

BYLAW 21-2025
Municipal Policing Committee

Section 28.03 of the *Police Act* requires the establishment of a municipal policing committee;

The *Police Governance Regulation*, Alta Reg 156/2024 and the *Police Governance (Ministerial) Regulation*, Alta Reg 174/2024, set out the duties and functions of municipal policing committees;

Council enacts:

PART I – DEFINITIONS, AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Administration" means all the individuals who perform work for and directly or indirectly report to the Chief Commissioner, and includes the Chief Commissioner, as the context requires;
- (b) "Chair" means the person presiding at a meeting;
- (c) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (d) "Closed Session" means a part of a Committee meeting which is closed to the public in accordance with the *Municipal Government Act* and the *Access to Information Act*;
- (e) "Committee" means the Municipal Policing Committee;
- (f) "Council" means the Council of the County;
- (g) "Councillor" means a Councillor of the County;
- (h) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95;
- (i) "Enhanced Security Check" means a screening as determined or directed by the Minister of Public Safety and Emergency Services of Alberta or the Minister;
- (j) "Governance Advisory Committee" means the committee of Council established under Bylaw 13-2021;

- (k) "Mayor" means the chief elected official of the County, or delegate;
- (l) "Minister" means the Minister designated under section 16 of the *Government Organization Act*, RSA 2000, c G-10 as the Minister responsible for the Police Act;
- (m) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26;
- (n) "MPSA" means the Municipal Police Service Agreement dated April 1, 2012, between Strathcona County and the Government of Canada pursuant to section 22(3) of the Police Act;
- (o) "Officer in Charge" means the Officer in Charge of the Strathcona County RCMP Detachment;
- (p) "Police Act" means the *Police Act*, RSA 2000 C-P-17, and its regulations;
- (q) "Provincial Member" means an individual appointed to the Committee by the Minister pursuant to the Police Act;
- (r) "Public Member" means a member of the public appointed to the Committee by Council;
- (s) "RCMP" means the Royal Canadian Mounted Police; and
- (t) "Vice Chair" means the individual elected to fulfill the Chair's duties in the absence of the Chair.

Interpretation

- 2 The following rules apply to interpretation of this bylaw:
 - (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
 - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
 - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
 - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

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| Establishment | 3 The Municipal Policing Committee is established as a committee of Council. |
| Duties and Functions | <p>4 The Committee shall have the following duties and functions:</p> <ul style="list-style-type: none">(a) overseeing the administration of the MPSA;(b) representing the interests and concerns of the public and of the Council to the Officer in Charge;(c) developing a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;(d) developing a community safety plan in conjunction with the Strathcona County RCMP Detachment and the Mayor, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;(e) assisting in the selection of the Officer in Charge;(f) reporting annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service; and(g) as otherwise provided in the Police Act; <p>5 The duties, functions and responsibilities of a municipality outlined in Article 7.0 and Article 8.0 of the MPSA are delegated to the Committee to the extent of and pursuant to the language set out in the Police Act.</p> |

PART III – MEMBERSHIP

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| Voting Members | <p>6 The Committee will be comprised of:</p> <ul style="list-style-type: none">(a) One member of Council;(b) One alternate member of Council;(c) Up to six Public Members; and(d) Up to three Provincial Members appointed by the Minister in accordance with section 7 of the <i>Police Governance (Ministerial) Regulation</i>. |
| Non-voting Participants | <p>7 The non-voting participants will be comprised of:</p> <ul style="list-style-type: none">(a) The Mayor;(b) The Chief Commissioner; and(c) The Officer in Charge. |
| Non-voting Participant Authority | <p>8 The non-voting participants may:</p> <ul style="list-style-type: none">(a) attend any Committee meeting, including a closed session;(b) act as discussion facilitators and information resources for Members; and(c) not make motions or vote on any issue before the Committee. |
| Public Member Requirements | <p>9 Public Members must be residents of Strathcona County.</p> <p>10 Public Members must be over the age of eighteen years at the date of appointment.</p> <p>11 Public Members must not be current employees of Strathcona County or be an employee of or contracted with the RCMP, any Provincial or Municipal Police or Peace Officer service/agency, the Department of Justice of Alberta, or the Department of Public Safety and Emergency Services of Alberta.</p> <p>12 All Members must pass an Enhanced Security Check.</p> <p>13 All Members must take the prescribed oath of office prior to commencing to perform the duties and functions of Members.</p> |

Mayor	14 The Mayor is a non-voting participant of the Committee and is not eligible to be elected as Chair or Vice-Chair.
Recommendations for Membership	<p>15 The members will be recommended by the Governance Advisory Committee and appointed by Council resolution.</p> <p>16 In recommending members, the Governance Advisory Committee will consider:</p> <ul style="list-style-type: none"> (a) cultural diversity of the community; (b) perspectives that reflect the demographics of both the urban and rural areas of the community; (c) communication skills, objectivity, integrity, and the ability to work effectively with diverse communities; and (d) lived experience related to policing, social services, and justice.
Terms of Appointment and Re-appointment	<p>17 The appointed term for a member of Council shall be two years or until they cease to remain in office.</p> <p>18 Council will appoint Public Members for a two- or three-year term to vary the length of term in order to stagger appointments and provide continuity on the Committee.</p> <p>19 Public Members may serve a maximum of two terms, but Council may choose to increase the number of terms in extraordinary circumstances.</p>
Termination	<p>20 A Public Member's appointment is terminated if the Public Member:</p> <ul style="list-style-type: none"> (a) violates the Police Act, or any directive of the Minister issued under the authority of the Police Act; (b) discloses publicly any information that if made public could jeopardize police operations, or any information provided to the Member or to the Committee in confidence; (c) no longer meets the membership requirements set out in this bylaw; or (d) misses three meetings in a twelve-month period without the consent of the Committee. <p>21 Pursuant to the <i>Police Governance (Ministerial) Regulation</i>, Council may remove a Public Member by resolution for any</p>

violation of section 20 of this bylaw.

- Resignation 22 If a Public Member appointed to the Committee wishes to resign prior to the expiration of their term, the Public Member will provide written notice of their resignation to the Chief Commissioner.

PART IV – COMMITTEE MEETINGS AND PROCEDURES

- Public Meetings 23 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.
- 24 Any member of Council may attend any Committee meeting, including a Closed Session, but may not debate, make motions, or vote on any issue before the Committee.
- Regular Annual Meetings and Work Plan 25 The Committee will:
- (a) establish an annual meeting schedule, with up to 6 meetings, that specifies the date, time, and place of all regular Committee meetings;
 - (b) post the annual meeting schedule on the Committee's webpage to provide notice to the public; and
 - (c) approve an annual work plan that identifies key priorities and goals based on its duties and responsibilities.
- Special Meetings 26 The Chair may call a special meeting by giving at least 24 hours' notice to:
- (a) the members of the Committee by email; and
 - (b) the public by posting a notice on the Committee's website.
- Change to Meetings 27 The Committee may change the date, time, or place of a scheduled meeting, provided at least 24 hours' public notice is given.
- Quorum 28 A majority of the voting members will constitute a quorum at a Committee meeting.
- Election of Chair and Vice Chair 29 The Committee will annually elect a Chair and Vice Chair from its voting members.
- Duties of the Chair and Vice Chair 30 The Chair will preside at all Committee meetings and decide all points of order that may arise.

- 31 If the Chair is unable to perform the Chair's duties, the Vice Chair will perform those duties.
- Procedures 32 If any matter relating to meeting proceedings is not addressed in this Bylaw, Robert's Rules of Order will be used as a guide.

PART V – ADMINISTRATIVE SUPPORT AND RELATIONSHIP WITH ADMINISTRATION AND COUNCIL

- Administrative Support 33 The Chief Commissioner will provide administrative support to the Committee, including:
- (a) publishing the Committee's meeting schedules and agendas to the Committee's webpage;
 - (b) providing technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings;
 - (c) managing the Committee's minutes and records;
 - (d) providing County information or records to the Committee about matters within its duties and responsibilities if requested, subject to *Protection of Privacy Act*, *Access to Information Act* and other confidentiality requirements; and
 - (e) facilitating the preparation of Committee reports to Council or Priorities Committee and the Minister.
- Minutes 34 Committee minutes shall record:
- (a) date, time, and location of meeting;
 - (b) names of members present and absent;
 - (c) names of other participants present at the meeting; and
 - (d) motions made and the result of the vote;

	35 Members of the public in attendance as observers do not need to be recorded in Committee Meeting minutes.
	36 Details of the content of debate and comments made during the meeting shall not be recorded in the minutes.
Administrative Functions	<p>37 Neither the Committee nor any individual Member has any authority with respect to the County's administrative matters or functions, including but not limited to:</p> <ul style="list-style-type: none"> (a) establishing any policies, procedures or protocols with respect to the actions of County employees, units, or departments; (b) giving direction to any County employee; (c) hiring, appointing, suspending, removing, terminating, or reviewing the performance of any County employee; (d) establishing or directing organizational structures or work assignments; and (e) expending or authorizing expenditure of any County funds including funds budgeted by Council for support of the Committee.
Information and Materials to Support the Committee	38 The Committee shall receive relevant information in the County's possession to assist the Committee, to the extent the Chief Commissioner deems necessary and possible, in carrying out its duties, functions and responsibilities, including information about the RCMP.
Annual Reporting	<p>39 At least once per year, the Committee will report to the Priorities Committee on its activities during the previous year.</p> <p>40 The Committee may provide additional reports on matters related to the Committee's duties and responsibilities to the Priorities Committee or Council as appropriate.</p> <p>41 The Committee will report annually, or on request, to the Minister on the implementation of updates to programs and services to achieve the priorities of the police service.</p>

PART VI – MISCELLANEOUS

Honorarium for
Public Members

42 Honoraria will be paid to Public Members of the Committee for serving as a member in accordance with Schedule "A" of Bylaw 34-2017, the Boards and Committees Honorarium Bylaw.

PART VII – EFFECTIVE DATE

Effective Date

43 This bylaw comes into effect on [•].

FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

SIGNED THIS ____ day of _____, 20____.

MAYOR

MUNICIPAL CLERK