sup> As the DPD's Chief Executive Officer, the Chief Constable is accountable to the Board, and responsible for the administration and operations of the DPD, and for operationalizing policing in Delta.

The Chief Constable may delegate authority to the extent that the Chief Constable considers appropriate, unless limited in policy issued for the Department by the Board, but despite this remains accountable to the Board for all activities of the Department.

Only decisions of the Board as a whole are binding upon the Chief, unless the Board authorizes individual members or Committees to exercise such authority.

The Chief Constable works with the Board to develop the DPD's mission, vision, values and Strategic Plan, and operationalizes that plan and provides leadership to the DPD's police officers and staff.

### Responsibilities

The Chief Constable is responsible for ensuring effective command and leadership of the DPD and has direct responsibility for the overall operation of the DPD within the parameters set by the Director of Police Services, the Police Board, and provincial and federal legislation. The Chief Constable works with key stakeholders and partners to develop and implement comprehensive public safety strategies to achieve the highest standards of policing and public safety.

The Chief Constable is expected to inspire a positive and engaging work environment for all DPD employees that is diverse, safe, respectful, inclusive, and based on a culture of service excellence, innovation, and teamwork. The Chief Constable is the "face" and primary spokesperson for DPD. Public communications in relation to DPD's activities will normally be conducted by the Chief Constable.

The Chief Constable's is responsible for:

1. strategic planning, including:
  - a. in consultation with the Police Board and key stakeholders, developing and implementing the strategic planning process, in alignment with DPD's vision, mission and values and with standards of policing excellence, and developing a multi-year Strategic Plan for the Board's approval,
  - b. taking the actions needed to communicate and implement the Strategic Plan,
  - c. building organizational objectives and supporting metrics to measure DPD's progress towards its Strategic Plan,
  - d. regularly reporting to the Police Board, the public, and key stakeholders on these metrics,

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<sup>25</sup> *Police Act* s.26(1).



- e. modifying the Strategic Plan, as necessary over time, in response to societal changes,
- f. ensuring a planning process is in place to renew the Strategic Plan, and
- g. ensuring the DPD's values are established, communicated, and promoted;

2. supporting the Police Board, including:

- a. building strong working relationships with the Chair, the Board and its Committees,
- b. keeping the Board proactively informed of significant strategic, operational, administrative and financial matters relevant to the successful implementation of the Strategic Plan, annual budget, and DPD policies,
- c. regularly reporting to the Board on determined public safety metrics, and presenting strategic options to enhance DPD's success,
- d. acting as the principal link between DPD senior management and the Board, while also familiarizing the Police Board and its Committees with DPD's senior management,
- e. attending meetings of the Board and other meetings as requested by the Board,
- f. meeting when and as requested with the Board Chair,
- g. report to the Board on issues relating to the *Police Act*, and
- h. in the case of Board Members requesting information or assistance without Board authorization, the Chief Constable has the option of bringing such requests to the Board if, in the Chief Constable's judgment, a material amount of staff time or funds are required;

3. community engagement, including:

- a. developing a visible, reliable, inclusive, and respected profile externally for DPD,
- b. building relationships with the community to foster a climate of openness and trust,
- c. lead the development, implementation and sustainment of a proactive public engagement and communications model,
- d. proactively informing the Board of emerging policing or public safety issues that may be of concern to the community, staff, the City or other key stakeholders,
- e. speaking on behalf of DPD, or delegating that role, and ensuring that all statements reflect the current strategy, plans and policies approved by the Police Board,
- f. consulting with the Board Chair, as needed, to ensure the proper coordination, timing, and dissemination of information to meet particular circumstances, and
- g. develop appropriate relationships with the media;

4. human resources management, including:

- a. providing leadership to all employees and engaging with the same to develop and sustain an inclusive, supportive, and safe workplace,
  - b. providing leadership and guidance to the senior management team responsible for the major divisions of DPD, ensuring responsibilities, authorities and deliverables are clearly established,
  - c. developing and sustaining an effective organizational structure, with management succession planning, and effective employee training and development programs,
  - d. fostering a culture that promotes ethical practices and encourages individual integrity and accountability,
  - e. developing, for Board approval, Human Resources policies and practices that reflect DPD values,
  - f. ensuring sustainable recruitment, development, and retention plans are developed and implemented,
  - g. building a workforce that is diverse, inclusive and reflective of the make-up of the communities served by the DPD,
  - h. ensuring excellence in occupational health and safety with a commitment to employee well-being and success, and
  - i. maintaining and encouraging constructive engagement unions representing Board employees;
5. fostering external relationships, including:
- a. sustaining open, collaborative, and constructive working relationships with the City of Delta and its Council, and working with City leaders on initiatives of mutual benefit and overlapping operational jurisdiction,
  - b. building and sustaining good working relationships with the Provincial government, including the Ministry of Justice and the Attorney General and the Ministry of Public Safety and Solicitor General,
  - c. building and sustain good working relationships with other police departments in Metro Vancouver, Vancouver Island, and with police associations across Canada to keep current with the activities of policing in Canada, and
  - d. identifying and forming relationships/working partnerships with other external partners (e.g. Fraser Health, Delta School District, not-for-profit social agencies), to deliver on the objectives and goals of the Strategic Plan;
6. administration of the DPD, including:

- a. establishing effective control, coordination, and measurement systems for all DPD operations and activities,
- b. ensuring the integrity of internal control and management systems,
- c. identifying the principal risks to DPD, reviewing these risks with the Board regularly and implement appropriate systems to manage the risks,
- d. authorizing the commitment of resources and entering into agreements, contracts, leases, etc., in the ordinary course of business in keeping with authority levels and the Strategic Plan,
- e. reporting major commitments, exposures and risks to the Board on a timely basis,
- f. while ensuring the DPD's independence, exploring opportunities to share resources with the City of Delta and with other police organizations to enhance operational efficiency and effectiveness,
- g. ensuring that all DPD activities are conducted in accordance with laws, regulations, sound business practices, and Board-approved policies,
- h. integrating employee performance plans with organizational plans and systems,
- i. ensure the DPD's programs and policies are consistent with the Strategic Plan,
- j. assisting the Police Board in developing best-practice financial and operational governance,
- k. ensuring that the DPD's reporting requirements are met in a timely and appropriate manner,
- l. developing the annual DPD budget, in consultation with City officials, for Board approval, and presenting the same, upon Board approval, to City Council for its approval, and
- m. ensuring adherence to the approved budget, and reporting to the Board on adherence on a regular basis;

7. *Police Act* imposed duties, including:

- a. in accordance with the provisions of the *Police Act* Part 11, act as discipline authority for conduct complaints (public trust and internal discipline complaints) made against DPD officers, and
- b. report to the Board on *Police Act* matters, as required.

## **16. Role of the Office of the Chief Constable**

The Office of the Chief Constable supports the effective functioning of the Board and acts as a key resource for the Board, providing research, strategic direction, and best practice advice and pertinent information as it affects Board oversight pertaining to budget, policy, and strategy.

Employees assigned to the Office of the Chief Constable support the Board and the Chief Constable to facilitate the advancement of Board objectives and play a key role in the administration of the Board's governance of DPD.

The Office of the Chief Constable is responsible for:

1. liaising with and between the Board Chair, the Chief Constable, and Board members to support effective Board governance of DPD;
2. supporting the Board in managing various relationships with the DPD, City Council, and other internal and external stakeholders and partners;
3. coordinating the administration of the orientation, onboarding, and professional development program for all Board members;
4. supporting the Board by overseeing and coordinating annual strategic planning, Board Committee meetings, and other events;
5. together with the Board Chair and the Chief Constable, creating and maintaining the Board's forward calendar;
6. attending all Board and various committee meetings (including private meetings, unless excused by the Board Chair), ensuring proper meeting minutes are recorded, and maintaining attendance records;
7. conducting research on various assignments and updating the Board or presenting findings in a manner that enables the Board to make decisions or responding publicly;
8. supporting the Board's governance needs and priorities including the development of practices and policies, annual reports and budgets;
9. keeping up to date on evolving corporate governance practices and trends applicable to police boards, and advising the Governance Committee and the Board accordingly;
10. with direction from the Board, developing, maintaining and coordinating the regular review and updates of policies, processes, and documentation related to the Board Manual, Board evaluation processes, strategic planning workshops, and stakeholder meetings;
11. ensuring that minutes of Board meetings are filed with the Police Services Division following their adoption by the Board;

12. ensuring that an accurate record is kept of all Board proceedings, hearings, inquiries, correspondence, and that relevant current and historical Board documents are electronically available to Board members;
13. supporting the Board's process for the Chief Constable's annual performance review including gathering and consolidating feedback to give to the Board as needed;
14. informing and outlining Board policies, procedures, and related matters to the public and DPD's stakeholders and partners;
15. facilitating the Board's public communications including media relations, website maintenance, webcasting of Board meetings, and social media information to achieve a more public profile and ensure information about the Board is communicated appropriately;
16. assisting the Board in its responses to *Freedom of Information* requests for Board records, as requested by the Board;
17. overseeing all external reviews, to ensure they are completed on time and according to standards;
18. coordinating and managing the process for Board service or policy complaints, including issuing correspondence at the direction of the Board;
19. coordinating with the City clerk to identify opportunities for the Board to update City Council on various police initiatives; and
20. carrying out any other appropriate duties and responsibilities as assigned by the Board.

### **Confidentiality**

Employees of the Office of the Chief Constable must keep all matters before the Board in strict confidence, limiting discussion to Board members, Board employees and City staff to the extent required for the performance of duties for the Board. This expectation of confidentiality also applies in relation to any professional services firms, consultants, advisors, and other experts retained by the Board or authorized by the Board Chair, to the degree required to perform their services for the Board, and is to be conveyed to providers of such services in any written contracts governing the services.

## PART 2: MEETING PROCEDURES

The following outlines how the Board operates, in pursuit of carrying out its duties of stewardship and accountability, and sets out its procedures for holding Board meetings. Unless otherwise provided for in this Manual, the Board conducts its meetings in accordance with **Bourinot's Rules of Order: A Manual on the Practices and Usages of the House of Commons of Canada and on the Procedure at Public Assemblies, Including Meeting of Shareholders**, Stanford, G., 4 ed.

### 1. Operating Guidelines

The Board is responsible for overseeing the overall operation of the DPD, and supervising the Chief Constable, who is responsible for ensuring day-to-day operations of the DPD are conducted effectively.

Information or records provided to one or more Board members, by an employee of the Board outside of a Board meeting, must be treated as confidential, if the employee pronounces the information or records to be confidential. Board members may not further disclose such information or records, except as necessary to advise other Board members of the matter, in order that the Board may determine its position or whether Board action is required, regarding the matter.

In all deliberations of the Board, each Board member must ensure that the best interests of the community as a whole is given paramountcy at all times.

As a statutory body, the Board must:

1. operate in all ways mindful of its obligations, responsibilities and accountabilities for the governance of DPD;
2. be independent of the Delta City Council, DPD management, political affiliation, and all interest groups;
3. be open, transparent and accessible to the public and DPD, while mindful of the need for confidentiality and security of information; and
4. be responsive to the communities served by DPD.

The Board governs collaboratively and in a way that encourages strategic leadership, and not administrative detail. The Board maintains a clear distinction between Board governance and the Chief Constable's role as the chief executive officer of DPD. The Board directs, controls, and motivates the DPD through the careful establishment of broad organizational policies reflecting the community's values, and ensures the Chief Constable carries out day-to-day operations and develops detailed policing and operational processes in accordance with Board-approved policies.

The Board seeks to establish and maintain a collegial and cooperative relationship with Provincial Government officials, including the Police Services Division, the Independent Investigations Office, and the Office of the Police Complaint Commissioner, and fulfills all reporting requirements established under the *Police Act*.

The Board meets regularly to transact its business and effectively carry out its duties. The Board may hold additional special meetings or workshops.

Typically, the Board holds meetings monthly, with a summer recess, and engages in one strategic planning session per calendar year. The Board's regular meeting schedule (including the date, time, and location) for an upcoming meeting year is typically approved by the Board in the fall of year prior. Once approved, the annual schedule is provided to Board members and published in the Board's subsection of the DPD's website. Notice of upcoming regular Board meetings are also provided at the preceding regularly scheduled Board meeting. The Board may cancel or change the date, time, or location of any meeting if the Board determines the circumstances require, and any such changes are published on the Board portal of DPD's website.

The accidental failure to send notice of a meeting to a Board member, or any accidental irregularity in connection with the giving of notice or the conduct of a meeting does not invalidate any proceedings of the Board meeting.

Board meetings are normally comprised of<sup>26</sup>:

1. an open meeting;
2. a private portion of the meeting, with invited members of Management in attendance; and
3. a continuation of the private portion of the meeting, with only Board members in attendance.

Pursuant to the *Police Act*<sup>30</sup>, all Board meetings are open, but the Board may hold a portion of a meeting in private, if the subject matter being considered concerns one or more of the following matters:

1. **public security**, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
2. **a person's financial or personal affairs**, if the person's interest in the matter outweighs the public interest in the matter;
3. **personnel matters**, including labour contract discussions, labour management relations, layoffs or other personnel matters; or
4. **private information**, that a person has requested he or she be allowed to give in private to the Board or a Committee.

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<sup>26</sup>*Police Act* s.69(1)(2).

## **2. Special Meetings**

Special Meetings may be held only to deal with an important matter that must be dealt with before the next regular meeting or where the matter is of a nature that it needs to be the exclusive reason for the meeting. Special meetings may be called by the Board Chair, Vice Chair or a Committee Chair, as well as by a majority of Board members.

Special meetings will be open meetings, unless required and qualifying to be private. Notice of a special meeting is provided to Board or Committee members, by electronic means or the most efficient method in the circumstances, as approved by the Board Chair, Vice Chair or a Committee Chair, at least 24 hours prior to such meeting or as soon as is practicable in the circumstances. The meeting notice specifies the item of business to be transacted at the meeting, and no business other than that described in the notice may be discussed at a special meeting, except if all Members of the Board are present.

Public notice of a special meeting may be provided and is to be published in the Board's subsection of the DPD's website, if the meeting is open to the public.

A special meeting of the Board may be called by verbal notice, with less than 24 hours prior notice, provided that at least two-thirds of the Board members consent to the time, the place and the matter to be considered, and that the decision to call the meeting is later ratified by the Board.

In relation to a special meeting, or any matter of urgency that requires the immediate attention of the Board, the Chair may, via telephone conference, video conference or email solicit a motion from the Members to deal with the matter, and the motion may be voted upon, and will be deemed validly passed and in effect, if receiving a majority vote.

Any motion presented in a special meeting, along with its outcome, shall be recorded in either Minutes of the special meeting or in minutes of the Board's next regular meeting.



### **3. Open Meetings**

The Board is committed to the principles of accountability and transparency, and to conducting its business in meetings which are open to the communities and public which are served by DPD. In accordance with the *Police Act*<sup>27</sup>, all open meetings are open to the public and the Board does not exclude any person from its open meetings, except for improper conduct or to ensure public safety.

The public is notified of the time, place, and business of all open sessions of Board meetings by the schedule posted on the Board portal of DPD's website and by notification included on the meeting agenda.

