

NELSON POLICE BOARD MANUAL

Approved by the
Nelson Police Board
DATE: October 2024



MISSION STATEMENT

Professional, trusted, modern police department partnering with the diverse communities of Nelson to support public safety and community well-being.

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PART 1

LEGISLATION, BOARD MANDATE AND GOVERNANCE

Legislative Authority

The Nelson Police Board is established as an independent and autonomous authority pursuant to the *Police Act*, RSBC 1996, Chapter 367. Part 5, s.23 through s.29 of the *Police Act* establishes the mandate of a municipal police board as follows:

Police Act

Municipal Police Board – Part 5

- (1) Subject to the minister's approval, the council of a municipality required to provide policing and law enforcement under section 15 may provide policing and law enforcement by means of a municipal police department governed by a municipal police board consisting of
 - a. the mayor of the council,
 - b. one person appointed by the council, and
 - c. not more than 7 persons appointed, after consultation with the director, by the Lieutenant Governor in Council.
- (2) Subject to the approval of the minister, the councils of 2 or more municipalities may enter into an agreement to establish a joint municipal police board under subsection (1).
- (3) An agreement under subsection (2) must contain terms respecting the establishment of the municipal police board, membership on the municipal police board and division of expenditures.

s.24 Membership of municipal police board

- (1) A person who is a councillor or is ineligible to be elected as a councillor must not be appointed to a municipal police board.
- (2) A person appointed to a municipal police board under s.23
 - a. holds office for a term, not longer than 4 years, that the Lieutenant Governor in Council determines, and,
 - b. may be reappointed, subject to subsection (3).
- (3) A person is not eligible to hold office as an appointed director of a municipal police board for a period greater than 6 consecutive years.

s.25 Chair and Vice Chair of municipal police board

- (1) Once every 2 calendar years, a municipal police board must elect one of its members as chair and another member as vice chair.

(2) Despite subsection (1), if the office of the chair or vice chair becomes vacant, the municipal police board must elect a new chair or vice chair at the next meeting of the board after the vacancy occurs.

(3) The vice chair must act as chair if the chair is absent or unable to act.

(4) If both the chair and vice chair are absent or unable to act, the municipal police board members present at a meeting of the board must elect from among themselves a chair to preside at the meeting.

(5) The chair is a non-voting member of the municipal police board, with the exception that if there is a tie vote at a meeting of the board, the chair must cast the deciding vote.

s.26 Board to establish municipal police department

(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.

- a. If a municipality has entered into an agreement referred to in section 66.2 (1.1) (b) with a treaty first nation, or an agreement referred to in section 66.2 (1.11) (b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable.

(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. The chief constable must report to the municipal police board each year on the implementation of programs and strategies to achieve the priorities, goals and objectives.

s.27 Estimates and expenditures

- (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.
 - a. If a municipality has entered into an agreement referred to in section 66.2 (1.1) (b) with a treaty first nation, or an agreement referred to in section 66.2(1.11) (b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable.
 - b. If a municipality is a specialized service provider, the reference in subsection (1) to "municipality" must be read as including areas within the specialized service area that are outside 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 in the budget, the director, on application by the council or the municipal police board, must
 - a. determine whether the item or amount should be included in the budget, and
 - b. report the director's findings to the municipal police board, the council and the minister.
- (4) Subject to subsection (3), a council must include in its budget the costs in the provisional budget prepared by the municipal police board.
- (5) On certification by the municipal police board directors that expenditure is within the budget prepared by the municipal police board, the council must pay the amount of the expenditure.
- (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 and approved by the council.

s.28 Rules

- (1) A municipal police board must make rules consistent with this Act and the regulations 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.

s. 29 Studies by municipal police board

- (1) A municipal police board may study, investigate and prepare a report on matters concerning policing, law enforcement and crime prevention in its municipality.
- (2) A municipal police board must submit its report of a study under subsection (1),
 - a. on request, to the director,
 - b. if the report suggests a breach of discipline by any of its municipal constables, special municipal constables or bylaw enforcement officers, to the chief constable, and
 - c. if the report suggests criminal liability of any of its municipal constables, special municipal constables or bylaw enforcement officers, to the minister.

Governance and Oversight

Under the legislated mandate, the Nelson Police Board must perform governance and oversight functions. Governance will provide the general direction for the department and be achieved through the establishment of a policy framework for the Police Department. Board monitoring practices will provide the oversight required to ensure that the legislated functions for the police department are carried out by the organization. If effective governance and oversight policies and practices are well established, implemented and routinely updated, the result will be an organization that constantly achieves peak performance and is accountable to the public it serves.

Independence and Jurisdiction Policy of Police Board

It is the position of the Nelson Police Board that there is judicial authority to support the proposition that the legislative intent behind the creation of a Police Board is to ensure that the Police Department remains a separate and independent body from the municipality. The Police Board has a unique relationship with the Municipal Council and it exists, in part, to insulate the Police Department from the political decision making process. The Police Board is responsible for ensuring that the police provide effective and efficient services. The Municipal Council provides the Police Department with an annual budget to achieve these objectives.

The work of the Police Department necessitates confidentiality and adherence to security protocols and, to that end, the Police Board has adopted policies and procedures to closely restrict access to, and disclosure of, information under the authority of the Police Department. The Police Board's independent status is achieved by ensuring accountability for the management of the Police Department and its employees.

The Nelson Police Board is responsible for ensuring that the security and confidentiality interests of the Police Department, and the safety interests of the

public and Department are protected. Advancing of joint ventures or shared services with the Municipal Council, or any other agency, can only occur where the Board is satisfied that confidentiality and security issues have been properly addressed.

Composition of Board, Selection and Appointments

Police Act, Part 5

23 (1) If the council of a municipality is required to provide policing and law enforcement by the means referred to in section 3 (2) (a), the municipal police department must be governed by a municipal police board consisting of

- (a) a member of the council appointed by the council,
- (b) one person appointed by the council, and
- (c) not more than 7 persons appointed, after consultation with the director, by the Lieutenant Governor in Council.

