



**TOWN OF BLACKFALDS
BYLAW NO. 1125/11**

**A BY-LAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA
TO ESTABLISH A POLICING COMMITTEE**

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provides that 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 and regulations as amended, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of policing services through the Royal Canadian Mounted Police may, by Bylaw, establish a Policing Committee;

AND WHEREAS the member in charge of the Municipal Police Service shall, in enforcing the By-laws of the Municipality, act under the lawful direction of the Chief Administrative Officer or such other person as the Chief Administrative Officer may, in writing, designate;

AND WHEREAS the council of the Town of Blackfalds deems it advisable to establish a Policing Committee to advise them of policing matters;

AND WHEREAS Council, by the By-law, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

NOW THEREFORE the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

NAME AND DEFINITIONS

1. This by-law may be referred as the "Policing Committee By-law".
2. For the purpose of this by-law:
 - (a) "Agreement" means the agreement between the Town of Blackfalds and the Government of Canada for the provision of police services for the municipality;
 - (b) "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Blackfalds and includes any person that the Chief Administrative Officer may appoint as his or her designate for purposes 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.
 - (c) "Committee" means Blackfalds Policing Committee;
 - (d) "Council" means the duly elected Municipal Council of the Town of Blackfalds;
 - (e) "Officer in Charge" means the Officer in charge of the local RCMP detachment in the Town of Blackfalds;
 - (f) Criminal Record is being convicted of a crime punishable by indictment
 - (g) "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require; and
 - (h) "Town" means the Town of Blackfalds, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Blackfalds as the context may require.

DUTIES AND RESPONSIBILITIES

3. The overall objectives of the Policing Committee is to act as a liaison between Town Council, the RCMP detachment, By-law Enforcement and the citizens of Blackfalds and foster responsible community action 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:
 - (a) provide community feedback to the RCMP concerning policing and by-law enforcement strategies and activities;

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- (b) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities;
- (c) cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
- (d) represent the interests and concerns of the public to the officer in charge;
- (e) make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council;
- (f) recommend to Council the appointment of a Public Complaints Director; and
- (g) represent the interests of Council to the Officer in charge.

COMPOSITION OF THE COMMITTEE

- 4. The committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows:
 - (a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a youth between the age of sixteen and eighteen who attends school;
 - (b) Two (2) Town of Blackfalds Council members.
- 5. The Mayor shall be a member (ex-officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.
- 6. The Officer in Charge of the Blackfalds RCMP, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 7. The Chief Administrative Officer, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 8. The Committee, as a public body must comply with *Freedom of Information and Protection of Privacy (FOIP)* Legislation and have a designated Coordinator. The Town of Blackfalds FOIP Coordinator will act as the FOIP Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Blackfalds FOIP Coordinator subject to their fees and policies.

MEMBERSHIP

- 8. Each member from the public at large shall be appointed to the Committee for one (1), two (2) or three (3) year terms, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless he or she is appointed to complete the term of another member who resigns before their term is up.
- 9. Members shall remain in office until their respective successors are appointed.
- 10. 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 unexpired portion of the term.
- 11. All persons appointed to the Committee shall:
 - (a) Take the oath prescribed in Schedule 2 of the Police Act.
 - (b) Not have a criminal record.
 - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department of the Department of the Solicitor General of Alberta and Town Bylaw Enforcement Service;
 - (d) Be of the full age if eighteen (18) years; except for the youth representative, who shall be at least sixteen (16) years of age.
 - (e) Participate in the Roles and Responsibilities of Policing Oversight Committee Members Training

RESIGNATION AND REMOVAL

- 12. Any member may resign from the Committee at any time upon providing written notice to Council to that effect.

13. Council may terminate a member's appointment to the Committee at any time, and particularly when the member;
 - (a) Fails to attend thee (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by resolution of the Committee;
 - (b) Ceases to be a resident of the Town;
 - (c) is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
 - (d) is convicted of a crime punishable by indictment.

OFFICERS OF THE COMMITTEE

14. The Chairman and Vice Chairman of the Committee shall be elected from amongst its members at the first regular meeting of each year.
15. All members of the Committee shall vote on every motion, including the Chairman (subject to Section #27).
16. The Chief Administrative Officer, or his or her designate, shall attend all Committee meetings and insure that the minutes will be prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

MEETINGS

17. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
18. Special meetings may be called by the Chairman or, in his 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.
19. Four (4) voting members of the Committee at a meeting shall constitute a quorum.
20. The Committee shall be governed by Robert's Rules of Order.
21. An agenda shall be prepared by the Chief Administrative Officer or his or her designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.
22. Each member, including the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will be deemed to be defeated.
23. Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
24. The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems 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.

SUB COMMITTEES

25. 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 or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

LIMITATIONS

26. Neither the Committee nor any member shall have the power to pledge the credit of the Town 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 Town.

CONFLICT OF INTEREST

27. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the Municipal Government Act being Chapter M-26, R.S.A. 2000, as amended.

EFFECTIVE DATE


This By-law shall come into effect on the date of final reading.

READ for the first time this 30th day of August A.D., 2011.

(RES. 254 /11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer

READ for the second time this 30th day of August A.D. 2011

(RES. 283/11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer

READ for the third time this 30th day of August A.D. 2011.

(RES. 284/11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer