



CITY OF FORT SASKATCHEWAN

BYLAW C9 - 09

FOR THE PURPOSE OF ESTABLISHING A POLICING COMMITTEE.

WHEREAS, the *Police Act* RSA 2000, C-P-17 as amended or repealed and replaced from time to time, provides that a municipality which has entered into an Agreement with the Government of Alberta for the provision of policing services may, by Bylaw, establish a Policing Committee; and

WHEREAS, Council deems it advisable to establish a Policing Committee to advise them of policing matters; and

WHEREAS, Council by Bylaw, shall prescribe the rules and regulations governing proceedings and meetings of the Committee; and

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, in open meeting of Council, enacts as follows:

1. CITATION

This Bylaw may be cited as the "Policing Committee Bylaw".

2. DEFINITIONS

In this Bylaw:

- a) **"Agreement"** means the Agreement between the City of Fort Saskatchewan and the Government of Canada for the provision of police services for the municipality,
- b) **"Bylaw"** means the City of Fort Saskatchewan Bylaw No. C9-09 as amended or repealed and replaced from time to time,
- c) **"Chief Administrative Officer"** means the person appointed to the position of Chief Administrative Officer by the Council of the City of Fort Saskatchewan and includes any person that the Chief Administrative Officer may appoint as his designate for the purpose of carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer,
- d) **"City"** means the City of Fort Saskatchewan, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Fort Saskatchewan, as the context may require,
- e) **"Committee"** means the Fort Saskatchewan Policing Committee,
- f) **"Council"** means the Council of the City of Fort Saskatchewan,
- g) **"Director, Protective Services"** means the person appointed to that position by the City's Chief Administrative Officer (CAO) and includes any person that the Director may appoint as his designate for the purpose of carrying out the Director's responsibilities under this Bylaw,
- h) **"Officer In Charge"** means the Officer In Charge of the local R.C.M.P. Detachment in the City of Fort Saskatchewan,

- i) **"Police Act"** means the *Police Act* RSA 2000 C-P-17 and regulations made under the *Police Act*,
- j) **"R.C.M. P."** means the Royal Canadian Mounted Police force or any member of that police force as the case may require.

3. DUTIES AND RESPONSIBILITIES

- a) The overall objectives of the Policing Committee are to act as a liaison between City Council, the R.C.M.P. Detachment, the Protective Services Department of the City and the citizens of Fort Saskatchewan and foster responsible community actions towards the creation of a safe secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
 - (i) Provide community feedback to the R.C.M.P. and Protective Services Department concerning policing and City Bylaw enforcement strategies and activities;
 - (ii) Review and advise Council on the annual R.C.M.P. goals and priorities;
 - (iii) Cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
 - (iv) Make recommendations to Council relating to policing matters or relevant community issues, as it may deem advisable, on its own initiative or upon request of Council;
 - (v) Assist in selecting the Officer In Charge;
 - (vi) Assist the Officer In Charge in resolving public complaints;
 - (vii) Any other duties as may be required in the *Police Act*;
 - (viii) Submit a yearly report to Council; and
 - (ix) Submit an annual budget to Council.

4. COMPOSITION OF THE COMMITTEE

- a) The Committee shall consist of a maximum of seven (7) voting members serving without remuneration who shall be appointed by resolution of Council as follows:
 - (i) One (1) member of City Council; and
 - (ii) six (6) members of the public at large.
- b) The Officer In Charge of the Fort Saskatchewan R.C.M.P., or his/her designate, shall attend the Committee meetings in an advisory non-voting capacity.
- c) The Director of Protective Services, and/or his/her designate, shall attend the Committee meetings in an advisory non-voting capacity.
- d) The Recording Secretary, or his/her designate, shall attend the Committee Meetings in a non-voting capacity to provide administrative support services to the Committee.

- e) The member of the Committee that is a member of Council; that person's appointment to the Committee terminates on that person ceasing to be a member of Council.
- f) The term of any public at large member shall be three (3) years. A member may serve two consecutive terms, not to exceed six (6) years, except by special resolution of Council.
- g) Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the remainder of that term.
- h) All persons appointed to the Committee shall:
 - (i) Take the Oath of Office as prescribed in Schedule 2 of the *Police Act*; and
 - (ii) Undertake a criminal records review and suitability screening through the R.C.M.P.
- i) Not be hired in any capacity with the City of Fort Saskatchewan, Royal Canadian Mounted Police, any Provincial or Municipal Police Force, the Provincial Attorney General's Department or the Department of the Solicitor General of Alberta.
- j) Be a Canadian Citizen or landed immigrant and resident of the City of Fort Saskatchewan for at least six (6) consecutive months immediately preceding the date of advertising for applications.
- k) Be of the full age of eighteen (18) years, except for a youth representative, who shall be at least sixteen (16) years of age.