(1.1) A person may not be appointed under subsection (1) (b) or (c) if

- (a) the person is a councillor, or
- (b) the person is not eligible to be elected as a councillor.

(2) Subject to the approval of the minister, the councils of 2 or more municipalities may enter into an agreement to establish a joint municipal police board under subsection (1).

(3) An agreement under subsection (2) must contain terms respecting the establishment of the municipal police board, membership on the municipal police board and division of expenditures.

Term of membership on municipal police board

24 (1) In respect of a member of the council appointed under section 23 (1) (a) to a municipal police board, the council member's membership on the board is for the term that the council determines, subject to the following restrictions:

- (a) the term must not be longer than 4 years;
- (b) the term ends if the person ceases to be a member of the council.

(2) In respect of a person appointed under section 23 (1) (b) or (c) to a municipal police board, the person's membership on the board is for the term, not longer than 4 years, that,

- (a) in the case of an appointment under section 23 (1) (b), the council determines, or

(b) in the case of an appointment under section 23 (1) (c), the Lieutenant Governor in Council determines.

(3) A person may be reappointed as a member of a municipal police board, but a person appointed under paragraph (b) or (c) of section 23 (1) must not, by way of appointments under either or both of those paragraphs, be an appointed member for a period of more than 6 consecutive years.

For the single municipal appointee, the municipality is expected to solicit and receive names of interested and suitable individuals and submit the name of the candidate selected by Municipal Council to the Police Services Division. The selected and qualified candidate from the municipality is then forwarded to the Attorney General and appointed by Cabinet.

Police Services Division has established a Board Director selection and reappointment process. The appointments are governed by the overriding principle of selection based on merit. This is an objective assessment of the fit between the skills and qualifications of the prospective candidate and the needs of the Board.

Prospective Board Directors are to meet the following qualifications:

- Preferably are a resident and/or have business interest in the municipality served by the Board.
- Willingness to submit to a criminal record review and personal interview
- Knowledge about, and interest in, the community
- Ability to understand the complexities of policing
- Commitment to protecting fairness, avoiding of conflict of interest and maintaining neutrality and objectivity
- Willingness, ability and availability to meet time commitments related to board duties
- Ability to work with a variety of situations, groups and people
- Ability to deal with difficult and complex interpersonal situations
- Willingness to contribute to consensual solutions.

Oath of Office

In accordance with s.70(1)(c) of the Police Act, a person appointed to the Nelson Police Board must take an oath or affirmation in the prescribed form before assuming office and exercising any power or performing any duty or function as a director of the Nelson Police Board.

The oath or affirmation as specified in the Police Oath/Solemn Affirmation Regulation shall be made before the Chair of the Nelson Police Board, or alternatively, before a Commissioner for taking affidavits for British Columbia. A copy of the signed oath/affirmation shall be filed with the Ministry of Justice and Attorney General, as designated in s.1 of the Regulation.

PART 2

NELSON POLICE BOARD POLICIES

Role of Board Directors

A Director has a fundamental responsibility to assist the Board in making effective and informed decisions that promote the achievement of the mission of the Police Department.

A Director has a responsibility to become informed of the substantive issues impacting upon the Police Department and the community, and to participate in Board activities that will enhance and expand the knowledge required to be an effective Board Director.

A Director, as representative of the community and primarily representing the interests of the public, shall seek to foster a strong and positive relationship between the Police Department and the community.

A Director has no direct authority over members of the Police Department. All authority of the Board flows through the approved resolutions of the Board and is contained within approved Minutes of the Board.

A Director must be a full partner with the Chair and work with the other Directors so that the Board functions as a unit. This does not mean that consensus needs to be reached on every issue. It should mean that there has been full debate and Directors accept the decision of the majority.

A Director understands that the authority of the individual police officer to investigate crime, arrest suspects and lay information before the justice of the peace comes from the common law, Criminal Code and other statutory authority and must not be interfered with by any political or administrative body, including the Board.

Code of Conduct of Board Directors

Guidelines for Conduct

The effective governance of British Columbia's municipal boards is contingent on the Board Directors fulfilling their roles and responsibilities with the highest standards of conduct. The following outlines the expectations of Directors of Boards:

Duty of Integrity: To act in good faith and with honesty and due diligence.

Duty of Loyalty: To give one's loyalty to the Nelson Police Board when acting on behalf of the board in its role as civilian oversight and governing body.

Duty of Care: To act in a prudent and diligent manner, keeping informed as to the policies, business and affairs of the department.

Duty of Skill: To use one's level of knowledge and expertise effectively in dealing with the affairs of the department.

Conflict of Interest Guideline

Directors are expected to perform duties conscientiously and in a manner that will not put their personal interests in conflict with the best interests of the Nelson Police Board and Police Department. A conflict of interest arises when a Director's private interests supersede or compete with the Director's dedication to the interests of the organization. This could arise from real, potential, or apparent conflict of interest:

- i) A "real" conflict of interest occurs when a Director exercises an official power or performs an official duty or function and, at the same time, knows that in the performance of that duty or function or in the exercise of power, there is the opportunity to further a private interest.
- ii) A "potential" conflict of interest occurs when there exists some private interest that could influence the performance of a Director's duty or function or in the exercise of power, provided that he/she has not yet exercised that duty or function.
- iii) An "apparent" conflict of interest exists when there is a reasonable apprehension that a reasonably well-informed person could properly believe, that a real conflict of interest exists on the part of the Director.

A Director has an obligation to declare a conflict of interest and make a full disclosure prior to discussion of an issue. This enables the Board to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.

Upon declaration of a conflict, the person recording the events of the meeting should duly note the declaration. The Director must absent themselves from the proceedings during discussion or voting on that particular matter, contract or arrangement.

Board Directors concerned that another Director may have a conflict of interest must bring the matter to the attention of the Chair as soon as is practicable. In the case of a "conflict of interest" involving the Chair, the matter is to be brought to the attention of the Board Directors. Conflicts brought to the attention of the 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.

Confidentiality

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

Municipal police departments and municipal police boards in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act*. Directors must avoid disclosing any verbal or written material that is meant to be confidential concerning the Department, its officers, staff members or clients.