Members of the public may attend open Board meetings either in person or online if participation facilities have been set up by the Board for that purpose and specified in the meeting notice. The access of any member of the public who wishes to attend an open meeting may be subject to space or technology restrictions. For attendance in person, priority is given to Board members and invited guests, and any remaining space is then made available to others on a first come, first served basis. All members of the public may view Board meetings through DPD's online platform, subject to their own technological means of access.

Members of the public attending an open session of a Board meeting may not participate in discussion or debates and/or sit at the table, except where approved as a guest or delegate by the Board Chair in advance or during the meeting.

All persons attending an open meeting of a Board meeting (whether in-person or online) are expected to behave in a respectful and civil manner. The Board Chair may remove any person in attendance due to improper conduct or public safety.

#### **Guests**

Guests may be invited by the Board to attend or speak at an open or private meeting Board meeting.

#### **Speaker Requests**

A member of the public wishing to address the Board in an open meeting must make a written request to the Board, through the Office of the Chief Constable, specifying the topic the person wishes to address. The request must be received at least seven days before the next meeting of the Board and, if so received, the Board will consider the request at that meeting.

The Office of the Chief Constable will advise the applicant of the Board's decision as to attendance at the next Board meeting. If circumstance merit, and if sufficient notice is provided, the Office of the Chief Constable may seek to obtain Board approval for a person to speak at the very next meeting of the Board.

A person may address the Board at an open session of a Board meeting (time permitting) on any topic that:

1. relates to DPD the DPD's mandate, services or policies;

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<sup>27</sup> *Police Act* s.69(1).

2. affects a segment of the community, as opposed to a single individual;
3. relates to a strategy of policing, as opposed to a single action by one or more officers; or
4. relates to the Board's oversight mandate, as opposed to the DPD's day-to-day police operations.

Speakers may not address the Board with respect to a matter that relates to a conduct complaint within the jurisdiction of the *Office of the Police Complaint Commissioner* or substantially repeats information presented by other members of the public to the Board within the previous six months. The Office of the Chief Constable keeps track of such matters and, if concerning a complaint, refers the applicant to the appropriate oversight body.

The Board may limit the number of speakers appearing at any given open meeting, if the allotted agenda time does not allow for all delegate requests to be accommodated. In addition, a speaker may not address the Board more than twice in a calendar year (or within 6 months) without prior approval of the Board.

A speaker approved to speak at an open meeting must provide a written submission and a list of any other persons attending, to the Office of the Chief Constable, to be distributed with the meeting materials. At the Board meeting, the speaker is provided the opportunity to present to the Board for a maximum of five minutes (unless extended by the Board). Upon completion of the presentation, Board members may ask questions for the purposes of clarification and obtaining additional, relevant information.

When addressing the Board, speakers are expected to act respectfully and adhere to all practices established by the Board Chair for constructive discussions and maintaining decorum at the meeting.

#### 4. Private Meetings

In accordance with the *Police Act*, the Board may order that a portion of a meeting be held in private.<sup>28</sup> Private meetings of the Board may be attended only by Board members and others approved by the Board. Private portions of Board meeting, dealing with routine, but private, matters, normally include in attendance the Chief Constable, Executive Management, members of the Office of the Chief Constable, and other persons invited by the Board for specific agenda items. All other meeting attendees must leave the meeting, as requested to do so by the Board Chair.

##### Private Meetings – Board Only

A "Board only" private meeting should be included as a regular item at the end of the Private Meeting agendas to address certain matters.

Without limiting the full scope of such matters, the following will normally be considered in a private meeting of the Board meeting:

1. Chief Constable appointment, performance, compensation, and succession planning matters;
2. matters affecting the quality and effectiveness of Board or Committee meetings;
3. internal governance matters, such as Board evaluations;
4. meetings with external advisors or consultants where needed (e.g., auditors, legal counsel, compensation consultants); and
5. any other sensitive matter that the Board may wish to be addressed.

The Vice-Chair is responsible for recording the minutes of this meeting, and submitting a copy to the Board Chair, and the Province's Police Governance Unit in accordance with S.69 of the *Police Act*.

The agenda for the Board only meeting is pre-determined and provided to Board in advance of the meeting. The Vice Chair collects agenda items for the Board only meeting in advance, through consultation with Board members for overall agenda items, to be reviewed during the agenda review meeting.

Should the Chair or Vice Chair be unavailable for the Board only meeting, its occurrence will be deferred until a time when either of them is present. The Governance Manual offers examples of topics that may be addressed in these meetings. Additionally, Board only meetings can be arranged outside the regular schedule as needed, following the guidelines in "2. Special Meetings" of the Board Governance Manual.

The Chair or Vice Chair are responsible for ensuring that the agenda items for the Board only private meeting align with the criteria outlined in the Governance Manual, overall Board mandate and do not include matters requiring the presence/input of DPD Management/Staff. The Chair and Vice Chair have the authority to exclude agenda items from the Board only meeting as deemed necessary. It's essential to recognize that the while "Board only meeting" is a recurring item on the private agenda, it does not necessarily mean there will always be agenda items for discussion in this section.

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<sup>28</sup> *Police Act* s.69.

Regarding minutes, Staff records proceedings until the "New Business" agenda item, which precedes the "Board only meeting." If there are agenda items designated for the "Board only meeting," the departure time of DPD Management and Staff is documented. The Board meeting concludes following the Board only meeting, with the termination time recorded by the Vice Chair. If there are no agenda items scheduled for the Board only meeting, the meeting can be terminated with DPD Management/Staff present and recorded in the minutes taken by Staff.

#### **Confidentiality of Private and Private - Board Only Meetings**

Information and records, disclosed or discussed in support of or during private meetings, are required to be kept confidential, meaning they are not to be disclosed by Board members, unless authorized by resolution of the Board or required by law. All present, or who have notice of or access to the materials disclosed in a private meeting are bound by the confidentiality requirement.

Materials prepared and distributed are to remain in the "Secure-Share" Board online portal, or if printed, securely disposed of, i.e., shredded, following the meeting.

At the conclusion of a private meeting, the Board will determine what information, if any, the Board Chair, Board members, or others present may disclose. At the conclusion of a Board-only private meeting, the Board will determine what information, if any, the Board Chair may disclose to and review with the Chief Constable.

Employees of the Board may disclose to other employees, or to other persons, information and records disclosed or discussed during private meetings of the Board, as authorized by the Board and/or required to perform duties or tasks directed by the Board.

## 5. Meeting Agenda

### Determining the Agenda

The Board Chair and/or Vice Chair, in consultation Chief Constable and Office of the Chief Constable, develops the agenda for each Board meeting. Board members may request items be added to the agenda through the Office of the Chief Constable or Vice Chair, with approvals by the Chair. The Vice Chair will also proactively contact Board members before the monthly Agenda Review meeting via phone call or e-mail to request agenda item additions. Any items requested will be brought forward to the Agenda Review meeting to determine inclusion on the agenda by the Board Chair. If an item requires additional work from Delta Police Department (DPD) staff, following Chair's review, it should be added to the agenda for a motion to be made requesting the necessary work or report to be prepared and presented to the Board through the Chief Constable.

In developing agendas for Board meetings, the Chair will determine the designation of items for the agenda of the open meeting or a private or private Board-only meeting. In making the determination the Chair may consult with other Board members and the Chief Constable, giving consideration to the criteria specified in the *Police Act*.

Agendas will be specific to open, private and private Board-only items and will indicate the basis for meeting specific designation, with reference to the *Police Act* criteria for private meeting items.

In developing meeting agendas, the Board Chair (in consultation with the Chief Constable) has flexibility to decide the nature of business and order of discussion, but ensures that all open meeting agendas include opportunities to receive delegations and questions from the public. The general order of business at open meetings is as follows:

1. call to order;
2. adoptions (agenda and minutes);
3. presentations & delegations;
4. consent items (approval of minutes, correspondence and information items); and
5. reports and priority items.

The agenda for a private portion of the meeting of the Board shall routinely include, as a standing item, the meeting of the Board-only, as a final order of business, before resolution to terminate the meeting.

At the commencement of an open meeting, a Member may request an item be moved from the open to the private agendas, and during a private meeting the Board can, by motion, move any item from the private meeting agenda to the open. If there is no open meeting agenda, the Board may move that one be created for the item, or that the item be placed on the agenda of the next open meeting of the Board.

When considering an agenda item in a private meeting, the Board may direct that the decision regarding the item, or the item in its entirety, be reported at a subsequent open meeting.

Under “Other Business” on the agenda, a Member may introduce new business with the consent of the majority of the Members present at the meeting. Wherever possible, Members shall give notice regarding a matter to be added to the agenda prior to the agenda review with the Chair.

### **Distribution of Agenda and Meeting Materials**

The Office of the Chief Constable makes best efforts to distribute meeting agendas and supporting materials to Board members, via a the “Secure-Share” Board online portal, at least four days in advance of a regular meeting, and as soon as they are available for a special meeting.

The agenda and supporting materials for the open portion of the Board meeting, are posted to the Police Board subsection of the DPD’s website, at least two days before the Board meeting.

If determined appropriate by the Chair, supporting materials may be distributed separately from the agenda or handed out at the meeting.

## **6. Chair & Vice-Chair Role at Meetings**

The Board Chair presides over all meetings of the Board, and if for any reason the Chair is not available or able to chair the meeting, the Vice Chair acts in the Board Chair's place. Should neither the Board Chair or Vice Chair be present or available, the Board elects an acting chair for the meeting until such time the Board Chair or Vice Chair is available.

At meetings, the Chair preserves order and decorum, and calls the meeting to order, announces items of business, and decides all questions of order and procedure, subject only to appeal.

The Board elects a Vice Chair at two year intervals, on the basis of nominations and, where necessary, vote by ballot.

While presiding over a meeting or acting during an absence of the Chair, the Vice Chair or Acting Chair has and may exercise all the same rights, powers, and authority of the Chair.

## **7. Board Member Attendance**

### **Meetings in Person**

Board Members are responsible for attending meetings, and expected to participate in discussions and vote on motions. Members unable to attend a meeting are expected to advise the Office of the Chief Constable.

In order to seek to ensure the functioning of the Board as appointed, the Board may recommend to the Director of Police Services to revoke the appointment of a Board Member absent from three consecutive meetings without reasonable cause. Prior to making a recommendation to the Director of Police Services, the Board Chair will attempt to determine the reasons for the Board member's lack of attendance, and report on the same to the Board, subject to withholding personal information that the Board member does not want disclosed.

When a meeting has been scheduled to be in-person, Board members are expected to attend in-person. However, in exceptional circumstances, a Board member may participate by teleconference, videoconference or other technology that permits them to be heard, and, if so attending, the member is deemed to be present at the meeting and counted in quorum.

### **Remote Attendance**

The Board may determine whether its meetings will be held in-person, by remote attendance or a combination of the two.

Where the Board determines that a meeting is to be, or may be attended remotely, by means of a teleconference, video conference or other electronic means allowing all participating members to hear each other, members participating in a meeting in such manner are deemed to be present at the meeting and are counted in quorum.



## **8. General Meeting Procedures**

Members are to be recognized by the Chair before speaking to a question or motion, and will then speak through the Chair. Remarks and comments are to be relevant to the question under consideration and the Chair shall determine such relevancy. The Chair keeps a list of the Members wishing to speak, in the order in which their intentions come to the Chair's attention.

Member may appeal the decision of the Chair on a question of order, or on a question on how the business of a meeting should be conducted. The Chair's decision will be voted on by the Board, with a majority determining the appeal. Once the Board has voted on the appeal, the decision is final and cannot be reconsidered.

Notices of motion and motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover. All substantive motions, resolutions, and amendments to the same shall be in writing.

Any Member can request a recorded vote immediately prior or immediately subsequent to the taking of the vote, and otherwise voting shall be by a show of hands. Repealing, rescinding or altering any decision of the Board shall require a two-third (2/3) majority vote, and corrections of minutes require a majority vote.

Actions to be pursued by the Board arising from the agenda shall be clearly identified at the meeting.

A question of procedure arising during the course of a meeting that is not specifically addressed in the Manual, is determined by the Chair, in accordance with 'Bourinot's Rules of Order'.

## 9. Quorum

A quorum for meetings of the Board is a majority of the number of appointed Board members. The Chair is counted for the purpose of establishing quorum, as the Chair is formally a member of the Board.<sup>29</sup> In the Chair's absence, the elected Chair is counted for the purpose of establishing quorum. A meeting of the Board, where notice has been given, and at which a quorum is present, is competent to exercise any and all the authorities, powers, and discretion vested in or exercisable by the Board generally.

The Chair calls the meeting to order after the time fixed for the meeting and once quorum is present. If quorum is not present within 30 minutes after the fixed time for the meeting, the names of the Board members present are recorded and the Chair adjourns the meeting. If a quorum is lost during a meeting and not regained within 15 minutes, the Chair adjourns the meeting.

A quorum for meetings of a Committee is a majority of the number of Board members assigned to the Committee (including the Committee Chair), and procedures regarding quorum are otherwise as for the Board.

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<sup>29</sup> *Police Act s. 23(1).*

## 10. Voting

During Board meetings, Board members strive to achieve consensus on any recommendations, decisions or resolutions that are presented for discussion and approval. The Board Chair facilitates open and constructive communication amongst Board members, to facilitate consensus being reached.

In the spirit of seeking to reach consensus, Board members are encouraged to interact with each other and management in a respectful, collaborative, and constructive manner, and to strive to find a solution or reach a decision that makes sense and is in the best interests of DPD.

Where consensus cannot be met, decisions are made by a majority of votes. Voting by proxy is not permitted.

Unless a Board member has declared a conflict of interest, each Board member, other than the Board Chair, has equal voting privileges. Except for the Chair, Board members are not to abstain from voting unless required to do so due to a conflict of interest.<sup>30</sup> A Board member with grounds to abstain from voting must not make or second the motion, nor debate for or against it, and must absent themselves from the meeting while the motion is discussed and voted on.

In accordance with the *Police Act*<sup>31</sup>, in case of a tie vote the Board Chair casts the deciding vote. The Board Chair is not entitled to vote except to cast the deciding vote in the event of a tie. Only if a conflict of interest is asserted by the Board Chair, shall the Chair not cast a deciding vote, in which case the motion fails.

Where a Board member has declared a conflict of interest with respect to a particular agenda item, the Board member is not entitled to vote on that agenda item. Depending on the issue, the Board member may also need to recuse themselves from the discussion at the direction of the Board Chair.

A Board member's vote is required to be "informed". As a result, and in order for a Board member to cast an informed vote, the member must be present, in person or remotely, at the meeting during which the matter at issue is discussed or debated by the Board, prior to the vote being called.

Voting is conducted by a show of hands, but where circumstances require may be by roll call (voice), electronically (email), consensus, or otherwise in such manner that clearly evidences a Board member's vote and is accepted by the Board Chair. Any Member can request a recorded vote immediately prior or immediately subsequent to the taking of the vote.

A declaration by the Board Chair that a motion has been carried and an entry to that effect in the minutes of the meeting are evidence of the action taken, without proof of the number or proportion of the votes recorded in favour or against such resolution. Any Board member may ask at the time of the

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<sup>30</sup> *Abstaining is understood to mean more than a Board member simply choosing not to vote, and means the member chooses "not participate in the decision at all." Given every member's obligation to participate in decision making by the Board, abstaining is reserved for situations where a member has a personal conflict of interest with the motion and wishes to protect her or his integrity by not participating in the decision.*

<sup>31</sup> *Police Act s. 25(3).*

vote that the Board member's individual vote in favour of or against the motion be recorded in the minutes.

