BC Association of Chiefs of Police

STANDING & SPECIAL PURPOSE COMMITTEE

GOVERNANCE & OPERATIONS MANUAL

2026

British Columbia Association of
CHIEFS OF POLICE

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1. PURPOSE & GOVERNANCE FRAMEWORK

BCACP committees are a key driver of the Association's work, supporting strategic leadership, operational collaboration, policy development, and public safety initiatives across British Columbia.

Committees provide a structured forum to:

- Bring forward operational expertise and emerging issues
- Support information sharing and provincial coordination
- Inform strategic priorities and recommendations to government and key partners
- Strengthen relationships with government and system partners
- Advance effective, modern, and responsive policing practices
- Support the work and strategic direction of the BCACP Board of Directors

Committees operate in an advisory capacity and function under the authority and governance of the Board.

2. COMMITTEE STRUCTURE

BCACP committees are established and dissolved by the Board of Directors based on organizational priorities, emerging issues, operational needs, or strategic direction.

Each committee shall:

- Operate under an approved Terms of Reference
- Report through the Executive Director to the Board
- Maintain alignment with BCACP strategic priorities
- Operate in a professional, collaborative, and solutions-focused manner

BCACP committees reflect balanced participation and leadership representation from:

- Municipal police agencies
- RCMP
- Geographic regions across British Columbia
- Subject matter experts and operational leaders

Committee mandates, objectives, and activities should support the strategic priorities established within the BCACP Strategic Plan.

3. COMMITTEE TYPES

Standing Committees

Standing Committees are permanent committees established to support ongoing strategic or operational priorities of the Association.

Special Purpose Committees

Special Purpose Committees are established to address a specific issue, initiative, or emerging priority.

4. ROLES & RESPONSIBILITIES

4.1 Executive Director

The Executive Director is responsible for overall governance coordination and organizational oversight of BCACP committees.

Responsibilities include:

- Supporting committee formation and recruitment
- Maintaining governance consistency across committees
- Supporting Chairs and committee operations
- Coordinating Board reporting and communication
- Supporting strategic alignment and organizational priorities
- Maintaining committee records and documentation
- Supporting relationships with external partners where appropriate

4.2 Committee Chair / Co-Chair

Committees will operate under a municipal and RCMP Co-Chair model, unless otherwise approved by the BCACP Board of Directors.

Responsibilities include:

- Leading committee meetings and discussions
- Supporting strategic direction and workplan development
- Ensuring committee priorities remain aligned with BCACP objectives
- Monitoring progress and evaluating the impact of the committee's initiatives
- Adapting strategies in response to emerging challenges and opportunities in the law enforcement landscape
- Engaging with external partners, including government agencies, community organizations, and other policing agencies and partners
- Advocating for policies and practices that enhance public safety and policing effectiveness
- Representing the committee at BCACP meetings, conferences, media interviews, and other relevant events
- Supporting respectful and productive participation
- Coordinating agendas and meeting materials
- Ensuring meeting summaries or minutes are captured
- Providing updates and reporting through the Executive Director
- Escalating significant or urgent matters where required

4.3 Member at Large

A Member at Large of a BCACP Committee contributes operational expertise, recommendations, and leadership.

This position is designed to leverage unique skills and knowledge to provide valuable insights and guidance, ensuring the committee's goals and initiatives are effectively met.

A Member at Large is responsible for:

- Participating actively and constructively
- Bringing operational expertise and perspective forward
- Supporting committee priorities and initiatives
- Reviewing materials and providing feedback as required
- Supporting collaborative problem solving and information sharing
- Representing organizational and provincial interests professionally
- Representing the committee in external forums, conferences, and meetings as needed
- Leading or participating in subcommittees as assigned
- Maintaining confidentiality of sensitive, operational, or restricted information
- Attending scheduled committee meetings

5. MEMBERSHIP STANDARDS

5.1 Appointments & Approval Process

Committee members are appointed through their respective police agency leadership and/or the BCACP Board of Directors.

Participation on a BCACP committee requires organizational awareness and approval. Agencies are encouraged to identify individuals with relevant operational expertise, leadership experience, and subject matter knowledge who are well-positioned to contribute to provincial discussions and committee priorities.

Municipal police agency participation is confirmed through written approval or acknowledgement from the respective Chief Constable or designate. RCMP participation is subject to established RCMP approval processes and applicable divisional procedures (see section 5.2).

As part of the committee onboarding process, all committee members are required to review and submit a signed BCACP Code of Conduct & Confidentiality Agreement, attached as Appendix A of this Manual.

5.2 RCMP Committee Membership Process

RCMP employees seeking participation on a BCACP committee must follow the applicable RCMP divisional approval process, coordinated through the Operations Strategy Branch (OSB).

The process includes:

1. Submit their request via email to the Operations Strategy Branch (OSB): ediv_rcmp_osb_secretariat@rcmp-grc.gc.ca
2. Include written approval from their line officer (OIC).
3. Identify which committee(s) they wish to join and outline any relevant experience or qualifications.