Directors must not disclose or use confidential information gained by virtue of their association with the Department for personal gain, or to benefit friends, relatives or associates.

Role of the Chair

Under s.25 of the *Police Act*,

- 25 (1) Once every 2 calendar years, a municipal police board must elect one of its members as chair and another member as vice chair.
- (2) Despite subsection (1), if the office of the chair or vice chair becomes vacant, the municipal police board must elect a new chair or vice chair at the next meeting of the board after the vacancy occurs.
- (3) The vice chair must act as chair if the chair is absent or unable to act.
- (4) If both the chair and vice chair are absent or unable to act, the municipal police board members present at a meeting of the board must elect from among themselves a chair to preside at the meeting.
- (5) The chair is a non-voting member of the municipal police board, with the exception that if there is a tie vote at a meeting of the board, the chair must cast the deciding vote.

The Chair's primary role is to preserve the integrity of the Board's process and, secondarily, to represent the Board to outside parties. The Chair shall ensure that the Board operates consistently with its own policies, operating effectively, and meets its obligations and responsibilities. The Chair ensures that meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board. Deliberations will be fair, open, and thorough, but also efficient, timely, orderly,

and kept to the point. The Chair ensures that the mission of the Police Department is reflected in all discussions.

The Chair is the only Board Director authorized to speak for the Board (beyond simply reporting Board decisions), other than in specific instances, as authorized. The Chair shall consult with the Chief prior to speaking on operational issues.

The authority of the Chair consists of making decisions that adhere to Board policies. The Chair is authorized to use any reasonable interpretation of the provisions in these policies. The Chair may delegate this authority but remains accountable for its use.

The Chair shall chair the Board meetings in accordance with Robert's Rules of Order, if agreed by the full Board. The Board may allow a more relaxed implementation of Robert's Rules.

While it is recognized that the Chair and the Chief need a good working relationship and ongoing dialogue, the Chair cannot independently supervise or direct the Chief. Only the Board as a whole has that authority.

The Chair has a responsibility to maintain a liaison and communication with all Directors and Committee chairs, and to optimize the effectiveness of the Board and its committees.

The Chair must fulfill the role of the Discipline Authority for complaints lodged against the Chief and Deputy Chief Constables in accordance with Part 9 of the *Police Act*.

The Chair of the Board presides over meetings of the Board. Should the Chair not be present, or vacates the chair temporarily or permanently, the Board shall elect an acting Chair.

The duties of the Chair with respect to the Board meetings shall include:

- (1) calling the meeting to order;
- (2) announcing items of business;
- (3) deciding, subject to appeal, all questions of order and procedure; and
- (4) preserving order and decorum.

Role of the Vice Chair

APPOINTMENT

The Vice Chair is elected by the Board Members for a one-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 necessary for Board Members to consider the Board Chair's input. Board Members must self-identify for Vice Chair. If only one Board Member agrees to act as Vice Chair, that person is acclaimed as Vice Chair. If a slate of candidates is identified, each candidate has the opportunity to speak for up to five

minutes. After all presentations are completed, a secret ballot is taken. Voting rules for Board meetings apply.

ROLE AND ACCOUNTABILITY

The Vice Chair's primary roles are to support the Board Chair and to Chair Board meetings and take the lead on any Board issues when the Board Chair is unavailable.

When presiding over a Board meeting or acting in the Board Chair's place, the Vice Chair has and may exercise all the same rights, powers and authority of the Board 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.

DUTIES AND RESPONSIBILITIES

The Vice Chair has the responsibility for:

1. Provide 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. Provides feedback to the Board Chair and acts as a sounding board with respect to strategies, accountability, relationships and other issues.
3. Perform any additional duties as reasonably requested by the Board.

Quorum

A majority of Directors of the Board holding office constitutes a quorum. A meeting of the Board, where notice has been given, and at which a quorum is present, is competent to exercise all or any of the authorities, powers and discretion vested in or exercisable by the Board generally.

The Chair shall call the meeting to order after the hour fixed for the meeting, once a quorum is present.

At the Chair's direction, but no sooner than one-half (1/2) hour after the fixed time for the meeting, should no quorum be present, the Board Secretary will call the roll and record the names of the Directors present and the meeting shall be adjourned.

If a quorum should be lost during a meeting and is not regained within fifteen (15) minutes, the meeting must stand adjourned until the next meeting.

Whenever there is a matter of urgency which requires the immediate attention of the Board, the Chair may, via telephone conference and E- mail polling, video conferencing or Internet, solicit a motion from the Directors dealing with the matter. The motion shall be valid and in effect if passed by a majority of the Board. It shall be recorded either in the Minutes of the next open or in-camera meeting of the Board as directed by the Chair.

Meeting Procedural Rules

The Board shall adhere to the following meeting procedural rules:

- (1) Pursuant to s. 25(3) of the *Act*, in case of a tie vote at a meeting of the Board, the Chair may cast the deciding vote. Other than a tie vote, the Chair shall not vote.
- (2) Repealing, rescinding or altering any decision of the Board shall require 2/3 vote.
- (3) Corrections of the Minutes require a majority vote of the Board.
- (4) If a question of procedure should arise during the course of a meeting that is not specifically covered by these rules, it shall be determined by the Chair with reference to Robert's Rules of Order.

- (5) A direction to the Chief Constable shall be authorized by resolution of the majority of the Directors present.
- (6) Actions to be pursued by the Board arising from the agenda shall be clearly identified at the meeting.

Regular and In-Camera Meetings

Pursuant to s.69 (1) of the *Police Act*, meetings and hearings of the Police Board shall be open to the public. The Board shall not exclude a person there from, except for improper conduct or public safety.

Pursuant to s.69(2) of the *Police Act*, the Board may hold meetings in absence of the public (in-Camera), if the subject matter being considered concerns:

- (1) A matter concerning public security, the disclosure of which could be reasonably expected to seriously impair effective policing or law enforcement.
- (2) A matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public interest in the matter.
- (3) A matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter.
- (4) A matter concerning information that a person has requested that he or she is allowed to provide in private to the Board.