### **11. Consent Resolutions (Electronic)**

Whenever a matter of urgency requires the Board's immediate attention, the Chair may direct the Office of the Chief Constable to circulate a consent resolution to Board members which deals with the matter. A resolution shared electronically and consented to by each of the Board members entitled to vote on that resolution has the same force and effect as if passed at a properly constituted Board meeting. Such consent resolution is to be ratified and minuted at the next regular Board meeting.

## 12. Minutes

The Office of the Chief Constable ensures that minutes of meetings are recorded, for all open and private Board meetings, as well as any Board hearings and inquiries.

Minutes of a private Board-only meeting, at which no Board employee is present, are recorded by a Board member tasked to do so by the Board, and only record the results of any decisions taken or action items arising.

The minutes and records maintained by the Office of the Chief Constable and the Chair are the official records of the Board.

All minutes must set out the date, time, and location of the Board meeting, the Board members in attendance, a summary of the discussion, and a record of any decisions of the Board, as well as any follow-up action items arising at the meeting. Opinions or views expressed by participants at Board meetings are considered confidential personal information and are not recorded in minutes.

### Approval and Distribution of Minutes

Minutes are approved and distributed as follows:

1. **minutes of open meetings** are approved as soon as practicable at the next Board meeting or by consent resolution, following which such approved minutes are published on the Board subsection of the DPD's website, or by such other method as determined appropriate by the Board, in a timely manner;
2. **minutes of private meetings** are approved as soon as practicable at the next private meeting of the Board or by consent resolution, and are confidential unless resolved otherwise by the Board and distributed only to Board members and other individuals as authorized by the Board; and
3. **minutes of private Board-only meetings** record only the results of any decisions taken or actions item arising, and are approved as soon as practicable by the Board and are confidential.

### Records Retention

Approved minutes of the Board's meetings, hearings, and records of its inquiries, are retained by the Office of the Chief Constable or Board Chair (where required in relation to private Board-only meetings), and minutes of private meetings, along with the reasons the meeting was held in private, are filed with the Director of Police Services, in accordance with the *Police Act*.

Private Board-only meeting minutes determined not disclosable to the Chief Constable or Office of the Chief Constable are retained by the Board Chair.

## **PART 3: BOARD COMMITTEES**

### **1. Operating Guidelines**

The Board may appoint such committees it considers necessary and appropriate to assist the Board in carrying out its work. The purpose of the Committees is to provide in-depth consideration of key areas of Board responsibility and help the Board carry out its work.

The Board may also establish task forces, advisory committees, or other temporary working groups as required from time to time, to carry out its *Police Act* authority to study, investigate and prepare reports on matters concerning policing, law enforcement and crime prevention the City of Delta or any other community that the DPD polices.

Current standing Committees of the Board are:

- Finance and Risk Management;
- Governance; and
- Human Resources.

The Terms of Reference for each Committee set out in this Part define the roles and responsibilities of each Committee. The following outlines the key guidelines governing how all Committees operate to carry out their duties of stewardship and accountability.

Committees review their own Terms of Reference at least annually and submit any changes to the Governance Committee for review and recommendation to, and approval by, the Board.

### **Accountability**

On such terms as it sees fit, the Board may delegate any but not all of its powers and responsibilities to one or more Committees, and each Committee is accountable to the Board.

Committees have no authority to direct management, speak for, commit to or make decisions on behalf of the Board, unless specifically authorized by the Board through the applicable Committee Terms of Reference or otherwise.

### **Composition and Appointment**

Board members identify the Committees on which they prefer to serve, having regard to their professional designations, skills and experience. Normally three Board members are assigned to each standing Committee.

The Governance Committee issues a Committee Expression of Interest (EOI) form annually for members to identify the Committees on which they currently serve, the ranked order of Committees on which they would like to serve, and whether they would like to act as Chair. The Governance Committee evaluates responses and recommends assignments to the Board for approval, on the basis of Board members'

areas of expertise and interest. Members are assigned to Committees for one year terms, beginning in January.

It is intended that Committee Chair appointments be made by consensus among Committee members. If the Committee cannot agree on the selection of a Chair, the Board will vote to determine the Chair of the Committee, on the basis of nominations and a ballot vote.

A Committee Chair whose maximum six-year term as a Board member will expire in the coming year, or where it is otherwise known that their appointment to the Board will not be renewed, is to relinquish their Chair appointment six months before the end of their terms as a Board member. A new Chair is then to be appointed, with outgoing Chair to mentor the new Chair in support of succession planning.

### **Board Chair 'Ex Officio' Committee Member**

The Board Chair is 'ex officio' [by virtue of office] a member of every Committee, with discretion whether to attend. The Board Chair is not included in quorum, thereby maintaining the three-person voting structure of the Committee.

If a Committee vote is tied (e.g., if only two regular Committee members are in attendance), section 25 of the *Police Act* requires the Board Chair, if present, to cast the deciding vote.

If a regular Committee member is absent, resulting in the possibility of a tied vote, the Committee may choose to defer a matter to a subsequent meeting, thereby allowing the third regular Committee member to be present to vote and not requiring the Board Chair to cast the deciding vote.

The Board Chair will not receive an honorarium for attending Committee meetings.

### **Annual Schedule of Meetings**

Committees may meet as often as necessary to carry out their responsibilities. The frequency of Committee meetings is determined by the Committee members, or otherwise in accordance with the Committee descriptions herein. Committee meetings precede regularly scheduled Board meetings, allowing relevant Committee work to efficiently proceed to the Board agenda.

### **Notice of Meetings**

A Committee's regular meeting schedule (including the date, time, and location) for an upcoming year is typically approved by the Committee at least four to six months in advance. Once approved, the annual schedule is provided to Committee members and included in the Board calendar. A Committee Chair may cancel or change the date, time, or location of any meeting with 48 hours notice, if the Committee Chair determines the circumstances require.

Additional meetings (meetings that are not included on the annual schedule) may be called with 48 hours notice, or shorter period of notice if the Committee member agree.

A notice issued to convene a meeting, and the meeting, will be deemed valid with respect to each Committee member notified and all business transacted during that meeting, and members are precluded from later challenging the validity of the meeting or the business transacted therein.

### **Meetings – Not Open to the Public**

Meetings of Committees are not routinely open to the public.<sup>32</sup> This allows the Committees to discuss not only matters that are appropriate to be dealt with in private under *Police Act* section 69, but also matters in relation to which recorded information may be withheld from public disclosure in accordance with the *Police Act* and the *Freedom of Information & Protection of Privacy Act*, R.S.B.C. 1996, c. 165.<sup>33</sup> Committees may also choose to exclude management and the Chief Constable, for reasons that may include, for example, to allow the Committee to engage in private discussions with external advisors, service providers or consultants, as needed, or to address matters affecting the quality and effectiveness of the Committee, governance matters or any sensitive matter that the Committee or a Committee member may wish to have addressed.

### **Agenda and Meetings Materials**

The Committee Chair, in consultation with the Office of the Chief Constable, develops the agenda for each Committee meeting.

The Office of the Chief Constable makes best efforts to distribute the agenda and supporting materials for Committee meetings, via the “Secure-Share” Board online portal, at least four days in advance of each regular Committee meeting, and as soon as they are available for a special meeting.

### **Role of the Committee Chair**

The Committee Chair presides over all meetings of the Committee, and if the Chair is not available or present to chair the meeting for any reason, the Committee chooses an acting chair for the meeting.

### **Quorum**

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<sup>32</sup> Reference in *Police Act* s. 69 (1) to “committee” meetings being open to the public refers to a “committee” as defined in that Act, i.e., a “local police committee” established by the Lieutenant Governor in Council (specific to jurisdictions police by the RCMP).

<sup>33</sup> Matters concerning:

- public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
- a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter; or
- labour contract discussions, labour management relations, layoffs or another personnel matter.



Quorum for the transaction of business at a Committee meeting is a majority of Committee members, not including the Board Chair. The Committee Chair is counted to establish quorum, unless that Chair is the Board Chair.

If there is no quorum present within 30 minutes of the meeting start, or quorum is lost during a meeting and not regained within 15 minutes, the Committee Chair adjourns the meeting.

### **Attendance – In Person and Remote**

The Committee will determine whether its meetings will be held in-person or by remote attendance.

When a meeting has been scheduled to be in-person, Board members are expected to attend in-person. However, in exceptional circumstances, a Board member may participate by teleconference, videoconference or other technology that permits them to be heard, and, if so attending, the member is deemed to be present at the meeting and counted in quorum.

Where the Committee determines that a meeting is to be attended remotely, by means of a teleconference, video conference or other electronic means allowing all participating members to hear each other, members participating in a meeting in such manner are deemed to be present at the meeting and are counted in quorum.

### **Guests**

Any Board member may attend as guest any Committee meeting; however, a Board member will receive an honorarium only for attending meetings of the Committee of which they are a member. A Board member who is not a member of the Committee, but attends as guest, is not counted as quorum or as a voting member.

The Committee may invite guests and, in consultation with the Chief Constable, such DPD personnel, as may be considered desirable to attend all or a portion of a meeting, to assist in the discussion and consideration of the business of the Committee.

### **Voting**

All Committee members, including the Committee Chair, have a vote. Prior to taking a vote, members shall strive to achieve a consensus on any recommendations that are presented for discussion and approval. Where consensus cannot be met, questions arising are decided by a majority of votes of the Committee members present. In the case of a tie vote, the Committee Chair does not have a second or deciding vote. A tie vote results in a failed motion.

### **Confidentiality of Meetings**

The deliberations at Committee meetings are considered confidential, and all participants and attendees are bound by this confidentiality, except as necessary and authorized by the Committee to report on the Committee's activities to the Board or to carry out the Committee's directions.

### **Consent Resolutions (Electronic)**

A resolution introduced and distributed electronically by email, and approved by each of the Committee members entitled to vote on the matter, has the same force and effect as if passed at a properly constituted Committee meeting. Consent resolutions are to be ratified and minuted at the next regular meeting of the Committee.

### **Minutes**

The Committee Chair ensures minutes of proceedings at a meeting are drafted, assigning the task as deemed appropriate. If minutes are not taken of meetings held without management, the Chair must ensure that, at a minimum, a record is made of all decisions made at such meetings.

All minutes must set out the date, time, and location for the Committee meeting, the attendance of Committee members, a summary of the discussion, and a record of the formal actions, recommendations, and resolutions of the Committee taken. Opinions or views expressed by participants at Committee meetings are considered personal information and confidential, and must not be recorded in the minutes. Other than date, time, location and members in attendance, only a record of recommendations must be made in relation to meetings held without management.

Committee members are provided with draft minutes of each Committee meeting as soon as practicable after each meeting. Minutes of Committee meetings are approved at the next Committee meeting or by consent resolution. Once approved by the Committee, the minutes serve as the official record of the meeting.

Committee minutes are placed on the following Board meeting agenda for information.

### **Recommendations and Reporting**

After each Committee meeting, the Committee Chair will report to the Board, verbally or by written report, summarizing the Committee's work since it last reported to the Board, what the Committee is bringing forward for discussion or approval, and what is coming up on the Committee's agenda. The report should have sufficient detail to inform the Board about the Committee's work and enable a reasonable discussion of the matters being brought forward by the Committee for discussion or approval, including a reasonable analysis of the information, alternatives considered, risk considerations, recommendations, and impact to the Strategic Plan.

Each Committee makes periodic recommendations to the Board in respect of the subject on which it was created to provide advice. The Board takes into consideration, but is not bound by Committee recommendations.

### **Management Support**

The Office of the Chief Constable works with and supports the Committee Chair to establish meeting agendas and prepare meeting materials, and DPD management supports the work of the Committee as requested by the Committee Chair and members.

### **External Advisors**

In carrying out its responsibilities, each Committee:

1. relies on the Chief Constable to provide it with accurate and complete information; and
2. having regard to the Board's budget, and the DPD's internal resources and budget, and subject to Board approval, may retain and rely on external professional services firms, consultants, advisors, and other experts as needed to fulfill its mandate.

## **2. Finance & Risk Management Committee**

### **Purpose**

In accordance with the *Police Act*, the Board has primary oversight responsibility for the DPD's budget process. Related to this, the Board oversees financial reporting, accounting systems, internal controls, and compliance.

The Board recognizes that the carrying out of its *Police Act* mandate, to establish and maintain a police department to provide policing and law enforcement for the City of Delta, is subject to the following risks: hazard risks, operational risks, financial risks and strategic risks. As well, the Board itself may be subject to reputational risks. The Board defines "risks" as any uncertainties or events that can interfere with or help facilitate it and the DPD achieving determined objectives. To seek to manage those risks, the Board engages in 'enterprise wide risk management', including overseeing risk reporting, treatment and auditing.

The purpose of the Finance and Risk Management Committee is to assist the Board in fulfilling these oversight responsibility.

The Chief Constable has day-to-day responsibility for DPD's budget adherence, risk management, associated reporting and internal controls.

### **Composition**

The Committee is normally composed of three Board members appointed by the Board, with one Committee member designated as Chair. A majority of the Committee members are to be "financially literate" and at least one member is to have "accounting or related financial expertise".<sup>34</sup>

### **Frequency of Meetings**

Committee members meet at least four times per year and as many other times as necessary to carry out their responsibilities. Meetings outside the regular meeting schedule are convened at the call of the Committee Chair.

### **Responsibilities**

Subject to the powers and duties of the Board, the Committee assumes the responsibilities set out below.

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<sup>34</sup> "Financially literate" means that the Board member has the ability to read and understand a set of financial statements in accordance with Canadian Generally Accepted Accounting Principles. Having "accounting or related financial expertise" means the Board member has the ability to understand and fully analyze financial statements and the related notes which present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of issues that can reasonably be expected to be raised by DPD's financial statements.

## **Budget Development and Financial Planning**

The Committee is responsible for:

1. reviewing and making recommendations to the Board in respect of the budget development process and guidelines for DPD;
2. providing input and feedback to the Chief Constable during the annual budget development process, including:
  - a. reviewing underlying assumptions that have been used in the annual budget, including budget risks and uncertainties, and
  - b. reviewing the annual budget for consistency with DPD's strategic and financial plans; and
3. recommending the annual and multi-year operating and capital budgets to the Board for approval.

## **Budget Monitoring and Financial Reporting**

The Committee is responsible for:

1. ensuring the Board receives timely, meaningful reports that keep it properly informed of DPD's financial situation;
2. reviewing quarterly financial statements and any other internal financial reports, except where those reports are submitted directly to the Board;
3. reviewing and recommending for approval to the Board, financial information that will be forwarded to City Council or made publicly available, including the financial content of the annual report and any reports required by the Board, City Council, or the Province;
4. reviewing any new or pending developments in general accounting and reporting standards that may affect DPD;
5. determining whether appropriate accounting methods are being applied;
6. monitoring actual Board spending relative to the annual Board budget; and
7. at least annually, reviewing the expenses of the Board Chair, Board members, and the Chief Constable.