Applications are reviewed and approved through RCMP leadership in accordance with established procedures.

Once approved, member information is forwarded to the Executive Director of the BCACP for committee appointment and onboarding.

5.3 Membership Composition

Each Committee shall consist of a Chair and a Co-Chair, or two Co-Chairs.

Committee size may vary depending on mandate, operational requirements, and strategic priorities. Committees should generally consist of no fewer than five (5) members, inclusive of the Chair and Co-Chair, unless otherwise approved by the Board.

BCACP committees do not operate with a prescribed maximum membership limit; however, committee composition should remain practical, balanced, and effective.

Committees should reflect balanced municipal and RCMP representation, while also considering geographic diversity and relevant subject matter expertise from across British Columbia.

Committee membership should reflect a combination of operational expertise, leadership experience, and specialized knowledge relevant to the committee mandate and priorities.

5.4 Membership Terms

Unless otherwise specified, committee members should generally serve a two-year term, with flexibility for renewal or transition based on operational needs and organizational considerations.

5.5 Attendance & Participation

Members are expected to:

- Attend scheduled meetings consistently
- Advise the Chair and Co-Chair when unable to attend
- Participate respectfully and professionally
- Contribute meaningfully to committee priorities and discussion

Where participation becomes inactive or inconsistent, membership may be reviewed by the Chair and/or Co-Chair and Executive Director.

6. COMMITTEE OPERATIONS

6.1 Meeting Cadence

Committees will meet at least twice a year, with additional meetings scheduled as necessary.
Meetings may be held virtually or in person, as determined by the Chair and Co-Chair.

The Chair and Co-Chair are responsible for ensuring meeting agendas, minutes, and relevant committee records are provided to the Executive Director for organizational tracking and governance purposes.

6.2 Quorum

Committees should strive to ensure balanced participation from committee membership during meetings and discussions, including municipal and RCMP representation where applicable.

Formal quorum requirements are not prescribed. Where consensus cannot reasonably be achieved, a quorum shall consist of at least fifty percent of active committee membership, including at least one Chair or Co-Chair.

6.3 Agendas & Materials

Meeting agendas and relevant materials should be distributed in advance where reasonably possible.

Agendas should focus on:

- Strategic priorities
- Action items and follow-up items
- Emerging issues and operational considerations
- Decision points and recommendations
- Committee updates, initiatives, and reporting

6.4 Committee Records Management

Committee resources, reference materials, agendas, minutes, and other non-confidential documents will be maintained through the BCACP member platform.

BCACP Member Dashboard and Committee Folder
https://www.bcacp.ca/member-dashboard/

Committee members are expected to maintain an active BCACP member account to access committee materials.

Storage and distribution of sensitive materials shall occur through secure and approved BCACP processes, as directed by the Executive Director or Committee Chair and Co-Chair.

Committees should maintain concise meeting records, summaries, or minutes sufficient to:

- Capture key discussions, decisions, and recommendations
- Track action items
- Support organizational continuity and knowledge sharing
- Support Board reporting where required

6.5 Committee Information & Resource Sharing

In addition to formal committee reporting requirements, Committee Chairs and Co-Chairs are encouraged to share notable initiatives, emerging issues, successes, and other timely updates with the Executive Director for inclusion in **BCACP Briefings** and broader BCACP communications.

The **BCACP Police Leadership Conferences** also provide an opportunity for committees to share emerging work, operational priorities, strategic initiatives, and provincial developments with policing leaders from across British Columbia.

Conference programming includes designated agenda time for committee updates and presentations to support provincial awareness, operational coordination, and cross-sector engagement.

Committee Chairs/Co-Chairs interested in presenting are encouraged to connect with the Executive Director regarding conference planning and participation opportunities.

7. REPORTING & ACCOUNTABILITY

Committee reporting helps ensure the BCACP Board remains informed of emerging issues, operational realities, strategic priorities, and provincial initiatives influencing policing, public safety, government engagement, and policy discussions across British Columbia.

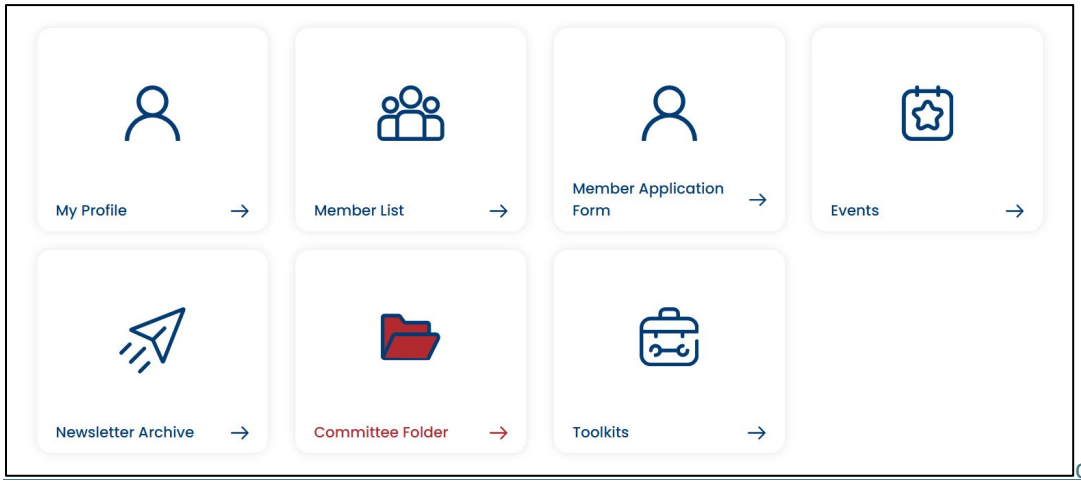
Committees are responsible for providing:

- An annual, online **Committee Objectives & Workplan Report**
- Periodic online **Committee Progress Reports** (digital) aligned with established reporting periods
- A 10-minute verbal update/presentation at a Board meeting once per year, coordinated through the Executive Director
- Recommendations requiring Board consideration when needed

Committee reporting and related resources will be available through the Committee Folder within the BCACP Member Dashboard.

BCACP Member Dashboard and Committee Folder

https://www.bcacp.ca/member-dashboard/



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Periodic online Committee Progress Reporting is structured across three reporting periods aligned with Board reporting timelines and key organizational planning cycles.

Reporting Period	Submission Deadline
January – April	May 15
May – August	September 15
September – December	January 15

Committee Progress Reports include:

- Progress against committee objectives and priorities
- Key activities, initiatives, and outcomes
- Emerging issues, risks, or trends
- Significant accomplishments or developments
- Recommendations or matters requiring BCACP awareness or consideration

7.1 Urgent Matters and Escalation of Significant Issues

In the event of an urgent matter, emerging risk, or issue requiring immediate Board awareness or consideration, the Committee Chair or Co-Chair shall promptly notify the Executive Director.

The Executive Director will coordinate next steps and determine appropriate escalation, communication, and Board engagement processes in consultation with the Board, where required.

8. COMMITTEE LIFECYCLE MANAGEMENT

Committees should periodically review:

- Mandate relevance
- Membership composition
- Operational effectiveness
- Strategic alignment
- Workplan progress

The BCACP Board of Directors may:

- Establish new committees
- Merge committees
- Dissolve inactive committees
- Adjust mandates or reporting structures

Committees should remain responsive to emerging policing and public safety priorities.

9. COMMUNICATIONS & MEDIA

Committee members do not speak publicly on behalf of the BCACP unless authorized.

External communications, media engagement, public statements, or use of BCACP branding should be coordinated through:

- The Executive Director
- The BCACP Board of Directors

Committees should remain mindful of reputational, operational, and relationship considerations when engaging external partners.

10. CODE OF CONDUCT & CONFIDENTIALITY

BCACP committee members are expected to conduct themselves professionally, respectfully, ethically, and in accordance with the governance expectations established by the Association.

As a condition of participation, all committee members are required to review and sign the digital BCACP Code of Conduct & Confidentiality Agreement available through the Committee Folder within the BCACP Member Dashboard.

A copy of the BCACP Code of Conduct & Confidentiality Agreement is attached as Appendix A of this Manual.

11. CONFLICT OF INTEREST

Committee members must disclose any real, potential, or perceived conflicts of interest that may impact participation, recommendations, or decision-making.

Where appropriate, members may be asked to recuse themselves from discussions or recommendations.

12. REVIEW & AMENDMENTS

This Manual shall be reviewed periodically to ensure continued relevance, effectiveness, and alignment with BCACP governance priorities.

Amendments are approved by the BCACP Board of Directors.

Appendix A
BCACP Code of Conduct & Confidentiality Agreement

BCACP committee members are required to review and acknowledge the BCACP Committee Governance & Operations Manual, including the Code of Conduct and Confidentiality provisions outlined in this document.

The purpose of the Code of Conduct and Confidentiality Agreement is to establish clear expectations and standards for the behaviour and actions of BCACP committee members. This ensures a respectful, effective, and ethical working environment that supports the organization's mission and goals.

Members shall:

- Treat one another respectfully and professionally
- Foster constructive and collaborative discussion
- Maintain professionalism in communications and conduct
- Support inclusive and respectful participation
- Represent the interests of the entire membership, not individual or special interests
- Maintain confidentiality of sensitive information in their capacity as a committee member, both during and after their term of service
- Protect organizational and operational information appropriately
- Avoid conduct that may negatively impact the Association or committee operations
- Not engage with the media on behalf of the BCACP or utilize the BCACP logo in the absence of consultation and permission from the BCACP Board of Directors

Committee members are expected to conduct themselves professionally, respectfully, and ethically.

Digital Acknowledgement Requirement

As part of the BCACP committee onboarding process, all committee members are required to complete the official digital BCACP Code of Conduct & Confidentiality Agreement Form.

AGREEMENT FORM: https://forms.cloud.microsoft/r/d3HYJCnmEf