No person other than Board Directors, the Board Secretary, Chief Constable, Deputy Chief and other persons invited by the Board for specific agenda items shall attend In-Camera meetings. Persons shall leave the meetings if requested to do so by the Chair.

Attendance at the CLOSED In-Camera meetings of the Board is at the sole discretion of the Board.

Any and all information obtained at an In-Camera meeting shall be treated as confidential by any and all persons in attendance.

Notice of Meetings

Notice of Regular or In-Camera meetings of the board shall be given at least five (5) calendar days prior to the meeting, accompanied by the proposed agenda and any supporting materials.

On an exigency basis, the notification period may be reduced by unanimous consent of the Board directors. Otherwise, 24-hour notification is required.

Special Meetings

The Chair, or authorized Board delegate may, at any time, call a special meeting of the Police Board and the Board Secretary may call a special meeting whenever requested by a majority of the Directors of the Board.

Written notice of a special meeting shall be given to each Director of the Board at least 24 hours prior to the meeting, setting out the time and place of the meeting and the matters to be considered. The notice may be made by personal service, email, text message or by leaving a copy at the Director's recorded address as submitted by the Director.

A special meeting of the Board may be called by verbal notice provided that at least two-thirds (2/3) of the Board 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

Notice of a special meeting shall state the business to be considered and no business other than that stated shall be considered, except if all Directors of the Board are present.

Agenda

Generally, the Board shall deal with matters in the order established by the order of business and as shown on the agenda. The Chair may, at his/her discretion, alter the order established to facilitate the business of the meeting.

The general order of business for Board Meetings is as follows:

1. Call to Order
2. Delegations / Presentations
3. Adoption of Minutes
4. Departmental Reports
5. Communications
6. New Business
7. Adjournment

Prior to each meeting, the Board Secretary shall prepare a draft agenda of all business to be brought before the Board, decisions on the inclusion or exclusion of agenda items shall be made by the Chair of the Board or their designate, in consultation with the Chief Constable or their designate.

Wherever possible, Directors shall give notice regarding a matter to be added to the agenda prior to the agenda review with the Chair.

Under New Business, a Director may introduce new business with the consent of the majority of the Directors present at the meeting.

The Board Secretary shall be responsible for the initial placement of all items on either the Regular or In-Camera agenda. The placement may be adjusted following review by the Chair and Chief Constable in the agenda development process.

The Chief Constable shall suggest on which agenda the reports prepared by Police Department staff or Department presentations should be placed.

Upon convening of the Regular Meeting, a Director may request an item be moved from the Regular to the In-Camera Agenda. During an In-Camera meeting the Board can, by motion, move any item from the In-Camera Agenda to the Regular Agenda. Should there be no Regular Agenda for that meeting, the Board may move that one be created for the item, or that the item be placed on the Regular Meeting Agenda at the next meeting of the board.

During consideration of an In-Camera item by the Board, the Board may direct that the decision on that item, or the item in its entirety, be reported back to the Regular Meeting.

Notwithstanding the above, the Board or any Director thereof may request an item to be placed on the agenda by forwarding the item to the Secretary one week prior to the meeting. The decision on the inclusion of the agenda item shall be decided by a majority vote of the Board.

Delegations

Any person or persons (a delegation), not being a Director or employee of the Board wishing to address the Nelson Police Board shall make a written request to the Board Chair indicating the topic or issue upon which the delegation wishes to address the Board and the estimated length of time for the presentation.

All requests must be received by the Board ten (10) business days prior to the next Board meeting for the request to be considered at that meeting.

The Board Chair in consultation with the Chief Constable shall determine if the request is within the mandate and scope of the Police Board as described in the Police Act, and if so place the request on the next meeting agenda for the Board. The Board, by majority vote at the meeting or by poll if the matter is of an urgent nature, agree to hear the delegation at the next Board meeting.

The written submission by the delegation and a list of persons attending shall be filed with the Board Secretary for distribution with the meeting agenda.

Directors shall not enter into debate with the delegation upon the completion of their presentation. Directors should only ask questions for clarification and obtaining additional, relevant information.

No delegation at either a Regular Meeting or Special Meeting of the Board shall:

- (1) Speak disrespectfully of any person;
- (2) Use offensive words or un-parliamentary language;
- (3) Speak on any subject other than the subject for which they have received approval to address the Board; or
- (4) Disobey the rules of procedures or a decision of the Chair.

The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.

Delegations are limited to 15 minutes unless otherwise determined by the Board.

Meeting Schedule and Location

Regular meetings of the Nelson Police Board will generally be held on a scheduled day each month, at the Nelson Police Department's Boardroom unless decided otherwise by the Board. The schedule is published a year in advanced, with agreement by the Board

Notice of meetings, or extraordinary schedule changes, will be posted on the City of Nelson and Nelson Police Department's website at least five (5) days prior to the meetings.

Attendance at Meetings

Board Directors have a responsibility to attend meetings, participate in discussions and exercise voting rights. Should a Director be unable to attend a meeting, the Director is expected to advise the Board Secretary.

Should a Director be absent from three (3) consecutive meetings without reasonable cause, the Board may make recommendation to the Director of Police Services or Nelson Council in the case of the Municipal Appointee to revoke the appointment of the Board Director.

Participation through Electronic (Virtual) Means

Policy Statement

The Nelson Police Board, guided by its Strategic Plan, aims to improve the way the Board communicates and delivers information to residents and other stakeholders, while maintaining transparency and accountability during decision making processes.

Provided all Board members agree in advance, the Board Chair may determine that a Board meeting be held entirely by means of a teleconference or video conference or other electronic means allowing all Board members participating in the meeting to hear each other. Board members who participate in a meeting in such manner are deemed to be present at the meeting and are counted in quorum.

Purpose

These procedures have been created to establish guidelines and responsibilities for electronic participation in Police Board meetings via telephone or video conference.