## **Financial Audit**

The City of Delta conducts an annual DPD financial audit (through an external auditor) and the Committee is responsible for:

1. discussing with the Chief Constable and the City of Delta Director of Finance:

- a. all proposed changes in accounting policy,
  - b. the impact and presentation of all significant risks or uncertainties,
  - c. compliance with accounting standards,
  - d. significant adjustments and presentation issues arising out of the City's audit process, and
  - e. all estimates or judgments of management that may be material to financial reporting; and
2. reviewing the audited annual financial statements in conjunction with the report of the external auditor and ensure they are understandable, accurate, and properly reflect the financial position of DPD.

### **Level of Spending Authority for Management and the Board**

The Committee is responsible, together with the Chief Constable, for developing and recommending for Board approval a comprehensive policy statement of delegated authorities for operating and capital expenditures.

### **Capital Expenditures**

The Committee is responsible for reviewing capital requests and, if approved, recommending the same for Board approval, and overseeing DPD's annual and any longer term capital plans and expenditures to ensure they provide sufficient facilities and equipment for DPD.

### **Board Compensation**

The Committee is responsible for regularly reviewing the appropriateness of honorarium amounts paid to Board Members, and eligibility for other payments or repayments, to recommend any changes to the Board.

### **Internal Controls**

The Committee is responsible for:

1. through discussions with the Chief Constable, as well as the City's Director of Finance, obtaining reasonable assurance that DPD's financial and operational risk management and internal control systems are properly designed, reliable and operating effectively; and
2. overseeing any DPD internal audits that are not performed by the City.

### **Risk Management**

The Committee is responsible for:

1. receiving regular reports from the Chief Constable on existing and emergent material hazard, operational, strategic and financial risks to the DPD, and reporting the same to the Board;
2. receiving regular reports from the Chief Constable on the management and treatment of those risks to the DPD;
3. seeking to identify, with the Chief Constable, and advising the Board with respect to any reputational risks the Board, Executive Management or the DPD may be faced with; and
4. reviewing any litigation, claims, or contingencies that could have a material reputational or financial effect to DPD.

### **Financial and Risk Management Policy Oversight**

The Committee has responsibility to ensure that the policies the Board establishes for the DPD meet the Director's policing standards and adequately direct the DPD in relation to financial and risk management.

### **Other Responsibilities**

The Committee is further responsible for:

1. staying informed on emerging best practices in governance relative to the Committee's mandate and recommend any changes to the Governance Committee;
2. reviewing such other matters that the Committee or the Board deems advisable or timely; and
3. developing and preparing another Board member to succeed the Committee Chair, in advance of the Chair completing their tenure.

### **3. Governance Committee**

#### **Purpose**

In accordance with the *Police Act*, the Board has primary oversight responsibility for the effective governance of the DPD.

The purpose of the Governance Committee is to provide a focus on governance that will enhance the Board and DPD's performance, and fulfil the Board's obligations and oversight responsibilities related to DPD's governance philosophies, structures, policies, and processes.

#### **Composition**

The Committee is normally composed of three Board members appointed by the Board, with one Committee member designated as Chair.

#### **Frequency of Meetings**

Committee members meet at least four times per year and as many other times as necessary to carry out their responsibilities. Meetings outside the regular meeting schedule are convened at the call of the Committee Chair.

#### **Responsibilities**

Subject to the powers and duties of the Board, the Committee assumes the responsibilities set out below.

#### **Board Governance**

The Committee is responsible for:

1. at least every two years, reviewing the Board Manual and related policies and recommending any changes to the Board;
2. together with the Board Chair, Committee Chairs, and Office of the Chief Constable, developing the annual work plan and calendar for the Board and Committees;
3. updating the Board on changes to applicable law, provincial policy, or relevant trends in police board and public sector governance that may affect the responsibilities of Board members;
4. ensuring programs are in place for new Board member orientation and ongoing Board member professional development, and regularly reviewing and recommending any changes to the Board;



5. developing and recommending for approval by the Board a process for evaluating the effectiveness of Board meetings, Committee meetings and the Board, and recommend any necessary changes to the Board;
6. leading and supporting the annual review processes to evaluate the Board; and
7. annually reviewing the composition of the Board as a whole, developing recommendations regarding necessary Board member competencies, and ensuring that the Board's needs are communicated to the appointing bodies.

## **Compliance**

The Committee is responsible for:

1. regularly reviewing and ensuring the adequacy of the Code of Conduct and reporting to the Board regarding compliance with such policy;
2. overseeing the process for responding to complaints made about the services or policies of the DPD; and
3. ensuring the DPD has in place appropriate and effective procedures to address issues raised concerning alleged breaches of key administrative and policing policies, including alleged irregularities in respect of accounting, financial reporting, information management, internal control, and workplace matters.

## **External Relationship Management**

The Committee is responsible for:

1. regularly reviewing and considering reports in respect of the DPD's relationships with City Council, jurisdictional police services, and other law enforcement agencies within Canada, and where appropriate, providing the Board with advice or recommendations regarding such reports;
2. periodically reviewing and assessing the DPD's relationships and communication with its stakeholders and partners; and
3. recommending to the Board resolutions to be proposed at the annual general meetings of the Canadian Association of Police Governance and the BC Association of Police Boards.

## **Policy Oversight**

The Committee has responsibility to oversee the development, implementation and effectiveness of the following:

1. policies contained within this Manual or other policies regulating the functioning of the Board;

2. rules, made in accordance with the Board's *Police Act* authority<sup>35</sup>, respecting the
  - a. standards, guidelines and policies for the administration of the DPD,
  - b. the prevention of neglect and abuse by the Board's employees, and
  - c. the efficient discharge of duties and functions by the DPD and its employees; and
3. ensuring the Office of the Chief Constable files rules so made, with the Director, Police Services, in order that they are enforceable.

The Committee is further responsible for:

1. ensuring organizational policies meet Provincial Policing Standards, and to provide oversight relation to such policies, particularly those related to financial, information and risk management; and
2. confirming that appropriate policies and procedures are in place to monitor compliance with applicable laws and regulatory obligations and ascertain their adequacy and levels of compliance.

### **Other Responsibilities**

The Committee is responsible for:

1. staying informed on current best practices in governance relevant to the mandate of all Committees and recommend any changes to the Board;
2. review such other matters that the Committee or Board deems advisable and timely; and
3. developing and preparing another Board member to succeed the Committee Chair, in advance of the Chair completing their tenure.

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<sup>35</sup> *Police Act* s.28.

## **4. Human Resources Committee**

### **Purpose**

In accordance with the *Police Act*<sup>36</sup>, the Board appoints the Chief Constable, other constables and other employees that it considers necessary to provide policing and law enforcement for the City of Delta, and pays its employees remuneration that the Board determines. Further, the Board must provide its employees with equipment and supplies the Board determines necessary to allow its employees to carry out their duties and functions.

Primary responsibility for day-to-day human resource management, performance management, labour relations, employee health and safety, and career planning for DPD employees lies with the Chief Constable, and is overseen by the Board.

The purpose of the Human Resources Committee is to assist the Board in fulfilling its oversight and employer responsibilities under the *Police Act* as they relate to: the DPD's human resource and compensation structures; policies and processes; and ensuring personnel development, continuity and succession planning regarding Executive Management and all employees.

### **Composition**

The Committee is normally composed of three Board members appointed by the Board, with one Committee member designated as Chair.

### **Frequency of Meetings**

Committee members meet at least four times per year and as many other times as necessary to carry out their responsibilities. Meetings outside the regular meeting schedule are convened at the call of the Committee Chair.

### **Responsibilities**

Subject to the powers and duties of the Board, the Committee assumes responsibility for:

1. together with the Chief Constable, overseeing the development of the Chief Constable's performance metrics, for recommendation to the Board;
2. recommending to the Board a performance evaluation process for the Chief Constable, and changes thereto as may be determined appropriate;
3. leading, and reporting to the Board on the Chief Constable's bi-annual performance review;

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<sup>36</sup> *Police Act* s. 26.

4. recommending to the Board a succession process to deal with a planned or unplanned departure of the Chief Constable;
5. conducting an exit interview with the Chief Constable, as deemed appropriate by the Board;
6. together with the Chief Constable, reviewing substantive proposed changes to the DPD's management structure, to ensure a robust leadership plan;
7. reviewing the results of any survey, reports, and other measures of employee engagement and the health of DPD's organizational culture;
8. working with the Chief Constable to ensure the DPD has an effective employee wellness program in place;
9. together with the Chief Constable, reviewing DPD employee recruiting initiatives and DPD staffing levels;
10. together with the Chief Constable, reviewing the DPD's plans to creating a diverse and inclusive workforce reflective of the communities served by the DPD;
11. being informed by the Chief Constable of any professional or personal commitments or positions, not related to immediate employment duties, that the Chief Constables wishes to assume, and advising the Board on the appropriateness of the same, e.g., the Chief Constable wishing to assume a position as a director or other board member of a for-profit or not-for-profit organization;
12. being informed of new shared-services agreements having a human resources impact and new employee secondment agreements, prior to finalization of the same;
13. assisting the Board Chair in processing complaints against the Chief Constable and Deputy Chiefs, as required; and
14. reviewing any new and significant organizational changes and human resource initiatives, programs, or priorities, and recommending any changes to the Board.

### **Non-Union Employee Compensation**

The Committee is responsible for:

1. together with the Board Chair, leading the Chief Constable's compensation review strategy; and
2. together with the Chief Constable, reviewing and recommending to the Board the compensation structure for:
  - a. Executive Management,
  - b. management position officers not subject to a collective agreement,
  - c. 'exempt-status' management employees, and

d. other exempt employees.

### **Policy Oversight**

The Committee is responsible for:

1. oversight of human resources Board Policies to ensure they address human resources related organizational risks and support the achievement of strategic goals; and
2. confirming that appropriate policies and procedures are in place to monitor compliance with applicable laws and regulatory obligations, and ascertaining their adequacy and levels of compliance.

### **Other Responsibilities**

The Committee is responsible for:

1. staying informed on current best practices in governance relevant to the Committee's mandate, reviewing its mandate annually, and recommend any changes to the Governance Committee;
2. reviewing such other human resources related matters that the Committee or Board deems advisable and timely; and
3. developing and preparing another Board member to succeed the Committee Chair, in advance of the Chair completing their tenure.

## PART 4: BOARD MEMBERS' POSITIONS

### 1. Assumption of Office

The Minister and City Council appoint persons to the Board<sup>37</sup>; however, in accordance with the *Police Act*<sup>38</sup>, it is not until the appointee has taken their oath/solemn affirmation that they actually “assume office”. As a result, until they have taken their oath/affirmation they cannot exercise any power or perform any duty or function as a Board member. The basis for being so restricted is that the oath imposes on the appointed person the commitments and confidentiality prerequisite necessary to perform Board duties and functions.

The Office of the Chief Constable coordinates the oath/affirmation. In accordance with the *Police Oath/Solemn Affirmation Regulation*, the oath or solemn affirmation must be made before a commissioner for taking affidavits for British Columbia. The B.C. *Evidence Act* sets out the position holders that are commissioners for taking affidavits. These include: a judge or justice; a practicing lawyer; the City’s corporate officer and their deputy; or the Chief Constable (but only in relation to duties assigned by the *Police Act* or other enactment).

After taking their oath/affirmation, the Board, through the Chair of the Governance Committee and Chief Constable, ensures an orientation program is provided to each new Board member, using materials and resources that inform and educate the member in terms of: the Board’s roles and functioning; the DPD’s governance framework; and the DPD’s services and programs, operations, current issues, strategies and key risks.

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<sup>37</sup> *Police Act* s. 23.

<sup>38</sup> *Police Act* s. 70.

## 2. Orientation

New Board members are provided with a standardized orientation that aims to increasing their familiarity with their role and duties, with the DPD, and to provide them with the necessary information and resources to facilitate effective contribution to Board duties and fully informed decision making. The specific goals of the orientation program are to seek to ensure that new Board members:

1. have a clear understanding of the Board's governance framework, including the role of the Board, its supporting committees, and expectations of Board member performance;
2. understand the DPD's operations and working environment, including its:
  - a. mandate, vision, mission, and strategy,
  - b. priorities, goals, and objectives,
  - c. operational and financial performance,
  - d. major risks and risk management strategy, and
  - e. key performance indicators;
3. develop effective working relationships with:
  - a. fellow Board members;
  - b. the Chief Constable and Executive Management, and
  - c. the Officer of the Chief Constable and other management position holders;
4. become familiar with the Board's and the DPD's primary stakeholder relationships, including those with the City and City Council, the Province (through the Minister of Public Safety and Solicitor General, the Independent Investigations Office, Office of the Police Complaint Commission, and the Director of Police Services), other law enforcement and police agencies, and the communities served by the DPD; and
5. gain the knowledge necessary to allow them to make informed decisions, and effectively engage with and contribute to the functioning of the Board.

Each new Board member participates in an orientation that includes a review of key documents. In their first year, new Board members are encouraged to attend one meeting of each Board Committee meetings regardless of what Committee they are a member of.

The orientation presents materials and resources that inform and educate Board members on the Board's mandate and roles, as well as the DPD's priorities, goals and objectives, key stakeholders and partners, operations, and current issues.

## Orientation Process

The following table sets out the three phases of the new Board member orientation process and identifies respective roles and responsibilities for each component. The table is a guide only and can be adjusted as required to accommodate the needs of each Board member.

Phase 1	Action
<p>Administered by the Executive Assistant to the Chief Constable.</p> <p>(To be completed within 2 weeks of appointment.)</p>	<p>Send welcome letter and schedule Oath of Office.</p> <p>Coordinate administration of the Oath of Office.</p> <p>Schedule introductory meeting with the Board Vice Chair.</p> <p>Provide Conflict of Interest Declaration form and obtain returned signed copy.</p> <p>Provide orientation materials (electronic or printed) that include:</p> <ul style="list-style-type: none"> <li>• Board meetings calendar</li> <li>• Delta Police Board Manual</li> <li>• B.C. Police Board Handbook</li> <li>• chart of member appointments &amp; terms</li> <li>• member biographies</li> <li>• Board portal user manual</li> <li>• Previous month's agenda package</li> <li>• <i>Police Act</i> – Part 5: Municipal Police Boards</li> <li>• DPD Organizational Chart</li> <li>• DPD Risk Register</li> <li>• Executive Management Team biographies</li> <li>• DPD Annual Community Report</li> <li>• DPD Community Safety &amp; Wellbeing Plan</li> <li>• notice of upcoming training/education opportunities.</li> </ul> <p>(Additional materials may be included, depending on instructions of the Board and the needs of the new Board member.)</p>





Phase 2	Action
	<ul style="list-style-type: none"> <li>• Information Technology support services for Board members</li> <li>• overview of Board meeting agenda package structure</li> <li>• the process for Board self-assessments</li> </ul>

Phase 3	Action
<p>Administered by the Executive Assistant to the Chief Constable or the Corporate Services Manager.</p> <p>(To be completed within 3 months of appointment and on-going.)</p>	<p>Schedule facility tour.</p> <p>Schedule a Patrol ride-along.</p> <p>Schedule meeting between new Board member and Board Chair for feedback on orientation process, to determine comfort level with role, and determine if more information, training, or mentorship is requested or required.</p> <p>Schedule Board member to attend a meeting of each Committee.</p> <p>Advise of upcoming Board specific education or training opportunities.</p> <p>Other actions as determined by the Board or Committees.</p>

### **3. Professional Development**

#### **General**

In the past, every new Board member was required to complete Police Board training offered through the Minister of Public Safety and Solicitor General. This training is currently not being offered, but is expected to be made available again in the future, at which time it can be expected to again become a requirement. In addition to any governance training provided by the Province, the Board is committed to ongoing professional development of its members and to providing ongoing educational opportunities to continuously deepen the Board's understanding of the DPD and its operating environment. This may take place during regular Board or Committee meetings, retreats, or on an individual basis, determined by the needs of the Board and/or Board members. Ongoing development may also address educational needs specific to the DPD's mandates and roles, and the roles and responsibilities of the Board and Board members.

