

CHAPTER 5: BOARD COMMITTEES

SECTION 4: HR COMMITTEE TERMS OF REFERENCE

4.1 PURPOSE

- 4.1.1 The purpose of the Human Resources Committee (the “Committee”) is to assist the Board in fulfilling its oversight and employer responsibilities as related to human resource matters.
- 4.1.2 Primary responsibility for human resource management, performance management, labour relations, employee health and safety, and career planning for the Vancouver Police Department is vested in management and is overseen by the Board, with the assistance of the Committee.
- 4.1.3 The Board, with the assistance of the Committee, monitors and evaluates the Chief’s performance and ensures continuity of leadership through effective succession planning.

4.2 COMPOSITION

- 4.2.1 The Committee shall be composed of three or more Directors appointed by the Board, with one Director designated as Chair.
- 4.2.2 Appointment of Committee members will be in accordance with relevant sections of the *Vancouver Police Board Governance Manual*.
- 4.2.2 The Chief Constable and/or delegate may attend and support the Committee as needed.
- 4.2.3 The Deputy Chief of Support Services and/or delegate and members of the VPD Support Services Section shall attend all meetings and support the Committee by providing relevant information as requested, and answering questions with respect to diversity, recruiting, promotional process, grievances and any other relevant HR matters.

4.3 OPERATIONS

- 4.3.1 The Committee shall operate in a manner consistent with provisions of the *Vancouver Police Board Governance Manual*.

CHAPTER 5: BOARD COMMITTEES

- 4.3.2 The Committee shall meet at least three times each year and as many additional times as necessary to carry out their responsibilities.
- 4.3.3 The Committee shall meet at the call of the Chair, or agreement of the Committee.
- 4.3.4 The Board Executive Director shall consult with the Chair on the agenda development, be responsible for preparation and distribution of the agenda package and shall maintain a record of the meetings.
- 4.3.5 Once approved by the Committee, minutes of Committee meetings shall be posted on the Board's website.
- 4.3.6 The Committee may invite such Board Directors and outside parties, and in consultation with the Chief Constable such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Committee.

4.4 DUTIES AND RESPONSIBILITIES

- 4.4.1 Subject to the powers and duties of the Board, the Committee has the following duties:
 - a. In advance of each fiscal year, meet with the Chief Constable to establish measurable performance objectives for the Chief Constable aligned with the strategic plan that will be criteria for evaluating annual performance.
 - b. Coordinate the annual performance review of the Chief Constable.
 - c. Annually review succession plans for the Chief Constable and Senior Executive staff to ensure a robust leadership plan for the future of the VPD.
 - d. Annually review the VPD's internal diversity and gender demographics to ensure continued progress in building a diverse workforce which reflects the make-up of the community.
 - e. With the Chief Constable, annually review key indicators of employee engagement, occupational health and safety, work culture, inclusivity and equitable practices.
 - f. Review and recommend to the Board approval of bargaining committees and mandates for negotiation of collective agreements with certified bargaining units.
 - g. Receive regular updates on collective bargaining / interest arbitrations and update the Board accordingly.
 - h. Review with the Chief Constable any significant outside commitments they may be considering and which may impact their duties as Chief and report to the Board accordingly.

CHAPTER 5: BOARD COMMITTEES

- i. Monitor and provide ongoing supervision to the Board Office operations, including annual performance appraisal of the Executive Director via the HR Chair.
- j. Setting and reviewing compensation for Board Office employees.
- k. Review the Executive Director's annual goals to be used in the ED's annual performance review.
- l. Monitor the handling of significant internal discipline matters to assess the appropriateness of settlements or conclusions.
- m. Review any planned expansion of shared services with the City to ensure economic and operational benefit to the VPD and to ensure the totality of shared arrangements does not unreasonably derogate from the independence of the Police Board as a separate employer.
- n. The exempt compensation policy of the VPD generally follows that of the City. Where unique compensation arrangements are developed for exempt employees of the Board, these will be reviewed by the Committee.
- o. Review any new and significant organizational changes or human resource initiatives, programs, or priorities.

4.5 ACCOUNTABILITY

- 4.5.1 The Committee shall review the terms of reference for the Committee annually and make recommendations to the Board as required.
- 4.5.2 The Committee shall prepare an annual work plan and calendar of meetings at the beginning of each new Board calendar year.
- 4.5.3 The Committee shall keep a record of its meetings and the Chair shall provide oral reports to the Board, or other reports to the Board as requested, on the Committee's work.