Electronic Participation

1. When participating via video conference, webcams shall be turned on.
2. When participating via video or telephone conference, all microphones should be muted unless the participant is speaking.
3. Any member of the Nelson Police Board or staff participating via video conference should indicate they wish to speak by physically or digitally raising their hand and keeping it raised until the Chair acknowledges their request.
4. Any member of the Nelson Police Board or staff participating via telephone, shall be called upon by the chair to speak after all members participating in-person or via video conference have spoken.
5. Any member of the Nelson Police Board participating via video conference or telephone shall announce if they wish to leave the meeting prior to adjournment or prior to leaving the meeting for a personal break.

Voting

6. All members of the Nelson Police Board participating via video conference will vote by a show of hands.
7. All members of the Nelson Police Board participating via telephone will be asked by the chair to vote verbally.
8. A participant, after declaring a conflict of interest, will leave the video or telephone conference and not participate in any way regarding the matter in question.

Responsibilities

9. Participants shall not share any electronic meetings access information unless directed to do so by the Board Secretary or their appointee.
10. The Board Secretary will be responsible for administering online video and telephone conferences.

11. The Board Secretary will be responsible for stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting. A break will be requested by the Chair or appointee to ensure closed meeting confidentiality.

12. The Board Secretary will oversee the number of online and in-person participants to ensure quorum throughout the video or telephone conference.

Members of Police Board

13. The Chair shall ensure that all members of the Police Board, regardless of the way they have joined the meeting, have equal opportunity to speak.

Video Recording

14. Information Technology staff will make every attempt to ensure that video recording of regular Board meetings is available to members of the public and other stakeholders via the Nelson Police website.

Privacy

15. The opinions expressed orally and any presentations or correspondence submitted to the Nelson Police Board will be recorded to form a part of the public record.

Minutes

The Board is required by s.71 of the *Police Act* to keep minutes of its meetings and hearings, and records of its inquiries. Further, in accordance with s. 28(2) and s. 69(3) of the *Police Act*, the Board shall file copies of its approved Minutes with the Police Services Division of the Ministry of Justice and Attorney General.

All Minutes of the Board shall be retained by the Board Secretary in a designated archive. The minutes of the open portion of the regular meeting of the Board will be posted to the Police Department section of the municipal website.

The Minutes of the Nelson Police Board meetings shall contain a record of the formal actions undertaken at the meeting. The Minutes of the Regular, In-Camera and Special Meetings of the Board shall be distributed to the Directors of the Board prior to the next meeting, at which time they are considered for approval.

Any decision of the Board shall be by resolution of the Board and recorded in the Minutes.

Community and Media Notification and Information

The public shall be notified of the time and place of the public Board meetings by the schedule posted on the municipal website (www.nelson.ca) and on the NPD website (www.nelsonpolice.ca).

Wherever possible, two (2) days preceding the day upon which the meeting is to be held, the Regular (public) Meeting Agenda shall be posted on the municipal website. The complete Regular Meeting Agenda with supporting materials shall be available for pick-up and upon request, through the Board Secretary.

Board Committees

The Board may establish standing or ad-hoc committees to inquire into and report on any matter within the jurisdiction of the Board. These Committees include: Finance; Human Resources; Awards; and Governance.

Board Director Orientation

It is imperative that all Board directors receive orientation regarding their roles and responsibilities as Police Board Directors. The Board Secretary shall arrange for swearing in and provide an initial orientation session as soon as is practicable after appointments.

Upon appointment, the Chief Constable shall contact the appointee and arrange a time for orientation.

Note: See “Appendix A” for the Board Orientation Checklist.

Travel and Training

Directors are encouraged to participate in training sessions and conferences of the BC Association of Police Boards and Canadian Association of Police Governance, and to take advantage of other training opportunities that will increase their knowledge and capabilities as a Board Director.

Board Directors are eligible to be reimbursed for expenses incurred while on Board business travel or attendance at training sessions outside the Nelson area. Any travel or attendance to training sessions requiring reimbursement will be authorized by Board resolution.

A Director's expenses are reimbursed upon the submission of receipts and explanatory expense statements, and must be in accordance with the travel guidelines of the City of Nelson. A Board resolution is required in order to over-ride said travel policies.

The Nelson Police Board will reimburse the director appointed to the BCAPB Executive for travel to and from the quarterly regular meetings of the executive. Travel by the director on behalf of the BCAPB will be reimbursed by the Association.

Tablet, iPad or Laptop

The Nelson Police Board will provide a new Board Director with a tablet, iPad or laptop to a maximum pre-tax price of \$700. Should the Director leave before the serving of two full years with the Board, the tablet, iPad or laptop will be returned to the Police Board. The requirement to return the tablet, iPad or laptop may be waived by the Board.

The Director has the choice to pay the difference should they wish a higher-end tablet, iPad or laptop. The Director will pay the difference between the higher-end device and the Board allowance. Should the Director leave before serving two full years with the Board, the Director agrees to a repayment to the Board of \$350 and will keep the device. This repayment may be waived by the Board.

Execution of Documents and Production

When execution of documents in Board approved matters is required, the Chair and Acting Chair are authorized to sign documents in the name of the Board. In principle, all contracts, agreements and other documents intended to legally bind or commit the Board in any manner are to be executed by the Chair or Acting Chair.

Memberships

The Board supports the purpose of the BC Association of Police Boards and Canadian Association of Police Governance, and shall be a member of both organizations, unless otherwise determined by the Board.

Annual Board Planning Cycle

The Board is required under s. 26(4) of the *Police Act* to determine the priorities, goals and objectives of the Department each year, in consultation with the Chief Constable.

The Board shall annually determine, in consultation with the Chief Constable the process to be followed for the next year in order for the Board to meet its obligations under s.26(4) of the Police Act.

Board Assessment Process

It is recommended that the board evaluate their performance both as individual directors and as a whole. The evaluation will help to reinforce that board activities taking place are going well and draw attention to needed changes. Performance review of the board and its directors should be based upon the board's planned actions and the subsequent results that have been achieved. It is recommended that performance reviews be conducted once a year.

