



CITY OF FORT SASKATCHEWAN

BYLAW NO. C5-25

FOR THE PURPOSE OF ESTABLISHING A POLICING COMMITTEE FOR THE CITY OF FORT SASKATCHEWAN, ALBERTA.

WHEREAS, the *Municipal Government Act* RSA 2000, c.M-26 along with applicable regulations as amended or repealed and replaced from time to time, provides that Council may pass Bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS, the *Police Act*, RSA 2000, c P-17 along with applicable regulations as amended or repealed and replaced from time to time, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of Royal Canadian Mounted Police services shall by Bylaw, establish a municipal policing committee;

AND WHEREAS, the Council of the City of Fort Saskatchewan deems it advisable to establish a policing committee to advise and oversee the policing agreement between the City and the Government of Canada and matters of public interest impacting policing within the City;

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

1. TITLE

This Bylaw is cited as the Policing Committee Bylaw.

2. DEFINITIONS

For the purposes of this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, RSA 2000, c.M-26 and regulations made thereunder;
- 2.2 "Agreement" means the Agreement between the City of Fort Saskatchewan and the Government of Canada for the provision of police services for the City;
- 2.3 "Bylaw" means the Policing Committee Bylaw of the City, as may be amended or repealed and replaced from time to time;
- 2.4 "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 their designate for purposes of carrying out the responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the

Chief Administrative Officer;

- 2.5 "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;
- 2.6 "Committee" means the City of Fort Saskatchewan Policing Committee;
- 2.7 "Council" means the members who comprise the municipal Council for the City;
- 2.8 "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 their designate for the purpose of carrying out the Director's responsibilities under this Bylaw;
- 2.9 "Officer In Charge" means the officer in charge of the local RCMP Detachment in the City of Fort Saskatchewan;
- 2.10 "Police Act" means the *Police Act*, RSA 2000, c-P-17 and regulations made under the Police Act; and
- 2.11 "Protective Services Department" means the department that consists of Municipal Enforcement Services, Police Administration and the RCMP.
- 2.12 "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require.
- 2.13 "Youth Representative" means an individual between the age of 16 and 18.

3. DUTIES AND RESPONSIBILITIES

- 3.1 The overall objectives of the Policing Committee are to act as a liaison between Council, the RCMP Detachment, and the citizens of Fort Saskatchewan to foster responsible community actions towards the creation of a safe secure community. The Committee shall endeavor to do this by maintaining an environment which allows public concerns to be addressed.
- 3.2 The specific duties and responsibilities that the Committee must perform are outlined in the Police Act and the Police Governance Regulation, and also include:
 - a) Reviewing and advising Council on the annual RCMP goals and priorities; and
 - b) Making 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.

- 3.2 In carrying out its duties under this Bylaw and the Police Act, the Policing Committee must also follow the Alberta Policing Oversight Standards for Policing Committees, as amended from time to time.

4. COMPOSITION OF THE COMMITTEE

- 4.1 The Committee shall consist of a maximum of seven (7) members who shall be appointed by resolution of Council as follows:
- a. One (1) member of Council; and
 - b. Six (6) members of the public at-large, where 1 position may be designated for a Youth Representative.
 - c. Advisory non-voting members:
 - i. The Fort Saskatchewan RCMP Officer In Charge;
 - ii. Director of Protective Services, or designate;
 - iii. Municipal Enforcement Supervisor
 - iv. The Protective Services Coordinator, as Recording Secretary
- 4.2 Committee recommendations to Council for new member appointments shall be consistent with the City's Diversity and Inclusion Policy GEN-007-C.
- 4.3 The term and appointment of the Council Committee member terminates on that member ceasing to be a member of Council, or at such time Council appoints a new Council Committee member.
- 4.4 Public Committee members are appointed for a term of three (3) years and may serve up to two (2) consecutive terms before a mandatory one (1) year absence.
- 4.4 The term of any public member may be extended by a special resolution of Council.
- 4.5 Where a member ceases to be a member of the Committee before the expiration of their term, Council may appoint another eligible person for the remainder of that term.
- 4.6 One member of the Policing Committee is appointed to sit on the Traffic Safety Working Group Committee to help advise on traffic safety matters.
- 4.7 All persons appointed to the Committee shall:
- a) Take the Oath of Office as prescribed in the Police Act;
 - b) Pass a criminal record check and suitability screening through the RCMP;
 - c) Pass an enhanced security check conducted by the Government of Alberta;

