

THE CITY OF SPRUCE GROVE

BYLAW C-1371-25

POLICING COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended provides that a council may pass bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS, the *Police Act*, R.S.A. 2000, c P-17, as amended and associated regulations, provides that a municipality which has entered into a Municipal Police Services Agreement with the Government of Canada for the provision of policing services by the RCMP shall establish a Policing Committee;

AND WHEREAS, the City of Spruce Grove wishes to establish a Policing Committee to advise on policing matters;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “Policing Committee Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Police Act*, R.S.A. 2000, c P-17, as amended.

2.2 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 “Chair” means the Committee member who has the authority to preside over a meeting.

2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.5 “City Manager” means the administrative head of the City.

- 2.6 “Committee” means the City of Spruce Grove Policing Committee
- 2.7 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.
- 2.8 “MPSA” means the Municipal Police Services Agreement between the City of Spruce Grove and the Government of Canada for the provision of policing services for the City by the RCMP.
- 2.9 “Officer In Charge” means the Officer In Charge of the RCMP Parkland Detachment.
- 2.10 “Public Member” means an individual, other than a Councilor or a City employee appointed to the Committee.
- 2.11 “RCMP” means the Royal Canadian Mounted Police force or any member of that police force as the case may require.
- 2.12 “Vice-Chair” means the Committee member elected annually to fulfill the Chair’s duties in the absence of the Chair.

3. ESTABLISHMENT AND MANDATE

- 3.1 A Council Committee is hereby established and shall be referred to as the Policing Committee.
- 3.2 The mandate of the Committee is to act in an advisory capacity on policing matters to the Officer In Charge and Council and as a representative of the interests of the residents of the City in providing that advice.
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, finances / funding or structure.
- 3.4 The specific duties, functions and responsibilities of the Committee will be as set out in the Act and associated regulations and as outlined by the City through this bylaw or any policies or directives that might be provided to the Committee from time to time.

4. **MEMBERSHIP**

- 4.1 The Council Committee shall have no less than five (5) members and no more than seven (7) members and shall be comprised of;
- (a) Voting Members;
 - (i) No less than one (1) and no more than two (2) members of Council, as appointed by Council.
 - (ii) No less than three (3) and no more than six (6) Public Members as appointed by Council.
 - (b) Advisory non-voting attendees;
 - (i) The Officer In Charge
 - (ii) The Director of Community and Social Development employed by the City; and
 - (iii) The Manager of Enforcement Services employed by the City.
- 4.2 Council Member Appointee Requirements
- (a) Council member appointments shall be for 2 years.
 - (b) Council Member appointees shall meet any requirements as outlined under the Act and Regulations of the Government of Alberta.
- 4.3 Public Member Appointee requirements
- (a) Public Member Appointees shall meet any requirements as outlined under the Act and Regulations of the Government of Alberta.
 - (b) Public Members shall be residents of Spruce Grove.
 - (c) Public Members shall not be:
 - (i) a current employee or contractor of the City and shall not have been employed or contracted by the City for a minimum of 12 months prior to applying for a Public Member position;

- (ii) a member or employee of the RCMP, any Provincial or Municipal Police or Peace Officer service/agency; nor
 - (iii) in a position in the Department of the Attorney General or Public Safety and Emergency Services of Alberta.
- 4.4 Public Member Appointments will be for no less than 2 years and no more than 3 years.
- 4.5 Public Member Appointments of between 2 to 3 years may be made in order to stagger the public members terms of office.
- 4.6 Public Members shall not serve more than 9 years, unless approved by Council in extraordinary circumstances.
- 4.7 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy shall hold office for the remainder of that term.
- 4.8 Council may remove a Public Member or Council member at any time for cause by resolution.
- 4.9 The Committee shall annually elect a Chair and Vice-Chair from among the voting members. No voting member shall serve as Chair or Vice-chair for more than 2 consecutive years.
- 4.10 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.11 Public Members of the Committee shall receive no remuneration.
- 4.12 Public members shall read, sign, and adhere to the principles and parameters of the City's Committee Code of Conduct Bylaw, as amended.
- 4.13 The Mayor of the City, if a member of the Committee, is not eligible to be elected as Chair or Vice-Chair.
- 4.14 The following acts or omissions are deemed to be "cause" within the meaning of this bylaw and the Act and its associated regulations for Council to revoke the appointment of a person as a member of the Committee:

- (a) A Committee member violates the Committee Code of Conduct Bylaw, Council Committee policy, this bylaw, the Act and its associated regulations or any directive of Public Safety and Emergency Service of Alberta issued under authority of the Act and its associated regulations;
- (b) A Committee member fails to attend three (3) consecutive meetings of the Committee, unless that absence is due to illness or authorized in advance by the Chair;
- (c) A Committee member ceases to meet the requirements set out in Section 4.2 or 4.3 of this bylaw;
- (d) A Committee member fails to keep the Oath of Office or discloses publicly any information that if made public could jeopardize police operations, or any information provided to the Committee member or to the Committee in confidence; and
- (e) A Committee member is convicted of a crime under the *Criminal Code of Canada* or other Federal Statutes for which a criminal record of conviction is obtained under the *Identification of Criminal Act*, R.S.C. 1985, c I-1, as amended.

5. **PROCEDURES**

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.
- 5.2 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.
- 5.3 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and
 - (b) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.4 No additional notice of regularly scheduled meetings is required.

- 5.5 The Chair may call a special meeting by giving at least 24 hours' notice to:
- (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.6 The Committee may vote to change the date, time or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.7 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 5.8 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.9 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.10 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.11 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 5.12 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. REPORTING

- 6.1 The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee is required to make a report twice a year to Council on the following:
- (a) The development of its workplan;
 - (b) An update on progress and initiatives, as set out in the workplan; and

- (c) Any information and recommendations on issues or opportunities within its mandate.
- 6.3 The Committee will meet the reporting requirements of the Province as outlined under the *Police Act* and associated regulations.
- 6.4 A report or recommendation from the Committee to Council may be made in whole or in part on a confidential basis if the Committee considers it necessary to do so in order to maintain confidentiality of private information or avoid jeopardizing the delivery of policing services, and if the information falls within the sections of the *Freedom of Information and Privacy Act*, R.S.A. 2000, c F-25, as amended.
- 6.5 The Chair of the Committee is the only member of the Committee authorized to make public statements on behalf of the Committee.
- 6.6 No public statements shall be issued on behalf of the Committee in any manner or in any media of communication unless the Chair has first:
- (a) consulted with the Manager of Enforcement Services or the Director of Community and Social Development if the proposed public statement would reference the City directly or indirectly; and
 - (b) consulted with the Officer In Charge if the proposed public statement would reference the RCMP directly or indirectly.

7. **GENERAL**

- 7.1 In the event of a conflict between the MPSA and this bylaw that cannot be resolved by application of rules of interpretation established by statute or common law, the provisions of the MPSA shall prevail over the provisions of this bylaw.
- 7.2 The City Manager must inform the Department of Public Safety and Emergency Service of Alberta when a Committee has been established in accordance with this bylaw or has been dissolved through a repeal of this bylaw.

8. SEVERABILITY

8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. EFFECTIVE DATE

9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried

[Click here to enter a date.](#)

Second Reading Carried

[Click here to enter a date.](#)

Third Reading Carried

[Click here to enter a date.](#)

Date Signed

Mayor

City Clerk