The evaluation process should look at both the accomplishments and results of the goals and objectives and the process by which they were accomplished. What the board has accomplished should be stated in concrete, measurable terms. Evaluating how the goal was accomplished involves assessing the timelines and the resources used to accomplish the goal. It also involves assessing the information gathering techniques, problem-solving approaches and decision-making techniques used by the board in the process.

As part of the strategic planning for the Nelson Police Board a board assessment tool will be developed for use and undertaken annually.

Amendments to the Manual

The Board is responsible for designating one board director annually at the January meeting to review the manual. Any amendments will be brought to the Board for approval. The Chief Constable may submit amendment requests to the Board.

Service or Policy Complaints

Under the Police Act, service or policy complaints are the responsibility of the Board, including complaints that arise at a discipline proceeding or public hearing.

Service or policy complaints are not complaints regarding actions by individual officers (public trust/conduct complaints); these are under the jurisdiction of the Office of the Police Complaint Commissioner (OPCC).

Service or policy complaints are complaints made about the general direction, management, or operation of the NPD, or about the adequacy or appropriateness of NPD's performance in the following areas as set out in s.168 of the *Act*:

1. staffing or resource allocation;
2. training programs or resources;
3. standing orders or policies;
4. ability to respond to requests for assistance;
5. internal procedures.

Pursuant to Section 171(1) of the Police Act,

171 (1) On receiving a copy of a complaint, or a record of a complaint, under this Division, or, in the case of a complaint or part of a complaint described in section 82 (6) [*determination of whether complaint is admissible*], on receiving notification under section 83 (1) (a) (iii) [*notification following determination of admissibility*], the board of the municipal police department concerned must promptly do one or more of the following:

- (a) request a chief constable of that municipal police department to investigate and report on the complaint;
- (b) initiate a study concerning the complaint;
- (c) initiate an investigation into the complaint;
- (d) dismiss the complaint on any of the grounds set out in subsection (2.1);
- (e) take any other course of action the board considers necessary to respond adequately to the complaint.

(2) The police complaint commissioner may recommend that the board initiate an investigation into the complaint if the board does not choose to do so under subsection (1) (c).

(2.1) The board may dismiss a complaint if the board determines that any of the following apply:

- (a) the complaint is trivial, frivolous, vexatious or not made in good faith;
- (b) the complaint is filed for an improper purpose or motive;
- (c) the complaint concerns a policy or service matter that has been appropriately resolved;
- (d) the complaint is not about a policy or service matter that
 - (i) is under the general direction and management or operation of the municipal police department, or
 - (ii) is otherwise described in section 168 (1) [*making a service or policy complaint*].

(3) Within 20 business days after doing any of the things described in subsection (1) (a) to (e), the board must notify the person who made the complaint, the director and the police complaint commissioner regarding the course of action being taken.

(4) The police complaint commissioner may request a status report from the board regarding the progress of an investigation or a study concerning a complaint under this Division, and the police complaint commissioner must forward to the person who made the complaint a copy of any report the police complaint commissioner receives in response to that request.

Board Director Suspension

Any Suspension of a Board Director shall be done in accordance with s.(110) of the *British Columbia Police Act*.

Board Governance Style and Commitment

As a statutory governance body, the Police Board must be and be seen to be:

- (1) always mindful of its civic trusteeship obligation to the public and accountability for the governance of the Police Department.
- (2) independent of Police Department administration and management, political affiliation and interest groups;

- (3) independent of the Municipal Council and its departments;
- (4) subject to the needs of confidentiality and security, open, transparent, and accessible to both the public and Police Department; and
- (5) responsive to the community.

Therefore, it is the policy of the Nelson Police Board that the Board shall govern collaboratively and in a way that emphasizes outward vision. It shall encourage strategic leadership rather than administrative detail and shall maintain a clear distinction between Board governance and the Chief Constable's role as Chief Executive Officer of the Police Department.

The Board and Chief Constable shall commit to the following guiding principles with respect to their relationship and responsibilities:

- (1) acknowledge the importance of goodwill between each other;
- (2) respect each other's roles, interests and accountabilities;
- (3) give each other the benefit of the doubt, accept honest mistakes and seek explanations before reacting;
- (4) recognize and respect each other's decision-making processes and lines of authority;
- (5) acknowledge that the Board's mandate is summarized as general oversight and setting of policing policy in accordance with the *Police Act*; and
- (6) recognize that the Chief Constable is responsible for daily policing and all operational matters as set out in the *Police Act* Part 7, s.34(1) and (2)

Communications between the Board and Chief shall:

- (1) promote common understanding
- (2) promote quick and effective resolution of issues, and
- (3) build stronger relationships.

Information shall be shared to the fullest extent possible and be undertaken in an atmosphere that promotes clarity, transparency, openness and trust.

The Board shall be responsible for excellence in governing. The Board itself shall be the initiator of policy, in addition to responding to policy initiatives from staff. The Board shall use the expertise of individual Board Directors to enhance the performance of the Board as a body.

The Board shall direct, control and motivate the organization through the careful establishment of broad organization policies reflecting the community's values.

Performance Management – Chief Constable

See **Appendix B**.

Role of Chief Constable

The Chief Constable shall operate under the direction of the Police Board and is responsible for the overall management and command of the Police Department on a day-to-day basis. The Chief Constable also shall perform other functions and duties assigned to him/her under the regulations or under any Act [Part 7, s.34(1), *Police Act*]. The Chief Constable is not a member of the Board.

The Chief Constable shall in consultation with the Board be responsible for the development of annual priorities, goals and objectives for the Department. The Chief Constable must ensure that Departmental programs and strategies are designed in accordance with the Board- approved strategic plan and are reported to the Board annually.

The Chief Constable shall ensure that the Board's vision and direction are implemented and shall bring high-level policy issues to the attention of the Board.

The Chief Constable shall be proactive in presenting emerging issues (policing and community) to the Board, either through formal presentations to the Board or more informal channels to the Board as a whole.

Accountability of the Chief and Deputy Chief Constables

The Board operates by delegating certain of its authorities to the Chief Constable and through him to the Management Team and by reserving certain powers to itself. These policies are prepared to assist the Board and the Chief Constable in clarifying responsibilities and ensuring effective communication between the Board and management.