The Board recognizes that educational opportunities may lie outside of the DPD's organizational capacity and, therefore, Board members may pursue course offerings provided by the Government and/or third-party institutions. The Office of the Chief Constable distributes notice of available educational opportunities for Board member. In addition, if a Board member wishes to take advantage of a professional development opportunity not previously identified, and seek reimbursement from the DPD for associated expenses, the member must obtain prior approval from the Board. Board members are expected to share knowledge gained with the Board upon completion of the development opportunity.

Board members should considering the following when considering development opportunities:

1. do they have sufficient time left in their tenure to make the best use of the opportunity;
2. how will this opportunity benefit the Board and/or DPD; and
3. is this consistent with DPD's priorities, goals, and objectives?

#### **Funding for Professional Development**

In accordance with the below Honorarium and Compensation Policy, Board members may submit a request to be re-paid the cost of taking a course or other training, if the same was paid by the member personally and the course or training was approved in advance.

## 4. Board Member Compensation

### Introduction

An honorarium is a payment made to a person in recognition of services provided in a volunteer capacity, where the services merit compensation, but on the basis of tradition, propriety or legal restrictions the voluntary provider of the services would not request payment.<sup>39</sup> Board members, other than the appointed City Councillor, receive honorariums for their attendance at Board meetings and the performance of similar services to the Board.<sup>40</sup> The honorariums are not intended to compensate Board members for actual hours worked, rather to give recognition for contributed service. An honorarium is not paid for:

1. participation at social events or awards/recognition ceremonies;
2. informal meetings among Board members or with DPD management; and
3. non-mandatory events or professional development sessions, unless specifically authorized by the Board, giving consideration to the level of work and responsibility involved and the benefit to the Board of having the Board member participate.

Board members submit an honorarium entitlement form to the DPD quarterly for payment. Board members will receive a T4 at year end. Income tax, CPP and any other statutory deductions are deducted from payments, unless exempt.

### Meeting Honorarium

Board Members who attend any of the below listed meetings or events are eligible for an honorarium and will receive:

- \$150 for any meeting or event two hours or less in length;
- \$273 for any meeting or event over two hours and up to four hours in length; or
- \$548 for any meeting or event longer than four hours and up to eight hours.

If the meet or event is of a duration longer than eight consecutive hours, a further honorarium will be paid on the basis of another two hour meeting or any longer period. The honorarium applies to in-

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<sup>39</sup> The payments made to Board members for their services are not a “per diem”, as that term means “by the day” and is commonly understood to refer to an allowance or payment allotted for daily expenditures (most commonly in relation to travel, such as for food or taxis). Honorarium payments are “ex gratia” (meaning “not compelled by right”), and use of the term ‘honorarium’ is most appropriate, and correct, in reference to payments to volunteer Board members for services on which custom or propriety forbids a price to be set.

<sup>40</sup> The appointed City Councillor is remunerated as an elected councillor, and their appointment to the Board is a duty assigned to them by Council. Similar to other boards or committees to which a councillor may be appointed by Council, the appointment is an ‘official function’ (refer to City of Delta Bylaw No. 8241 – Remuneration of Council Members) within the scope of the City’s remuneration of the Councillor, and it would be for a city council, and not the Board, to determine whether an appointment merits increased pay and to make such payment if approved.

person meetings and events as well as attendance via video or teleconference. Travel time to or from meetings does not merit honorarium entitlement.

The above described honorarium will be paid to Board members attending:

1. regular and special Board meetings;
2. regular and special Committee meetings, of which the Board member is a member;
3. Board or Committee meetings of the BC Association of Police Boards and the Canadian Association of Police Governance, if the Board members is a members of those boards;
4. official Board workshops organized by the Board or the DPD (e.g., annual strategic planning workshop or workshops with key stakeholders);
5. educational presentations or training, online or in person, mandated by the Policing and Security Branch of the Ministry of the Public Safety and Solicitor General;
6. a swearing-in ceremony and speaking on behalf of the Board;
7. to participate in Chief Constable recruitment interviews;
8. meetings at the request of the Chief Constable and approved by the Board as meriting an honorarium; and
9. other meetings or events determined by the Board to merit an honorarium.

Regardless of the duration of the meeting, a Chair or Vice-Chair, who is eligible to receive an honorarium (or their delegate), depending on who participates, are additionally entitled to the honorarium applicable to 'two to four hour meetings', specific to agenda planning meetings in preparation for regular or special Board meetings or Board workshops.

Board members' direct expenses will be reimbursed (e.g., parking, travel costs,), where incurred while carrying out Board duties. Extraordinary expenses may be claimed and are required to be reviewed by the Finance Resources Committee, for recommendation to the Board as to reimbursement, on a case-by-case basis.

In addition to any applicable honorarium, Board members are entitled to \$100 per day travel-time compensation, for a day on which the member is required to travel, or return from, outside the Lower Mainland or to Vancouver Island for a Board approved meeting or other engagement. Such travel will also entitle the member to a per diem meal allowance, mileage compensation (if using a private vehicle), and an accommodation allowance, if applicable, in accordance with the City of Delta's travel policy.

A Board member taking a course or other training, for which the member must personally register and pay, will be reimbursed for the cost of the same, if the course or training was approved, in advance or subsequently, by the Board.

### **Attendance in an Official Capacity at Social Events**

In the course of the year, Board members are invited to various social events, in their official capacity as Board members. When an event requires payment for attendance, the Board members' attendance cost (but not the attendance cost of any accompanying family member or other person) is paid by the DPD, if the following apply:

1. Board members have been invited in their official capacity;
2. the event takes place in Delta; and
3. the event is directly related to the work of the Board or the DPD.

When events are primarily for the purposes of fundraising, Board members are required to purchase their own tickets (as well as the ticket for any accompanying person).

### **Annual Review of Board Compensation**

The honorarium entitlements of Board members and other amount that may be claimed are reviewed annually by the Human Resources Committee, which seeks to ensure that such amounts remain appropriate.

### **Records**

The Office of the Chief Constable keeps records of all payments made to Board members.

## **5. Code of Conduct**

The Board is committed to seeking to ensure the highest standards of ethics and integrity. The purpose of this Code of Conduct is to establish minimum standards of conduct expected and required of all Board members, and to support ethical decision-making.

In most situations, personal values and integrity will guide Board members to the correct decisions and actions; however, the Code provides a practical framework designed to help Board members understand the values that guide the DPD, and to fully appreciate what is expected of each Board member in terms of appropriate practices and behaviour.

This Code is not exhaustive and it is acknowledged that no articulation of requirements and expectations can anticipate all situations.

The provisions of this Code are in addition to, and not in substitution for, the Board members' obligations imposed by law or otherwise outlined in this Manual. Any Board member uncertain of their duties in any particular circumstance should raise their concern with the Board Chair in order to seek to obtain appropriate guidance and advice.

This Code will be reviewed and updated by the Board from time to time as required, and any amendments hereto required Board approval.

### **Compliance with Laws and Ethical Standards**

Board members are expected to comply with the spirit and letter of all requirements imposed on them by the *Police Act* and any other applicable laws, regulations, policies, and procedures. In addition, Board members are expected to conduct themselves in such a way as to continuously protect the DPD's reputation, and to conduct all business on behalf of the DPD fairly and honestly.

In their relationship with the DPD, no Board member should commit or condone an unethical or illegal act or instruct another Board member, employee, supplier, or stakeholder to do so. In addition, Board members must refrain from engaging in conduct that would discredit or compromise the integrity of the Board or the DPD.

### **Confidentiality**

By way of their oath or affirmation, Board members commit not to, except in the proper performance of their duties, disclose to any person any information obtained in the course of those duties.

Board members are expected to act in accordance with, and seek to protect the security and confidentiality interests of the DPD, as well as the safety interests of the public. As a result, Board members are expected at all times to:

1. maintain the security and confidentiality of all Board and DPD information and records, and not reveal or make use of such information or records except as authorized in performing their duties;

2. not disclose or use Board of DPD information or records to further their private interests or those of their friends, relatives or associate;
3. keep confidential any information disclosed or discussed at a private meeting of the Board or its committees, unless authorized by the Board to disclose the same;
4. ensure they are familiar with and understand the applicable sections of FOIPPA and avoid disclosing any information or records meant to be confidential and personal concerning the DPD, its officers, staff members or others; and
5. take care to guard against inadvertent breaches of confidentiality by:
  - a. minimizing notetaking during confidential meetings and presentations,
  - b. minimizing the retention of confidential documents or reports from meetings (return printed material to the Office of the Chief Constable for shredding),
  - c. adhering to all rules concerning the protection of electronic Board packages and information, and
  - d. not save electronic documents or communications to any device, the security of which is not ensured and/or managed by the DPD.

Board members may only disclose information to third parties when the same was presented at an open meeting of the Board, the disclosure is authorized by the Board, or the disclosure is required by law. Any other disclosure of Board or DPD information is subject to prior approval of the Board Chair.

### **Communications Records – Email and Texting**

Board members are expected to conduct all written communications pertaining to Board business using their provided Police Board emails accounts.

The B.C. *Freedom of Information & Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (the “FOIPPA”) applies to all records in the custody or control of the Board and of Board members, making them subject to disclosure (in so far as no withholding exemptions apply).

The FOIPPA applies to emails written or received through Police Board email accounts, but also to Board members’ private email accounts, telephone texts or other social media apps, in so far as these contain records of communications, sent or received, specific to business of the Board.<sup>41</sup> The Chair is accountable for all Board records, and must be able to produce the same, if a FOIPPA disclosure request is received.

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<sup>41</sup> Refer also to the B.C. Information & Privacy Commissioner 2013 Guidance Document titled: *Use of Personal Email Accounts for Public Business* (<https://www.oipc.bc.ca/guidance-documents/1515>).



As the Chair does not have the independent ability to search for, produce or compel the production of relevant records contained in Board members' private accounts, the Board may be frustrated in its ability to comply with *FOIPPA* legal requirements specific to such records. As a result, Board members are expected to conduct all written communications involving Board business using their provided Police Board emails accounts.

### **Diversity, Harassment and Discrimination**

The Board and the DPD are committed to maintaining an environment that is respectful, inclusive, free from harassment of any nature, and supports all facets of diversity. Board members are expected to uphold and promote these principles. In addition, Board members are expected to act honestly and fairly without discrimination based on race, color, religion, age, sex, sexual orientation, ethnic origin, disability or any other grounds prohibited by human rights legislation.

### **Protocol for Interactions with DPD's Employees**

From time to time, and for a variety of reasons, Board members may find themselves dealing directly with their employees, other than just those in positions of management. Board members do not have any direct authority over such employees, except as described in this Manual and the *Police Act*. All authority of the Board flows through approved resolutions and minutes of the Board, and the management of the Board's employees lies with the Chief Constable.

The authority of a police officer to investigate crime, arrest suspects, and lay information before a justice of the peace, comes for the *Criminal Code*, other statutory authority and the common law, and must not be interfered with by any political or administrative body, including the Board or any Board member.

Board members must be sensitive, in all situations, to the nature and frequency of contact with employees, and must respect the authority of the Chief Constable over those employees and the organizational structure of DPD.

Board members are subject to the following requirements, to protect themselves and the DPD from apparent or perceived conflicts of interest:

1. Board members must in no way interfere with DPD's operational decisions and responsibilities or with the day-to-day operation of DPD;
2. Board members must not use their positions as Board members to attempt to influence the decisions or actions of DPD personnel;
3. Board members must not direct any of DPD personnel in their performance of their duties;
4. on Board related issues, Board members are to communicate only with the Chief Constable or, through Committee Chairs, with designated management employees, but not otherwise with Board employees;

5. Board members are not to, through communications with DPD personnel or otherwise, conduct their own enquiries regarding an internal or external DPD matter, and any matter that a Board member believes requires enquiry by the Board is to be referred to the Chair, for consultation with the Chief Constable if the Chair deems appropriate;
6. if a Board employee is engaged in secondary employment or a business, Board members should seek to avoid contact with the employee in that setting, unless it is not practical to have someone else engage with the employee on the Board member's behalf; and
7. Board members are not restricted from engaging with employees on social occasions or in a general nature while present in DPD facilities or at DPD events.

### **Code Breaches**

If a Board member is determined to have contravened the provisions, spirit and intent of this Code of Conduct, the Board has the ability, through the Board Chair, to take action to address the behaviour, consisting of the following progressive steps: verbal notification; written warning; final written warning; and recommendation to the appointing body to revoke the appointment of the Board member. It is intended for actions to be taken progressively; however, the Board may decide on the appropriateness of taking any of the actions directly, depending on the nature of the contravention determined to have taken place. Additional actions to address the behaviour include the Board voting to remove a member from the position of Chair, Vice Chair, Committee Chair, or assignment to a Committee.

## **6. Conflict of Interest Policy**

Conflicts of interest undermine confidence in decision makers and respect for decisions made. Such conflicts provide grounds on the basis of which aggrieved persons can challenge the decision made or the decision-maker.

In general, a conflict exists when Board members use, or may be perceived to use, their position to benefit themselves, their friends, family, associates or others. As well, in accordance with their oath/affirmation and their duty of stewardship to the DPD, Board members must at all times carry out their role and exercise their authorities without conflict in relation to the interests of the DPD. Board members should be guided by the principle that, acting without the appearance of conflict is as important as acting free of conflict.

### **Types of Conflicts of Interest**

A conflict of interest arises when a Board member's personal interests compete with or supercede the Board member's dedication and duty of loyalty to the interests of DPD. This could arise from a real, potential, or apparent conflict of interest, which are characterized as follows:

1. a "real" conflict of interest exists when a Board member exercises official power or performs an official duty or function and knows that in doing so, there is the opportunity to further a private interest;
2. a "potential" conflict of interest exists when a private interest could influence the performance of the Board member's duty or function or the exercise of a power, but the Board member has not yet exercised that duty or function; and
3. an "apparent" conflict of interest exists where a reasonable person, well informed, could perceive a Board member's private interest to possibly and improperly influence the member in the performance of a Board duty.

Board members must assess whether they are subject to any of the types of conflict of interest, in relation to any matter considered by the Board.

### **Disclosure and Management of Conflicts**

Board member are required to annually complete and sign the Board Member "Conflicts of Interest Declaration" (Appendix B), and advise the Board Chair and update their Declaration at any time that their circumstances change such that new potential conflicts exist. Furthermore, Board members must disclose to the Chair and other Board members, any conflict of interest identified in relation to a matter to be discussed by the Board. The Board must assess whether one of the types of conflict exists and, if one does, determine how to manage the conflict. Commonly, if a type of conflict exists, the Board member will be required to do one or more of the following: recuse themselves from discussion of the matter, abstain from voting, or absent themselves from the meeting during any time the matter is being dealt with.

