

CHAPTER 3: TERMS OF REFERENCE

SECTION 6: ETHICS ADVISOR TERMS OF REFERENCE

6.1 OVERVIEW

- 6.1.1 The Ethics Advisor is appointed by the VPB and reports to the Board as a whole.
- 6.1.2 The Ethics Advisor supports the Board, Chief Constable and Deputies in situations that are of a confidential nature which pose ethical questions or conflict of interest considerations including those which may become public or may need to be disclosed to the public.
- 6.1.3 The Ethics Advisor will be accessible to Board Directors, the Chair, the Chief and the Deputies to provide independent, confidential, and objective advice on matters which pose ethical questions or conflict of interest considerations.
- 6.1.4 The Ethics Advisor is independent of the Chair, the Chair of the Governance Committee, the Chief Constable and Deputies, working collaboratively with any or all of those individuals on a confidential basis where appropriate, according to the job responsibilities as outlined below.

6.2 DUTIES AND RESPONSIBILITIES

- 6.2.1 The Ethics Advisor has the responsibility to:
 - a. Be accessible to Board Directors and the Chief Constable and Deputies in relation to ethical and conflict issues.
 - b. Administer the Oath of Office to new Board Directors.
 - c. Advise on matters referred by Board Members and the Chief or Deputies.
 - d. On request, assist the Governance Committee in monitoring, recommending amendments to and annually reviewing the Code of Conduct and Conflict of Interest Guidelines.
 - e. Counsel, with appropriate confidentiality protections, Board members, the Chief, and Deputies seeking guidance in relation to the ethics, code of conduct or conflict considerations.
 - f. Provide training and workshops to the VPB on best practices in ethical conduct.
 - g. Research and provide updates to the Board on best practices in ethics in community policing.
 - h. Report to the Board at least annually on activities associated with the position.
 - i. Provide appropriate protections and written opinions as requested.

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6.3 WHISTLEBLOWER INVESTIGATIONS

- 6.3.1 Where a Board Director, the Chair, Vice-Chair, the Chief constable or VPD Senior Executive are implicated through a complaint alleging corporate wrongdoing, the handling of any investigation and resolution will depend on the specific incident. The complaint or allegation will be forwarded to the Ethics Advisor who will determine whether a full investigation is required.
- 6.3.2 The Ethics Advisor will then decide if legal counsel or forensic accountants are necessary for the investigation, based on the following factors:
- a. Seriousness of allegation
 - b. Magnitude / pervasiveness of alleged conduct
 - c. Involvement of VPD Executive
 - d. Interest of regulatory bodies
- 6.3.3 The Board will approve any remedial action or follow-up on the recommendation by the Ethics Advisor.

6.3 APPOINTMENT AND TERM

- 6.3.1 The Ethics Advisor is appointed via Board resolution for a term of one to three years, as recommended to the Board via the Governance Committee.
- 6.3.2 The Ethics Advisor is preferably a retired British Columbia Supreme Court Judge.
- 6.3.1 There is no maximum term for the Board's Ethics Advisor.

6.4 REMUNERATION

- 6.4.1 The Ethics Advisor is remunerated at a rate of \$200 per hour, with a minimum annual payment of \$500.
- 6.4.2 Remuneration for the Ethics Advisor is reviewed every three to five years.