The Chief Constable is the Board's link to the operational achievement and conduct of the Department. All authority and accountability of employees, as far as the Board is concerned, is considered the authority and accountability of the Chief Constable.

Accordingly:

- (1) The Board will never give instructions to persons who report directly or indirectly to the Chief Constable.
- (2) The Board will not evaluate, either formally or informally, any employee other than the Chief Constable.
- (3) The Board will view the Chief Constable's performance as identical to organizational performance, so that organizational accomplishment and compliance with Board Policies will be viewed as successful Chief Constable performance.
- (4) When the OPCC refers a BC *Police Act* matter to the board in relation to the Chief or a Deputy Chief, the Board will conduct an investigation in accordance with the *Act*.
- (5) In the case of discharge of firearm by Chief Constable, he or she is required to notify the Chair of the Board and the Chair will investigate in accordance with the BC *Police Act* Use of Force Regulation.

Delegation to and Relations with the Chief Constable

The Chief Constable has command of the Police Department, subject to the policies and general supervision of the Police Board, and is accountable to the Board acting as a body.

The Chief Constable has authority to make the operational and administrative decisions required to operate the Police Department. The Chief's legislative roles and duties are set forth in s.34 of the *Police Act*.

Board authority is delegated through the Chief Constable, so that all authority and accountability of staff/members, insofar as the Board is concerned, is considered to be the authority and accountability of the Chief Constable.

Only decisions of the Board acting as a body are binding upon the Chief:

- (1) Decisions or instructions of individual Board Directors or committees are not binding on the Chief Constable except in those instances when the Board has specifically authorized such exercise of authority.
- (2) In the case of Board Directors requesting information or assistance without Board authorization, the Chief Constable will bring such requests to the Board if, in the Chief Constable's judgment, a material amount of staff time or funds are required.

The Chief Constable shall ensure that his/her actions and those of the Police Department will not compromise the independence of the Police Board.

The Chief Constable may delegate authority to the extent that he/she considers appropriate, but remains accountable for all activities of the Department.

Role of Board Secretary

The Board will appoint a Board Secretary to satisfy secretarial and administrative requirements.

The Board may retain other professional advice or services as necessary, including clerical support to assist the Board Secretary.

The Board Secretary assists the Board in administering and coordinating its business to ensure efficiency of operations.

Responsibilities include:

- (1) Serves as administrative link between the Board, the Chief Constable, and committees of the Board,
- (2) Manages and organizes the flow of information and documentation.
- (3) Organizes meetings, creates the agenda in consultation with the Board Chair and Chief Constable (or delegate), and through clerical support, ensures minutes, and correspondence reflects Board decisions, and acts in a similar capacity for committees.
- (4) Ensures that an accurate archived record is kept of all Board proceedings and correspondence, and provides procedural, historical and policy information to the Board as required.
- (5) Maintains schedule of monitoring and other reports to be received by the Board and ensures that all Board Directors are kept fully informed on any developments upon which they may have to act.
- (6) Liaises with municipal and provincial government officials and with staff from other police boards.

- (7) Lliaises with Nelson Police staff for the purposes of communicating FOIPPA access requests and Service and Policy complaints and coordinates related correspondence;
- (8) Receives and coordinates Board travel and expense claims for submission to the Chief Financial Officer of the municipality;
- (9) Coordinated registration, travel arrangements and related logistical requirements for Board director attendance at various Board related conferences, retreats and meetings.

The Board Secretary must keep all matters before the Board in strict confidence, limiting discussion to directors of the Board and those members of the Police Department required for the performance of their duties.

The Board Secretary must disclose to the Board Chair any pecuniary interest or conflict of interest in any matter before or likely to come before the Board as soon as is practicable.

Consultation and Community Outreach

The Board's mandate includes initiating of policies that reflect community need and enhance the effectiveness of the police service. The Board considers both the community and police viewpoints and needs, and serves as a communication link to enhance understanding and working relationships amongst the Department, the public it serves and the Provincial Government. The Board operates within a highly public environment and recognizes that the actions of the Department have a significant public impact. Accordingly, the Board shall:

- (1) Provide opportunities for the community to give input on areas of interest or concern to them, via such mechanisms as public forums and designated meetings with the Board, and environmental scans.
- (2) Provide opportunities at Regular Meetings of the Board for a person or persons to appear as a delegation and present to the Board comments relevant to the agenda items.
- (3) Share crime statistical information and crime trends with Government, community organizations, businesses and members of the public, and ensure timely reporting of any other developments that have a significant and material effect on the Department.
- (4) Ensure that the financial performance of the Department is available to the public on a quarterly basis.

(5) Build relationships with board directors of other police services at the provincial and national levels and where possible, have a least one representative at meetings of the BC Association of Police Boards and special consultations with the Provincial Government.

Internal Communications

The Chief Constable shall take all reasonable steps to ensure that the Board is fully informed about all major issues that may be of concern to the community, as soon as is practicable.

The Chief Constable shall direct that all official media releases be provided to the Board, as soon as is practicable following release.

As a general principle, Board Directors acting in their capacity as Directors of the Board and in the performance of their official duties shall have timely access to information under the control of the Nelson Police Department and shall direct all requests for such information and advice related thereto to the Office of the Chief Constable, or as otherwise determined in consultation with the Chief Constable.

The Chief Constable shall attend regularly scheduled meetings of the Police Board and, as otherwise requested by the Board. Police staff attendance at In-Camera Board meetings shall be coordinated with the Chief Constable and be at the request of the Board.

Police Department Submissions to Municipal Council

In consideration of the Board's governance responsibility for the Police Department under the *Police Act*, all formal reports and information tabled with Municipal Council or any of its committees with respect to the budgetary requirements and operations of the Nelson Police Department shall be tabled with the Police Board first.

The Police Board must be notified, as soon as is practicable, of any request to the Police Department to make a formal presentation to Municipal Council, a Standing committee or other Municipal Department.

Police Act Part 4 s.15(1) and 15(2) and s.17 (1)(2)(3) and (4) apply.