Furthermore, and in addition to disclosing and managing conflicts of interest in Board meetings, in accordance with this Policy and to seek to avoid any of the types of conflict of interest, Board members are required to:

1. promptly and fully disclose to the Board the nature and extent of any interest (real, potential, or apparent) a Board member has in any current or proposed matter, contract, transaction, or arrangement involving the DPD;
2. absent themselves from a Board or Committee meeting while a motion giving rise to a conflict of interests is discussed, and abstain from debating for or against the motion and voting on it;
3. avoid any situation that could, or could appear to, interfere with the Board member's judgment in making decisions in the best interests of the DPD, with examples of situations that present a conflict of interest including, but not being limited to:
  - a. influencing the purchase of goods or services for the DPD from a company or firm in which a Board member has financial interest,
  - b. using confidential or non-public information obtained as a Board member to further the Board member's private interest
  - c. serving on the board of another organization and being in possession of information confidential to the DPD that is of importance to a matter being considered by the board of the other organization,
  - d. influencing, or attempting to influence the hiring or appointment of a family member or related person by the Board or DPD,
  - e. using DPD's resources or facilities for a Board member's personal benefit, and
  - f. any employment, association or activity, including political activity, incompatible with the Board member's duties, or otherwise impairing their ability to discharge their duties in an impartial fashion, or cast doubt on the integrity or impartiality of the Board or DPD;
4. not accept entertainment, gifts or benefits that grant or may appear to grant preferential treatment to an individual or entity that conducts activities with DPD;
5. not offer entertainment, gifts or benefits in order to secure preferential treatment for DPD; and
6. promptly and fully disclose to the Board any situation in which family members, friends or associates of the Board member provide services to the DPD.

In all cases, conflicts of interest brought to the attention of the Board Chair or the Board must be resolved in a manner that preserves and enhances public confidence and trust in the objectivity and impartiality of the Board.

#### **Conflicts Requiring Leave of Absence or Resignation**

Board members seeking Public Office, federally, provincially or in local government, must take a leave of absence from the Board if nominated as a candidate and resign from the Board if elected.

A Board member seeking employment with the DPD must first resign from his or her appointment to the Board.

### **Conflicts Involving the City Council Appointee**

The City Councillor appointed to the Board if not in the position of Board Chair, is not, simply by virtue of their dual positions, a conduit for the disclosure of information between the Board and the City. It is the role of the Board Chair to communicate on behalf of the Board. Only if authorized and directed by the Board (in relation to Board information) or by City Council (in relation to Council information) may the appointed City Councillor share disclosable information between the Board and Council.<sup>42</sup>

Where a matter to be dealt with by the Board gives rise to a conflict between the Board Chair's in their position of Chair and other responsibilities or duties, the Vice Chair will lead the Board in dealing with the matter.

### **Advice Concerning Conflicts of Interest**

If a Board member is unsure about being in a conflict of interest, the member should seek the advice of the Board Chair (or the Vice Chair, in the case of a conflict involving the Board Chair) or a decision of the Board as a whole.

### **Notification**

Board members concerned that another Board member may have a conflict of interest must, as soon as practicable, bring the matter to the attention of the Board Chair (or the Vice Chair, if the matter concerns the Board Chair). A Board member who is not comfortable raising the issue with the Board Chair (or Vice Chair) ought to seek the advice of other Board members as to an appropriate course of action.

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<sup>42</sup>Examples may include information concerning City Council's priorities and putting considerations for the DPD in the broader context of City Council's policy, or decisions concerning the DPD's budgeting priorities and needs, or the oversight of policing policies.

## 7. Members' Social Media

The following is designed to guide Board members in their use of social media, recognizing the right to free speech, but seeking to enhance the reputation of both of individual members and the Board.

Only Board members and Board employees, if and as authorized by the Board, may use an official account established by the Board to post messages about the Board and its activities, and the approval process for official Board communications (e.g. news releases, Chair messages, notices) posted to official Board accounts is the same as for other communications activity.

The Board recognizes that one of the defining features of social media channels is the speed at which information circulates. There will be times when a quick response is required, which the standard approval process cannot accommodate. In these instances, employees in the Office of the Chief Constable may post messages on behalf of the Board without requiring further approval, but only regarding:

1. corrections to factually incorrect information posted by others (e.g., wrong event dates, times or locations, incorrect URLs); and
2. reminder messages on topics already approved using the standard approval process.

### Board Members' Personal Social Media Accounts

Although Board members are free to express themselves using personal accounts, members are to consider the effect on their reputation and, by extension, on that of the Board and the DPD, of posts on personal accounts. Content posted to personal accounts by Board members is required to be consistent with the Board's Code of Conduct and Conflict of Interest Policy, as set out in this Manual. Posting messages that run counter to either will be dealt with by the Board on a case-by-case basis and can result in censure of the member by the Board.

A member who, through their personal account(s), writes about the undertakings of the Board, must, where practicable, use the following disclaimer: *"The views expressed here are those of the writer and should not be inferred as those of the Delta Police Board or Department."* For clarity: It is permitted for Board members to mention on their personal channel that they are a member of the Board.

Under no circumstances may the DPD logo be used on any personal account; however, the Board recognizes that when members re-tweet or "like" postings on official DPD accounts, the DPD logo may then appear on the members' post. This is an acceptable use of the DPD logo.

Board members' postings should always respect all laws regarding discrimination, copyright, defamation, privacy and libel. Confidential Board information is never to be revealed. Board members are expected to express themselves professionally and judiciously, and to avoid all expression that may be interpreted as being discriminatory, racist, gratuitously derogatory, profane, off-colour humour, sexual innuendo, or a personal insult, and the like ought never to be posted in association with any comment by a member linked to their role as a Board member.

## 8. Indemnification and Liability Coverage

In accordance with the *Police Act*, Board members are protected from being held personally liable for actions they take, or fail to take, in the performance of their duties as board members<sup>43</sup>, except if they are found to have been dishonest, grossly negligent, acted with malice, or engaged in libel or slander. As well, Board members are not liable for any tortious actions committed by any employee of the Board.<sup>44</sup>

Despite the exclusions from liability, from time to time members may be named in civil actions brought by third parties, leading to associated costs, such as to defend the claim or seeking to remove the member as a party to the claim. The City Council Appointee is indemnified for such costs in accordance with the *Local Government Act*, and provincially appointed Board members and the City Council appointed member from the community are indemnified by the Province<sup>45</sup>. Members having specific questions about indemnification should contact the Province or, in the case of the City Council Appointee, the City's designated representative.

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<sup>43</sup>*Police Act s. 21(2).*

<sup>44</sup>*s. 20(2) of the Police Act*

<sup>45</sup> As part of the provincial government's Board member onboarding process for appointees, members are provided the indemnification documentation '*Indemnity Form (FIN 170: Government Appointees to Agencies, Board and Commissions Indemnity*'.

## **PART 5: ORGANIZATIONAL GOVERNANCE & STEWARDSHIP**

The following pages present the Board's roles, responsibilities and practices in the following key areas of organizational governance and stewardship:

1. Strategic Planning
2. Risk Management
3. Chief Constable Succession Planning
4. Chief Constable Evaluation
5. Human Resource Oversight
6. Employment and Collective Bargaining Oversight
7. Financial and Budgetary Oversight
8. Service or Policy Complaints
9. Misconduct Complaints against the Chief, Deputies and other Constables
10. Governance Partner and Stakeholders Relations Oversight
11. Community Engagement
12. Privacy, FOIPPA, and Records Oversight
13. Information Technology Oversight
14. Legal and Compliance Oversight
15. Rules and Policy Development
16. Media and Public Relations
17. Communications with Municipal Council
18. Police Board Awards & Commendations



## 1. Strategic Planning

Establishing the priorities, goals and objectives that comprise the DPD's "Strategic Plan" is a collaborative process involving the Board and the Chief Constable, and is commonly led by the Chief Constable.

In order to prepare and provide a basis for the, normally multi-year, Strategic Plan, the Chief Constable advises the Board about the DPD's opportunities and risks, and the anticipated funding capabilities of City Council. Furthermore, the Chief Constable advises the Board as to municipal and provincial public safety strategies, to seek to ensure that the Strategic Plan aligns with such strategies.<sup>46</sup>

Once developed and presented to the Board by the Chief Constable, approval of the priorities, goals, and objectives of the DPD lies with the Board, and, upon approval, the same are required to be submitted to the Director of Police Services within 30 days.<sup>47</sup>

The Chief Constable is required to report to the Board, at least annually, on the implementation of programs and strategies supporting the Strategic Plan.<sup>48</sup> The Board and Chief Constable determine any required actions or adjustments to priorities, in order to meet changing operational, investigative, administrative, or community needs.

Through a published Annual Report, that also includes Strategic Plan accomplishments, the Board and Chief Constable report annually to the community and the DPD's stakeholders and partners on DPD's performance.

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<sup>46</sup> *Police Act* s. 26(4.1).

<sup>47</sup> *Police Act* s. 26(4.2).

<sup>48</sup> *Police Act* s. 26(5).

## **2. Risk Management**

The DPD's ongoing strategies and activities expose the DPD to a wide variety of risks in virtually all aspects of its operations. A key responsibility of the Board is to oversee the management of these risks and ensure an effective enterprise-wide approach to managing risk for DPD. The Board, through the Finance and Risk Management Committee, ensures the DPD has a thorough risk management program pursuant to which material, strategic, financial, reputational, governance, operational, and other risks are identified, and systems are implemented to treat, minimize or eliminate those risks. The elements of the Board's risk management are enumerated below.

1. The Board, through Committee, meets with the Chief Constable to review and discuss areas of risk that may impact achievement of annual priorities, goals, and objectives, as well as the long-term Strategic Plan.
2. The Chief Constable develops a risk management policy for the Board's approval, creates a register of identified risks for the Board's review, and defines Management Team responsibilities in relation to risk treatments, processes, procedures, and desired outcomes
3. The Chief Constable regularly reviews the DPD's risks and risk treatments at Committee.
4. At least annually, the Board reviews the DPD's material risks, as well as the effectiveness of DPD's risk management policies and procedures.
5. As appropriate, and giving consideration the Board's budget and the DPD's resources and budget, and in consultation with the Chief Constable, the Board may engage with external consultants to provide an independent overview of any or all of the DPD's key risks and risk management strategies.

### **3. Chief Constable Succession Planning**

The purpose of succession planning is to seek to ensure sustained effective leadership, thereby allowing the Board to carry out its mandate of providing policing and law enforcement, and the DPD to achieve the strategic objectives set for it. Under the leadership of the Human Resources Committee, the Chief Constable succession planning process consists of the activities enumerated below.

1. The Board establishes an impartial, fair, inclusive and transparent process for the selection and appointment of the Chief Constable, and ensures the Chief Constable has in place a similar process for the selection and appointment of Senior Management and all other of the Board's employees.
2. The Board selects and appoints the Chief Constable and, in consultation with the Chief Constable, approves the appointment of the Deputy Chief Constable(s).
3. Subject to Department Policy issued by the Board, the Board delegates the authority to appoint all other Board employees to the Chief Constable.
4. The Chief Constable provides periodic updates (at least annually) on the progress to build leadership talent and succession capability at DPD, as well as assessments of the most likely successors for the Chief Constable, Deputy Chiefs, and other Executive Management positions.
5. In developing and monitoring management succession plans, the Chief Constable seeks to develop diverse candidate pools for succession where feasible in accordance with the Board's Diversity Statement.

#### **4. Chief Constable Evaluation**

The hiring and evaluation of the Chief Constable is one of the most important responsibilities of the Board. The evaluation process provides a formal opportunity for the Board and Chief Constable to have a constructive discussion regarding the Chief Constable's leadership and the performance of the DPD. The Board gives consideration to various key leadership attributes, including:

1. analytical ability/judgment;
2. communication (written and verbal);
3. interpersonal relationships;
4. personal effectiveness;
5. strategic management;
6. organizational development and leadership;
7. financial management; and
8. Chief and Board relations.

The Board looks to the Chief Constable to identify his or her activities associated to the key leadership attributes, along with details of accomplishments, by which the Board assesses and evaluates the Chief Constable's performance. Performance is assessed by the Board as: exceeding expectations; meeting expectations; or continuing to develop.

The evaluation process is developed, led and carried out by the HR Committee. The elements of the process are approved by the Board and the Chief Constable is advised of the process. The HR Committee then engages with the Board and the Chief Constable to complete the process.

The Board gives final approval to evaluations of the Chief Constable's performance, and meets with the Chief Constable to discuss its evaluations.

## 5. Human Resource Oversight

The Board seeks to ensure the DPD develops and sustains a diverse, inclusive and well-functioning workforce, reflective of the make-up of the communities served. The Board, as the employer, establishes the values, foundations, and monitors the fundamentals of DPD human resources management, including in relation to leadership, recruitment, talent development, compensation, and health and safety. At regular risk-based intervals, the Board (through the Human Resources Committee) reviews the effectiveness of DPD's key human resource policies<sup>49</sup>.

The Chief Constable supports the Board by ensuring its values are reflected, demonstrated and supported throughout DPD. The Chief Constable ensures that human resource strategies support the achievement of established priorities, goals and objectives that comprise the DPD's Strategic Plan, and identifies and keeps the Board apprised of associated risk factors.

To provide the Board with an understanding of the state of the DPD's human capital, the Chief Constable reports regularly to the Board and the Human Resources Committee on implementation and effectiveness of the DPD's human resource management and associated initiatives.

Where beneficial and appropriate, the Chief Constable develops working protocols with the City for the utilization of any required human resource services of the City. The Board reviews the terms of shared service arrangements with the City to ensure they are consistent with related Board policies.

The DPD's human resources management is monitored by the Human Resources Committee, with input from the Board.

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<sup>49</sup> Examples include Recruitment, Performance Management, Training, Education, Promotional Processes, Wages & Benefits, Rules of Conduct, Conflicts of Interest, Commendations, Personal Relationships, Respectful Workplace.

## 6. Employment and Collective Bargaining Oversight

In accordance with the *Police Act*, the Board is the employer of all constables, at all ranks, and all other employees of the DPD, including the Chief Constable and Deputy Chief Constables<sup>50</sup>. The Board recruits, negotiates terms of employment, and enters into contracts of employment with the Chief Constable and Deputy Chief Constables, and is ultimately also responsible for contracts of employment with all other employees that are not subject to a collective agreement, i.e., “exempt” employees. The Board considers appeals in matters concerning the job classifications of its exempt employees, in light of the Board’s authority as the employer.

The Board is further responsible for the negotiation of any collective agreements with the association or bargaining unit that represents the DPD’s employees. The process for overseeing DPD’s collective bargaining is carried out under the leadership of the Human Resources Committee. Together with the Chief Constable, the Board develops, approves, and regularly reviews the DPD’s labour negotiations strategies, and in relation to collective bargaining the Board:

1. following receipt of notice to commence bargaining, requests a bargaining process report, establishes a bargaining committee, and provides the Chief Constable with the mandate to chair the committee and commence bargaining;
2. during collective bargaining, receives regular updates from the Chief Constable on the progress of collective bargaining/interest arbitrations and any issues for consideration and ensures the bargaining process is conducted in accordance with the applicable provisions of the *Labour Relations Code* (BC) and the *Police Act*; and
3. once finalized by the parties and ratified by the Union, the Board reviews and ratifies the proposed terms of a collective bargaining agreement and forwards to City Council for information.