- d) Be a resident of the City of Fort Saskatchewan for at least six (6) months;
- e) Not work or be hired in any capacity with the City of Fort Saskatchewan, RCMP, any Provincial or Municipal Police Service, the Provincial Attorney General's Department or Public Safety and Emergency Services of Alberta;
- f) 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

- 5.1 Any member may resign from the Committee at any time upon sending written notice to the Council to that effect.
- 5.2 Council may terminate a member's appointment to the Committee at any time, and particularly when the member:
 - a) 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;
 - b) Ceases to be a resident of the City of Fort Saskatchewan;
 - c) Fails to abide by the City's Code of Conduct Policy, as it applies to Council Committees;
 - d) Is convicted of a crime under the Criminal Code of Canada; or
- 6. 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 RCMP and security of police operations.

7. OFFICERS OF THE COMMITTEE

- 7.1 The Chair and Vice-Chair of the Committee shall be elected by voting members of the Committee at the first regular meeting of each year. A member of Council is not eligible to be elected as Chair or Vice-Chair of the Committee.
- 7.2 Excluding the Chair, all members of the Committee shall vote on every motion. The Chair shall remain neutral and only vote if there is a tie.
- 7.3 The Director of Protective Services, or their 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.

8. MEETINGS

- 8.1 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.
- 8.2 Special meetings may be called by the Chair or, in their absence, the Vice-Chair, by providing the members with 24-hour notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
- 8.3 Four (4) voting members of the Committee at a meeting shall constitute quorum. If quorum is not present within thirty (30) minutes after a meeting's start time, the Recording Secretary shall maintain a record of the members in attendance before the meeting is adjourned.
- 8.4 An agenda shall be prepared by the Recording Secretary and circulated to the members prior to each Policing Committee meeting.
- 8.5 Each member, excluding the Chair, shall have one vote on any motion before the Committee. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the Chair shall vote.
- 8.6 Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the RCMP, and security of police operations shall be conducted in camera, pursuant to the *Freedom of Information and Privacy Act* (FOIP) as amended or repealed and replaced from time to time, or its successor legislation.
- 8.7 The Policing Committee may make such report to Council on matters of public concern as the Policing Committee deems 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

- 9.1 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

- 10.1 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

- 11.1 No member shall participate in any discussion nor vote upon any matter that may

involve a pecuniary interest or conflict of interest as defined in the Act.

- 11.2 Members of the Committee shall not be held liable for any actions or claims arising out of the exercise of the powers granted to the Committee pursuant to this bylaw.

12. REPEAL OF BYLAW

- 12.1 Upon third reading of Bylaw C5-25, Bylaw C6-23 will be repealed.

13. EFFECTIVE DATE

- 13.1 This Bylaw comes into effect upon the third and final reading and duly executed.

READ a first time in Council this	22nd	day of	April	A.D. 2025.
READ a second time in Council this	22nd	day of	April	A.D. 2025.
Read a third time in Council this	22nd	day of	April	A.D. 2025

The seal of the City of Fort Saskatchewan is circular with a dashed border. Inside the border, the words "CITY OF FORT SASKATCHEWAN" are written in a circular path. In the center of the seal is a stylized image of a horse and rider on a gear-like base.

Gale Katchur
Mayor

[Signature]
Director, Legislative Services

Date Signed: April 22, 2025