Media and Public Relations

The Chair of the Board is the official spokesperson for the Board. Media requests for interviews shall be forwarded directly to the Chair or via the Board Secretary.

The Chair or Board may appoint a Board Director as a spokesperson for specific matters.

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, including appeals, under 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.

A 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 news items regarding the Nelson Police Department are operational in nature and properly the domain of the Chief Constable and his staff. However, where operational matters may be likely to spark significant public interest or debate, the Chief Constable will inform Board directors before a public statement is made. This may be done by email or telephone, or on the municipal website. The purpose of informing the Board is a courtesy, to ensure that Board directors are aware of major occurrences.

On some occasions the matter may be of such significance or seriousness that consultation and discussion with the Board before information is released is justified. These occasions include, but are not limited to:

- Major financial expenditures that are outside the approved operating or capital budget;
- Departure from the *Police Act* or Board policy;
- The Nelson Police Department's public position being at odds with municipal, provincial or federal government, the Police Complaint Commissioner, or a court decision
- Release of information relating to public complaints that may cause the public or media to draw wider inferences about the Nelson Police Department's policies, objectivity or integrity.

The purpose of consultation with the Board is to provide the Chief Constable with advice and counsel on the format and tone of public releases, and to provide the Board with an early insight into the Chief Constable's strategy and follow-up plans.

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

Board media releases and information to media outlets shall be published on the Nelson municipal website.

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

Municipal Council

Formal communication between the Board and the Council, or Board and Administration of The Corporation of Nelson, is conducted through the Chair and/or the Board Secretary, unless otherwise specified by the Board.

The Board shall pursue a positive and productive working relationship with Municipal Council and promote opportunities for dialogue between the Board and Council. It is suggested that the Board and Council meet annually.

The Board Chair will respond to information questions, where possible, and appropriate to the Board's mandate. Council requests concerning police operational matters shall be directed to the Chief Constable.

Emergency Acquisition of Goods and Services

In order to provide the funds and resources required to satisfactorily resolve an emergency situation; and to provide the operational support required immediately where the time frame precludes prior approval in the normal manner, the Chief Constable, or his designate, will have the authority to purchase or rent equipment to adequately cover any emergency, disaster or life-threatening incident where time, or other pressing factors, make it impossible to obtain prior approval.

In the event that emergency procurement of goods and services is required, the Chief Constable will provide details to the Board Chair at the earliest possible date, and subsequently to the full Board.

Succession Planning

Succession planning is a timely and continuous process designed to ensure the ongoing effective performance of the Nelson Police Department by providing training and development for the replacement of key personnel that may be lost to the department.

The Chief Constable will develop, report, and implement a succession plan on a yearly basis that will proactively ensure the continuity of leadership at all senior levels within the Nelson Police Department.

Strategic Planning

To ensure a strong alignment between the mandate and mission of the Nelson Police Board and the allocation of publicly funded resources, the Nelson Police Department, under the leadership of the Chief Constable, will develop a long term strategic plan for Board approval.

The plan will be based on an evaluation of the policing requirements of the Municipality of Nelson and will include:

1. Strategic Direction
2. Strategic Goals
3. Action plans
4. Time lines
5. Measurement tools
6. Resource allocation
7. Board specific Strategic Direction and Goals

The approved strategic plan for the Nelson Police Department will provide the framework under which annual financial plans will be developed.

The approved strategic plan and the annual financial plan for the Nelson Police Department will be utilized by the Board in the performance assessment of the Chief Constable.

The strategic plan will be reviewed regularly and updated as required.

Freedom Of Information

Subject to the *Freedom of Information & Protection of Privacy Act*, R.S.B.C. 1996, c. 165, the board policy with respect to the authority for the release of information is as follows;

1. The Nelson Police Board Chair as the head of the Nelson Police Board for the purposes of the *Freedom of Information & Protection of Privacy Act*, has responsibility for all requests for records within the custody or control of the Board and,
2. The Chief Constable as the head of the Nelson Police Department has responsibility for all requests for records within the custody or control of the Department.

Record Management

To be developed.

Appendix A

Director Orientation Checklist

Operational Orientation (facilitated by Chief Constable)

- a. Meet with Chief Constable and Deputy Chief Constable
- b. Tour of Police facility
- c. Overview of the organizational structure overview of specialty units and integrated units. Overview of Service Agreements with other agencies.
- d. Overview of Strategic Plan.
- e. Overview of Budget and Budget process
- f. Ride Along

Administrative Orientation

- a. Meet with Chair for overview of how the board functions and its relationship with Municipal Council.
- b. If possible, arrange for outgoing Director to mentor the incoming Director.

Other Training

- a. Police Services Orientation
- b. Other training provided by BCAPB and CAPG

Appendix B

Chief Constable Performance Management Policy

1.0 Policy

The Nelson Police Board recognizes that one of its key functions is to evaluate and support the Chief Constable to ensure that he/she is working to their highest potential. It is also the responsibility of the Board under the British Columbia Police Act to determine priorities, goals and objectives of the department in consultation with the Chief Constable on an annual basis.

2.0 Reasons for Policy

To establish a procedure for determining priorities, goals and objectives for the department in collaboration with the Chief Constable.

To ensure that these priorities, goals and objectives are evaluated on an annual basis.

To ensure that the Board receives and reviews and the Chief Constable's Annual Report and that this is one tool used by the Board to monitor and evaluate the services being delivered.

3.0 Procedure

The Chief Constable will prepare and present an annual report to the Board at the January meeting of the Police Board.

The Chief Constable will in collaboration with his department and the Police Board establish his priorities, goals and objectives for the upcoming year and present them to the Board at the Feb. meeting of the Police Board.

An in-camera meeting of the Police Board and Chief Constable will be held the first week of Oct. of each year at which time the sole agenda item will be to review and evaluate the goals and objectives and to evaluate the success and/or problems with each goal.

The goals and objectives will be evaluated using the attached Performance Management tool.

The final document will be prepared by the designated person and signed at the November in-camera meeting of the Police Board.