During the term of the collective agreement, the Board delegates the Chief Constable to be the primary contact for, and with respect to, the unions representing its employees. This does not preclude the Board from meeting with unions as necessary from time to time, with the Chief Constable present.

At least quarterly, the Chief Constable reports to the Board concerning the implementation and effectiveness of DPD’s collective bargaining agreement with its employees as well as any developments or areas of concern, and at least annually, the Board reviews the effectiveness of its labour negotiations strategies and policies and approves any desired changes.

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<sup>50</sup> *Police Act* s. 26.

## 7. Financial and Budgetary Oversight

The DPD's financial position impacts its ability to meet its priorities, goals, and objectives. The Board is responsible for ensuring DPD provides effective and efficient services, funded by an annual budget approved and provided by City Council. As such, the Board, supported by the Finance & Risk Management Committee, oversees the development of DPD's annual budget and financial strategies, which involves:

1. the Chief Constable developing, and presenting to the Board the annual operating and capital budget, as deemed necessary to achieve the DPD's Annual Plans;
2. the Board reviewing and approving a provisional operating and capital budget for the DPD and submitting the same to City Council on or before November 30<sup>51</sup> preceding the next budget year;
3. together with the Chief Constable, meeting with City Council (or designated committee) to review the provisional budget and receiving feedback from City Council;
4. together with the Chief Constable, submitting any changes to the budget to City Council on or before March 1 of the year in question<sup>52</sup>, and meeting with City Council to review the final budget and receive feedback;
5. if the Board and City Council cannot agree on whether an item or amount should be included in the budget, the option of applying to the Director of Police Services for a binding determination.<sup>53</sup>
6. although the *Police Act* authorizes the Director to resolve budget disputes between the City and the Board, if such a dispute arises, the Board will act in good faith to review DPD's budget needs and operational requirements to ensure alignment with the priorities, goals and objectives of the Province and City Council, with the goal of resolving such disputes with the City directly (budget disputes will in practice only be referred to the Director as a last resort where the City and the Board reach an impasse);
7. together with the Chief Constable, ensuring appropriate delegations of authority specific to financial expenditures, expenses/travel, and procurement;
8. the Board recognizing that, although core policing activities must be funded by City Council,<sup>54</sup> sponsorships and donations may be used to enhance and extend the DPD's services, with the overall aim of increasing public safety;
9. together with the Chief Constable, the establishing, approving, and overseeing policy for partnering with the Delta Police Foundation or other Board approved fundraising organizations;
10. receiving reports from the Chief Constable at each of its regular meetings on donations and sponsorships;

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<sup>51</sup> *Police Act* s. 27(1).

<sup>52</sup> *Police Act* s. 27(2).

<sup>53</sup> *Police Act* s. 27(3).

<sup>54</sup> *Police Act* s. 27.

11. at its regular meetings, with the Chief Constable, reviewing the DPD's internal controls, financial risks, and operational and financial performance, as well as progress towards the DPD's strategies, plans, policies, and approved budget;
12. quarterly receiving from the Chief Constable financial variance reports and financial statements detailing the DPD's operating and capital expenditures against the budget;
13. ensuring extraordinary expenditures that are not contained within the approved budget are not made without prior approval from City Council and discusses with the Chief Constable any variations, future considerations, concerns, and methods of financial management;
14. directing the Chief Constable to implement any actions agreed upon by the Board, including seeking any required additional approval from City Council;
15. at least annually, reviewing and, if necessary, providing guidance to the Chief Constable with respect to the DPD's system of internal controls and risk management systems to ensure the integrity of DPD's financial statements; and
16. reviewing and approving the DPD's published annual report and financial statements, as prepared by the Chief Constable, and annually reporting to the Minister on DPD's performance.



## 8. Service or Policy Complaints

The Board is responsible for taking action to respond to complaints made about the services or policies of the DPD<sup>55</sup> and complaints about the conduct of the Chief Constable and Deputy Chief Constables<sup>56</sup>.

### Service or Policy Complaints

In accordance with the *Police Act*, service or policy complaints are complaints that can be made about:

1. the general direction, management, or operation of the DPD, or
2. the inadequacy or inappropriateness of DPD's:
  - a) staffing or resource allocation;
  - b) training programs or resources;
  - c) standing orders or policies;
  - d) ability to respond to requests for assistance, or
  - e) internal procedures.

Service or policy complaints may be made at any time directly to the Police Complaint Commissioner (or any person designated by the Commissioner), to the Board Chair, or any DPD constable on duty who is assigned to receive and register such complaints. The Chair must seek to ensure that: complainants are provided with required assistance; barriers to making a complaint are effectively reduced or eliminated; and the complainants are supported in making an informed decision about whether to file a service or police complaint or a complaint alleging misconduct.

When the Board receives a copy of a service or policy complaint it is then required to address the complaint promptly, in accordance with the *Police Act*<sup>57</sup>, by:

1. requesting the Chief Constable to investigate and report on the matter;
  2. initiating a study concerning the complaint;
  3. initiating an investigation into the complaint;
  4. dismissing the complaint if the Board determines it is:
    - a) trivial, frivolous, vexatious or not made in good faith,
    - b) filed for an improper purpose or motive,
    - c) concerning a service or policy matter that has been appropriately resolved, or
    - d) not about a service or policy matter
- i) under the general direction and management or operation of the DPD, or

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<sup>55</sup> *Police Act s. 171.*

<sup>56</sup> *Police Act Part 11.*

<sup>57</sup> *Police Act s. 171 and s. 172 (as amended by the Police Act Amendments Act, 2024).*

ii) about which a complaint can be made (refer to 1. and 2. a) - e) directly above); or

5. taking any other course of action the Board considers necessary to respond adequately.

When determining which of the above courses of action it is necessary to take, to respond adequately to a complaint, the Board is required to give consideration to whether the complaint includes allegations of discriminatory policies or practices, and whether, as a result, at a minimum the matter is to be referred to the Chief Constable for investigation or for a study or investigation to be initiated.<sup>58</sup> Once the Board has determined the course of action to be taken, it is required within 20 business days to advise the complainant, the Director of Police Services and the Police Complaint Commissioner of that course of action.<sup>59</sup>

The Board is required to keep minutes and records, of any of its meetings, hearings or inquiries, as conducted in dealing with a service or policy complaint. Meetings and hearings concerning service or policy complaint matters are required to be open to the public, unless any of the following merit a meeting or hearing, or a portion thereof, to be held in private: public security; labour relations issues; a person's financial affairs; or information otherwise requested to be given in private.<sup>60</sup>

If the Board initiates a study or investigation, the Board will consider and determine whether collectively, by Committee, or through one or more individual Board members, it has the expertise and resources to conduct the same, or will seek professional assistance from the DPD or through resources independent of the DPD.

In determining whether to request the Chief Constable to investigate and report on a matter, or in determining the terms and scope of any DPD assistance in relation to a Board initiated study, investigation or other course of action, the Board shall consider whether a conflict of interest, or a possible perceived conflict of interest specific to the DPD may exist. In seeking to make such an assessment, the Board is best served by obtaining an independent external assessment or advice.

The Board will monitor and review the status of any study, investigation or other course of action taken, and any other relevant information. The Board determines whether to approve the results of any study or investigation, including an investigation and report by the Chief Constable. Upon the conclusion of the matter by the Board, it sends to the complainant, the Director of Police Services and the Police Complaint Commissioner an explanation of the Board's actions taken and, if applicable, a detailed summary of any investigation or study undertaken.<sup>61</sup>

Subject to the requirements established by the *Police Act*, the Board may review the process for responding to service or policy complaints with the Chief Constable, and make any necessary adjustments or amendments to the process.

Whenever independent professional assistance is obtained, the Board ensures it is formally regulated, e.g., through a services contract, and accounts for: any assistance possibly required to be provided by

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<sup>58</sup> *Provincial Policing Standard 6.1.1: Promoting Unbiased Policing*, s. 21.

<sup>59</sup> *Police Act* s. 171(3).

<sup>60</sup> *Police Act* s. 69 and 71.

<sup>61</sup> *Police Act* s. 172

the DPD; review and control of working and final records; contract monitoring; and other contract risk management considerations.

## 9. Misconduct Complaints against the Chief, Deputies and other Constables

Complaints against the Chief Constable and Deputy Chief Constables may allege “misconduct”, as defined in the *Police Act*<sup>62</sup>, or be an internal discipline matter, on the basis of not being an admissible misconduct complaint and not directly involving or affecting the public<sup>63</sup>. The Board deals with complaints of misconduct in accordance with *Police Act procedures*<sup>64</sup>, and must establish its own procedures consistent with the *Police Act* for dealing with internal discipline matters and taking disciplinary or corrective actions in respect of them.<sup>65</sup> In accordance with the *Police Act*, the Board Chair is the discipline authority for all complaints of misconduct made against the Chief Constable or a Deputy Chief Constable<sup>66</sup>.

In addressing any complaint of misconduct against, or an internal discipline matter concerning the Chief Constable or a Deputy Chief Constable, the Board Chair may retain the services of legal counsel for assistance.

The Board Chair seeks the approval of the Board, and ultimately the Office of the Police Complaints Commissioner, prior to concluding any investigation or imposing any discipline in connection with such conduct complaint.

### Complaints of Misconduct against other Constables and Suspensions

In accordance with the *Police Act*<sup>67</sup>, the Chief Constable is the discipline authority for all conduct complaints made against other municipal constables or special municipal constable of the DPD, and the Board will not hear any delegation concerning a conduct complaint, but refer such delegation to the appropriate oversight body (usually the Office of the Police Complaints Commissioner).

The Chief Constable abides by the processes and procedures set out in Part 11 – *Misconduct, Complaints, Investigations, Discipline and Proceedings*, of the *Police Act*, in dealing with complaints of misconduct against the DPD’s constables.

The Chief Constable immediately notifies the Board of any serious or sensitive complaints and at regular meetings of the Board provides a statistical analysis of complaints as well as an update on the status of any serious or sensitive complaints.

The Board may suspend those of its employees appointed constables (including up to the rank of Chief Constable) without pay, only if: i. grounds set out in the *Police Act* exist; ii. the Board considers it in the public interest to do so; and iii. the employee has been given an opportunity to be heard regarding the matter.<sup>68</sup>

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<sup>62</sup> *Police Act* s. 77(1)-(3).

<sup>63</sup> Refer to definition of “internal discipline matter” in *Police Act* s. 76.

<sup>64</sup> *Comprehensive provisions set out in Police Act Part 11.*

<sup>65</sup> *Police Act* s. 175.

<sup>66</sup> *Police Act* s. 76.

<sup>67</sup> *Police Act* s. 76

<sup>68</sup> *Police Act* s. 110.

## **10. Governance Partner and Stakeholders Relations Oversight**

The Board and Chief Constable establish and maintain strong and effective communication and working relationships with its governance partners, including the Province and City Council, the Tsawwassen First Nation, other jurisdictional police, and the DPD's other stakeholders and partners. These relationships play an important role in terms of funding, service provision, DPD policy, and public awareness of policing issues, priorities, and strategies affecting the DPD and the community. By understanding this environment and working strategically with its governance partners and key stakeholders, the DPD strengthens its ability to meet its strategic priorities. As these relationships hold strategic importance and risk for the DPD, the Board engages with partners and stakeholders, including the activities enumerated below.

1. The Board stays informed, through the Chief Constable, about concerns of DPD's governance partners and key stakeholders, as well as the engagement strategies with such partners and stakeholders.
2. The Board seeks to ensure alignment between itself and Chief Constable in key messaging from the Board to such partners and stakeholders.
3. The Board receives, reviews, and discusses communications from partners and stakeholders that may impact the Board or would benefit from a Board response.
4. The Board recognizes the importance of the working relationship with City Council, as the Board's source of funding, and interacts with City Council as follows:
  - a. the Board seeks to meet least annually with City Council, reviewing the work of the DPD and seeking feedback from City Council, to ensure a productive and positive working relationship exists with the City;
  - b. the Board ensures all communications with City Council regarding budget preparation and approval are conducted in accordance with established protocols;
  - c. the Board ensures all formal communications between the Board and City Council are conducted through the Board Chair, unless otherwise specified by the Board; and
  - d. as considered appropriate by the Board, a designated Board member will attend a DPD presentation to City Council with the Chief Constable (or person designated by the Chief Constable), and be briefed on the key issues prior to attending such a presentation.

## **11. Communications and Community Engagement**

Effective community engagement is at the heart of the DPD's purpose and values. Engagement with the widest possible range of community groups is essential for DPD to:

1. deliver the services communities require;
2. forge meaningful community relationships;
3. build community trust and confidence; and
4. access new and insightful information sources.

Together with, or in addition to the DPD's public engagement activities, the Board:

1. engages with the community through open meetings of the Board or Committees, allowing the opportunity for members of the public to appear as delegates and present comments relevant to the Board meeting agenda items;
2. may engage directly with the community through stakeholder meetings, workshops or town hall meetings, as and when determined to be of benefit or appropriate;
3. seeks to engage with employees of the DPD through site visits, and attending presentations and information sessions presented by employees to the Board, and other similar activities;
4. seeks to gauge community satisfaction with police services through periodic surveys of residents and businesses or other similar means;
5. publishes an annual public report on the DPD's performance;
6. engages with board members of other police departments, provincially and nationally, through representation as a member of the BC Association of Police Boards and the Canadian Association of Police Governance, and, where appropriate, participating on the boards and committees of these organizations;
7. welcomes opportunities to share crime statistical information and crime trends with City Council, community organizations, businesses and members of the public; and
8. encourages the DPD advising the community of any policing issues or developments that have a significant and material effect on DPD or the community.

To ensure that the Board is fully informed about all major issues that may be of concern to the community, the Board seeks to be provided with all official DPD media releases, where possible prior to their release to the public.

The Board reviews the results of any community satisfaction surveys or other surveys seeking to determine community concerns, as may be conducted by the DPD or at the direction of the Board, to seek to understand and be able to be responsive to any identified issues or concerns.

## 12. Privacy, FOIPPA, and Records Oversight

The Board and the DPD are each subject to the *Freedom of Information & Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (the “FOIPPA”) and each is recognized as a separate “public body” in accordance with the same. In accordance with the FOIPPA, the Board Chair is the “head” of the Board for the purposes of the FOIPPA and has responsibility for all requests for records in the custody or control of the Board. The Chief Constable is the “head” of the DPD for purposes of the FOIPPA and has responsibility for all requests for records in the custody or control of the DPD.<sup>69</sup>

To ensure that, in accordance with the FOIPPA, access to information and records in the custody or control of the Board is provided and/or information and records are protected from disclosure, the Board engages in the below enumerated activities.