5. RESIGNATION AND REMOVALS

- a) Any member may resign from the Committee at any time upon sending written notice to the Council to that effect.
- b) Council may terminate a member's appointment to the Committee at any time, and particularly when the member:
 - (i) Fails to attend three (3) consecutive meetings of the Committee, unless that absence is caused through illness or is authorized in advance by resolution of the Committee;
 - (ii) Ceases to be a resident of the City of Fort Saskatchewan;
 - (iii) Is hired in a full – time, permanent capacity with the City of Fort Saskatchewan or the R.C.M.P.;
 - (iv) Is convicted of a crime under the Criminal Code of Canada; or
 - (v) Fails to keep the Oath of Office, or discloses any information that jeopardizes a police operation, or police / public safety, or the confidentiality associated with the nature of policing including personnel, conduct, contracts with the R.C.M.P. and security of police operations.

6. OFFICERS OF THE COMMITTEE

- a) The Chairman and Vice-Chairman of the Committee shall be elected from amongst its public at large members at the first regular meeting of each year. A member of Council or an employee of the City is not eligible to be elected as Chair or Vice-Chairman of the Committee.
- b) Excluding the Chairman, all members of the Committee shall vote on every motion. The Chairman shall remain neutral and only vote if there is a tie.
- c) The Director of Protective Services, or his or her designate, shall attend all Committee meetings. Minutes shall be prepared and submitted to the Committee for approval at the next meeting. The Recording Secretary shall forward a copy of these minutes to Council.

7. PUBLIC COMPLAINT DIRECTOR

- a) The Committee shall appoint a Public Complaint Director.
- b) The Public Complaint Director may be:
 - (i) A member of the Committee other than a member of the Council;
 - (ii) An employee of the Committee;
 - (iii) An employee of the City; or
 - (iv) Another person, other than a member of the Council, who in the opinion of the Committee is qualified to serve in the capacity.
- c) The Public Complaint Director shall:
 - (i) Receive complaints against police officers from the public and refer them to the Officer In Charge pursuant to Section 43(1) of the *Police Act*;
 - (ii) Provide liaison between the Committee and the Officer In Charge; and
 - (iii) Perform the duties assigned by the Committee in regard to public complaints.

8. MEETINGS

- a) The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than six (6) meetings per year.
- b) Special meetings may be called by the Chairperson or, in his/her absence, the Vice Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
- c) No less than half of the total voting members of the Committee at a meeting shall constitute a quorum.
- d) An agenda shall be prepared and circulated to the members prior to each Policing Committee Meeting.

- e) Each member, excluding the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the Chairman shall vote.
- f) Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the R.C.M.P., and security of police operations shall be conducted in camera, respecting the *Freedom of Information and Privacy Act* (FOIP) as amended or repealed and replaced from time to time.
- g) The Policing Committee may make such report to Council on matters of public concern as the Policing Committee deems are appropriate and are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

9. SUB-COMMITTEES

- a) The Committee may appoint sub-committees or ad hoc Committees, which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee by a single motion at any regular meeting.

10. LIMITATIONS

- a) Neither the Committee nor any member shall have the power to pledge the credit of the City in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the City.

11. CONFLICT OF INTEREST

- a) No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the Act.
- b) Members of the Committee shall not be held liable for any actions or claims or claims arising out of the exercise of the powers granted to the Committee pursuant to this Bylaw.

12. REPEAL

That Bylaw No. C7 - 93 and amendments thereto are hereby repealed.

13. ENACTMENT

This Bylaw becomes effective upon third and final reading.

READ a first time in Council this 23rd day of June A.D. 2009.

READ a second time in Council this 23rd day of June A.D. 2009.

Read a third time in Council this 8th day of September A.D. 2009

CITY OF FORT SANMATEWANA			
APPROVED		DATE	INITIALS
Dir. Leg. Svcs.	Leg. Svcs.	June 17/09	RM
Dept.	Comptroller	June 24/09	W.M.
City Mgr.	Principal	June 18/09	②

J. Shearman
Mayor

V. MacIntyre
Director, Legislative Services

Date Signed: Sept. 16, 2009