1. The Board supports the principle of fair and reasonable disclosure of information to facilitate transparency and public engagement. The Board makes available to the public all materials in connection with open sessions of Board meetings (including agendas, materials, and minutes), on the Board subsection of the DPD’s website. Disclosure of information contained in such materials is only restricted if required by provisions of the FOIPPA, as determined by the Board Chair.
2. As requested by the Board Chair, the Office of the Chief Constable assists the Chair in carrying out the Chair’s FOIPPA duties, including receiving, analyzing and preparing responses to requests for disclosure of Board records. All requests for disclosure of Board records are made to Chair. The Chair determines whether the request will be dealt with exclusively by the Board or is to be forwarded to the Office of the Chief Constable for administrative assistance. The Office of the Chief Constable may provide guidance to the Chair about whether to approve the release of requested records and information and, if so, the provisions of the FOIPPA under which the requested information may be released or withheld. Alternatively, the Chair obtains independent legal advice regarding the application of the FOIPPA to a request for the disclosure of Board records and information. The Chair has the final decision-making authority with respect to the release of records and information in the custody or control of the Board.
3. At regular Board meetings, the Chair or the Chief Constable advises the Board of any access to information requests for Board records and any investigations by the Information and Privacy Commissioner arising from the same.
4. The Board regularly reviews its process and policies for receiving, reviewing, and managing information requests relating to the Board and for collecting, using, and disclosing personal information, and makes any adjustments as necessary.
5. Board records are retained in accordance with a Records Management Policy and procedures approved by the Board. The Office of the Chief Constable is responsible for administering the secure storage of Board records that are in the custody and control of the Board

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<sup>69</sup> In accordance with the definition of “local government body” in the FOIPPA, and recognized by Board, as per the minutes of its meeting of April 11, 2012.

### **13. Information Technology Oversight**

To effectively carry out its work, the DPD relies on information management / information technology (IM/IT) infrastructure, services, and applications including those:

1. provincially or federally mandated to be used by all police agencies across Canada (e.g., PRIME-BC, JUSTIN, NPSNet);
2. forming part of Shared Services Agreement between the DPD, the RCMP and other entities (e.g., the network supporting the 911 Communications Centre); and
3. specific to DPD or the City (e.g., recruitment, payroll, accounting systems).

The above significantly impact the delivery of critical programs and services by the DPD. As a result, the Board will annually receive an update on the DPD's strategy and approach for IM/IT in delivering its programs and services, as developed by the Chief Constable.



## **14. Legal and Compliance Oversight**

### **Compliance with Laws and Policing Standards**

The Board is responsible for seeking to ensure that the DPD at all times operates in accordance with applicable laws and provincial policing standards. This involves the below enumerated activities.

1. The Board receives annual reports from the Chief Constable, as required by provincial policing standards and other laws, regarding the DPD's compliance with the same.
2. The Chief Constable reports to the Board annually regarding the status of any litigation, claim or contingency that could have a material impact on the DPD.
3. The Board Chair receives any notices from the Director of Police Services proposing to undertake any inspection, evaluation or review of the DPD and its compliance with provincial policing standards. As soon as practicable, the Board Chair reviews such notices with the Board and the Chief Constable, ensuring a prompt, coordinated, cooperative, and complete response to such notice.
4. The Chief Constable updates to the Board at the Board's regular meetings regarding the status of any inspections, evaluations or reviews being undertaken by the Director.

### **Legal Counsel**

The Board uses the legal services of counsel, if so employed in a management position with the DPD, whenever there is no conflict of interest, the requested advice can be provided within the necessary time frame, and the necessary legal expertise exists.

The Board may retain outside legal counsel on all other matters or where the Board determines the independence and/or jurisdiction of the Board is best served by retaining outside counsel.

In accordance with the *Police Act*, the City of Delta is civilly liable for the actions of any Board employees.<sup>70</sup> As a result, the City Legal Department manages all civil litigation arising from the actions of Board employees.

### **Indemnification**

The legal defence and cost of any proceedings, and the indemnification of employees, for torts committed in the performance of their duties, or who have been charged with an offence in connection with the performance of their duties, may be conducted, paid or reimbursed by the Board or the City, or as otherwise set out in an applicable collective agreement, or the City's indemnification policies approved by the Board and forming part of the DPD's administrative policies. Except to the extent specifically provided in a collective agreement or the administrative policies, the Board has final approval over any indemnification requests.

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<sup>70</sup> *Police Act* s. 20.

## 15. Rules and Policy Development

In accordance with the *Police Act*, the Board is responsible for making rules consistent with the *Police Act*, associated regulations and the Director's standards relating to:

1. the standards, guidelines and policies for the administration of the DPD; and
2. the prevention of neglect and abuse by its constables and the efficient discharge of duties and functions by DPD and its constables.

The Board recognizes the *Police Act* to be vague in terms of the authority of the Board to make "rules" versus "policies".<sup>71</sup> In practice, the Board makes rules in the form of policies, applicable to its employees and the DPD, and consider the same enforceable after being filed with the Director of Police Services.<sup>72</sup>

The Office of the Chief Constable assists the Board in the development of its policy for the DPD, and presents the same to the Board, through the Governance Committee, for review and approval. Policy becomes effective and enforceable once approved by the Board and filed with the Director of Police Services.

The Chief Constable is directly responsible for the development and implementation of all procedures necessary to give effect to policy approved by the Board, and compliance with such procedures becomes enforceable once a procedure is approved by the Chief Constable.

The process to develop, review and approve Board policy for the DPD includes that:

1. all policies are on a risk-based review cycle, and the Chief Constable, together with the applicable Committee reviews, and as necessary updates, policies accordingly, for approval by the Board;
2. once approved, the policies are filed, by the Office of the Chief Constable, with the Director of Police Services;
3. the Chief Constable provides reports to the Board regarding the implementation of and compliance with policies and Policing Standards, including:
  - a. annual reports on the collective (but not individual) activities of the DPD's operations over the previous year,
  - b. reports on the administration of complaints, and
  - c. reports regarding relevant trends, significant changes in policing policies and standards, and external or internal material changes (including changes in assumptions upon which any policy was previously based); and
4. the Chief Constable provide such other operational reports as may be requested by the Board from time to time.

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<sup>71</sup> *Police Act* s. 28(1).

<sup>72</sup> *Police Act* s. 28(2).

## **16. Media and Public Relations**

The Chair of the Board is the official spokesperson for the Board, but may appoint another member as spokesperson for specific matters. Media requests for interviews shall be forwarded directly to the Chair or via the Executive Assistant to the Chief Constable.

The Board spokesperson shall consult with the Board prior to responding to media requests for interviews on significant and sensitive matters and, as appropriate, consult with the Chief Constable.

When responding to media enquiries related to public complaints against the police or legal matters, the Board spokesperson shall be cognizant of the confidentiality and process provisions in the *Police Act* and the *Freedom of Information and Protection of Privacy Act*, and that the Chief Constable is the Discipline Authority for sworn members under the rank of Deputy Chief Constable. The Board may wish to seek legal advice in determining appropriate public comment for its spokesperson.

The Board spokesperson shall be careful to only speak on matters within the jurisdiction and mandate of the Board, and not interfere with the legislated authority of the Chief Constable.

Most media inquiries regarding the DPD are in relation to operational matters and properly the domain of the Chief Constable or his/her staff. However, where operational matters may be likely to spur significant public interest or debate, the Chief Constable will inform Board members, when practicable, before a public statement is made. This may be done by email or telephone. The purpose of informing the Board is a courtesy, to ensure that Board members are aware of major occurrences.

On some occasions a matter may be of such significance or seriousness that consultation and discussion, between the Chief Constable and the Board is justified, before information is released. The purpose of consultation with the Board is to allow the Board to provide the Chief Constable with its advice and counsel regarding the matter, and to provide the Board with an early insight into the Chief Constable's strategy and follow-up plan.

In some cases the Chief Constable may be uncertain as to whether the Board should be consulted or simply informed. The Board Chair, Vice Chair, or other Board member designated by the Board, may provide guidance to the Chief Constable on the appropriate level of Board involvement, and may, together with the Chief Constable, decide upon the medium and timing of informing/consultation, taking into account the seriousness and urgency of the matter. The Board member or the Chief Constable will inform the Board of advice given, at an appropriate time.

Board media releases and information to media outlets are published on the Board portal of the DPD website.

The Office of the Chief Constable shall respond to media requests for information released at its public meetings, and minutes of its public meetings shall be made available on the Board website. The media shall be referred to the Department's Media Liaison Unit for response on issues within the authority of the Chief Constable.

## **17. Communications with Municipal Council**

Formal communication between the Board and City Council, Council's Committees or City Administration is conducted through the Chair, unless otherwise specified by the Board, and the Chair may direct the Chief Constable to communicate with the City, as required, on the Chair's and/or the Board's behalf.

The Board seeks a positive and productive working relationship with City Council and promotes opportunities for dialogue with Council, including through seeking an annual joint meeting.

The Police Board is to be notified, as soon as is practicable, of any request to the DPD to make a formal presentation to City Council or any of its Committees.

City Council requests concerning police operational matters shall be directed to the Chief Constable.

## **18. Police Board Awards & Commendations**

At intervals determined by the Chief Constable, the DPD conducts an awards ceremony to recognize exceptional contribution to the welfare and safety of the communities the DPD serves, made by DPD employees and volunteers, as well as other individuals. As a part of this process, the Board may recognize and award meritorious contributions by members of the public with a formal commendation presented at the ceremony.

# Appendices

## A. Crisis Action Plan

### Introduction

A Crisis Action Plan (CAP) seeks to facilitate the taking of swift, constructive action, which is often key to ensuring that the Police Board continues to function effectively and minimizing its reputational risk. A CAP aids in keeping Board members focused, and helps to manage uncertainties that can compound a crisis, by establishing who will be involved and what they will do.

This CAP supports the Board in responding to unexpected stress events, with the goals of:

1. shortening and lessening the impact of a crisis;
2. seeking to safeguard the reputations of Board members and the Department's Executive or other employees affected, as determined to be appropriate;
3. seeking to preserve Board operations and productivity; and
4. seeking to safeguard the Board and the Department's reputation.

Organizational and Board crises come in many forms, but in relation to a Police Board, they are generally:

1. an event within the Police Department that can undermine the public or government's confidence in the Board, e.g., a controversial police use of force event, internal Department mismanagement, or perceived misbehavior by officers;
2. failure to reach agreement with City Council regarding the Board's provisional Police Department budget; or
3. events that threaten the Board's own operations, e.g., a single or multiple resignations of Board members.

As these crises flow from actions of employees of the Board or Board members themselves, it can be expected that the public, government, the media or various interest groups will look to the Board for a response to the event.

## **Board Crisis Leadership**

As previously established in this Manual, the Board Chair's role is to provide leadership to the Board and ensure its effective functioning. The Board Chair represents the Board both publicly and to the Department. The Chair is the official spokesperson for the Board, or appoints the Vice Chair or a Committee Chair as spokesperson in relation to specific matters, as required.

If the City's appointed Councillor is elected Chair, then as a result of the dual role of Board Chair and City Councillor, and in order to ensure the independence of the Board, it is critical that the role and responsibilities of the Chair are carried out distinctly separate from those of their Council office. At times such a Chair's duties and responsibilities as Councillor may conflict with or be in opposition to duties and responsibilities as Board Chair, and in such situations another Board member, normally the Vice Chair, assumes leadership and represents the Board publicly.

In determining appropriate crisis responses by the Board, and the Board Chair's role in relation to the same, careful consideration must also be given to the Chair being the disciplinary authority, in accordance with the *Police Act*, specific to conduct complaints made against the Chief Constable or a Deputy Chief Constable (unless the Police Complaint Commissioner directs otherwise). Caution must be applied when considering the scope of the Chair's involvement in crisis leadership, planning and responses, in light of the Chair's role as disciplinary authority.

The *Police Act* does not prevent the Chair from renouncing that position. The Chair retains the option of renouncing the position if the Board is not satisfied that the Chair absenting themselves from any meeting of the Board or declare that s/he is unable to act in relation to a matter suffices to alleviate an conflict or perceived conflict of interest.<sup>73</sup> In such circumstances the Vice Chair will lead the Board in dealing with the matter at issue.

## **Crisis Management Meetings**

In accordance with the Board's Governance Manual, the Board Chair, Vice Chair and Committee Chairs may call a special meeting to address urgent crisis specific issues. Normally, at least 24 hours notice is required to be given for special meetings, but a meeting may be held on shorter notice if:

1. required by the circumstances; and
2. at least two-thirds of the Board consents to the time, the place and the matter to be considered.

Notice of a special meeting may be provided by electronic means or the most efficient method in the circumstances, including by telephone, as approved by the Board Chair or a Committee Chair.

## **Crisis Management Resources**

The resources listed further below are intended to be drawn upon to support and allow the Board to:

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<sup>73</sup> *Police Act* s. 25.

1. uphold its mandate, and carry out its roles and responsibilities, as set out in its Governance Manual;
2. identify aspects of a crisis that are not immediately apparent to Board members;
3. identify warning sign of a potential crisis and prepare the Board's to respond to those warning signs;
4. confirm roles and establish expectation of the Board generally, and of individual Board members, where appropriate;
5. identify core response action elements and receive pre-prepared response materials; and
- vi. provide immediate contact information for those involved internally and externally, and who are ready, willing and able to assist in accordance with expectations of the Board.

### **Resources – Lists & Contacts**

The Board maintains a formal leadership structure, regardless of the circumstances. As a result, the following contacts are to be engaged with exclusively by the Board Chair or acting Chair, one or more Board members authorized by the Chair, or one or more Board members as authorized by the Board.

#### **Executive Management**

Chief - contact info. provided to Board members directly.

DCC Community Policing Bureau - contact info. provided directly.

DCC Administration Bureau - contact info. provided directly.

#### **Office of the Chief Constable**

Corporate Services Manager - contact info. provided directly.

#### **Legal**

Internal - Counsel / Risk Manager - contact info. provided directly.

External - contact info. provided directly.

#### **Communications**

Internal - Manager, Public Affairs – contact info. provided directly.

External – t.b.d.

#### **Administrative**

Office of the Chief Constable– contact info. provided directly.

#### **Technology**

Manager, Information Technology - contact info. provided directly.



Other

## **B. Conflicts of Interest Declaration Form**

### ANNUAL MEMBER DECLARATION

I, \_\_\_\_\_, am a member of the Delta Police Board.

I confirm I have read, understand and agree to comply with the Board Member Code of Conduct and Conflict of Interest Policy, as contained in the Delta Police Board Governance Manual, and I herewith disclose any “real,” “potential,” or “apparent” conflict that may exist in relation to my duties as a Board member.

Below, describe any real, potential and/or perceived conflicts of interest:

No conflicts: \_\_\_\_.

Potential conflicts (describe):

Other than as disclosed above (if applicable), I am not aware of having any relationships, interests, positions or compensation that could compromise, or be perceived to compromise, my ability to exercise my judgment first and foremost in the interests of my office as member of the Delta Police Board.

I agree to promptly provide an updated declaration as a result of changed circumstances, and in any event, annually.

\_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Document History

Date	Version	Amendments
May 18, 2022	V1 as adopted	New manual as adopted
June 22, 2022	V1.1	Part 3, 1.- committee mtgs. private
Nov 2023	V2	Parts 4 meeting agenda, 5 private meetings, 7. Board and Committee evaluation
Mar 2024	V2.1	Housekeeping Updates: Part 5 Agenda order
Sept 2024	V3	<p>Various amendments throughout to align with Police Act amendments specific to the duties and authorities of police boards.</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Overview of Board Membership Positions</li> <li>• Board Composition</li> <li>• Board Chair – Rules and Duties</li> <li>• Voting</li> <li>• Board Member Compensation</li> <li>• Code of Conduct</li> <li>• Conflict of Interest Policy</li> <li>• Indemnification and Liability Coverage</li> <li>• Police Act Legal Framework</li> <li>• Service or Policy Complaints</li> </ul>
Jan 2025	V3.1	HR Committee TORs: exit interview responsibility only for Chief.