

CITY OF ST. ALBERT

BYLAW ~~13/2019~~1/2025

POLICING COMMITTEE BYLAW

A Bylaw to establish a Policing Committee

WHEREAS:

- i. the City of St. Albert is required to establish a municipal policing committee in accordance with section 28.03 of the Police Act; and
- ii. the *Police Governance (Ministerial) Regulation* and the *Police Governance Regulation* establish rules municipal policing committees.
- ~~i. Municipal Council of the City of St. Albert wishes to continue the Policing Committee established under Bylaw 28/2017 pursuant to the Council's authority under Section 23 of the *Police Act*;~~
- ~~ii. subsection 23(14) of the *Police Act* sets out the substantive powers and duties of policing committees;~~
- ~~iii. a municipal council that has established a policing committee is required under the *Police Act* to prescribe the rules governing the operation of the policing committee and to appoint the members of the policing committee;~~
- ~~iv. the Solicitor General of Alberta has established Oversight Standards for Policing Committees including a requirement that if a municipality establishes a policing committee the municipality must delegate to the policing committee certain duties set out in sections 7 and 8 of the Municipal Police Service Agreement between the municipality and the Government of Canada;~~
- ~~v. the rules prescribed by a municipality to govern the operations of its policing committee must not be inconsistent with requirements prescribed by the Solicitor General of Alberta under the *Police Act* in respect of a policing committee's required Policy and Procedure Manual;~~

NOW THEREFORE the Municipal Council of the City of St. Albert enacts as follows:

**PART 1
BYLAW TITLE**

1. This bBylaw may be referred to as the "Policing Committee Bylaw".

PART 2 DEFINITIONS

2. In this Bylaw:

- (a) “Chair” means the member of the Committee chosen to be the Chair of the Committee in accordance with section 133(1) of this ~~B~~Bylaw;
- (b) “Chief Administrative Officer” or “CAO” means the person appointed by Council to the position of chief administrative officer under section 205 of the MGA and the City’s Chief Administrative Officer Bylaw;
- ~~(c)~~ (c) “City” means the municipal corporation of the City of St. Albert;
- ~~(e)~~ (d) “City Member” means a person appointed to the Committee by Council;
- ~~(d)~~ (e) “Code of Conduct” means the St. Albert Policing Committee Code of Conduct set out in Schedule “A” attached to and forming part of this ~~B~~Bylaw;
- ~~(e)~~ (f) “Committee” means the St. Albert Policing Committee established by this ~~B~~Bylaw;
- ~~(g)~~ (g) “Council” means the City’s municipal council;
- ~~(f)~~ (h) “Enhanced Security Check” means as determined or directed by the Solicitor General of Alberta or the Minister;
- ~~(i)~~ (i) “Mayor” means the City’s chief elected official;
- ~~(g)~~ (j) “Member” includes a City Member and a Provincial Member;
- ~~(h)~~ (k) “MGA” means the *Municipal Government Act*, RSA 2000, c M-26, and its regulations, as amended;
- ~~(i)~~ (l) “MPSA” means the Municipal Police Service Agreement dated April 1, 2012, as amended, extended, or renewed, made between the City of St. Albert and the Government of Canada pursuant to section 22(3) of the Police Act;
- ~~(j)~~ (m) “Officer in Charge” means the Officer in Charge of the St. Albert RCMP Detachment;
- ~~(k)~~ (k) “Oversight Standard” means a document dated August 2016 issued by the Department of the Solicitor General of Alberta entitled “Alberta Policing Oversight Standards for Policing Committees” and includes any amendment or replacement issued by the Solicitor General;
- ~~(n)~~ (n) “Police Act” means the *Police Act*, RSA 2000 C-P-17, and its regulations, as amended ~~and regulations~~;
- ~~(o)~~ (o) “Provincial Member” means an individual appointed to the Committee by the Minister pursuant to the Police Act; and

~~(m) “Public Complaint Director” means the member of the Committee chosen to be Public Complaint Director in accordance with section 13(1) of this Bylaw;~~

~~(n)~~(p) “Vice-Chair”, means the member of the Committee chosen to be Vice Chair in accordance with section ~~13~~33(1) of this ~~B~~BBylaw.

PART 3 COMMITTEE ESTABLISHMENT, DUTIES AND RESPONSIBILITIES

3. The St. Albert Policing Committee, previously established pursuant to Bylaw 28/2017, is continued under this Bylaw.

~~4. The Committee has the following duties, functions and responsibilities: set out in Section 23 of the Police Act and such additional duties, functions and responsibilities as may be prescribed from time to time by the Solicitor General of Alberta under the authority of Section 3.1 of the Police Act, including anything the Committee is empowered or required to do pursuant to the Oversight Standard.~~

4.

(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 local RCMP detachment and 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.

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 ~~clause R.R. 4.1 of the Oversight Standard~~the Police Act.

**PART 4
COMMITTEE MEMBERSHIP**

6. The Committee shall consist of:

(a) ~~a maximum of 9-7~~ City meMembers appointed by resolution of Council, as follows:

~~6.~~

~~(a) Voting members:~~

~~(i)~~ 1 member of Council; and

~~(i)~~

~~(ii)~~ Up to 6 public members who are residents of the City;

and

~~(ii)~~ (b) a maximum of 3 Provincial Members, appointed in accordance with section 7 of the *Police Governance (Ministerial) Regulation*.

~~(b) Advisory non-voting members:~~

~~(i) the St. Albert RCMP Officer in Charge;~~

~~(ii) the CAO.~~

~~7. The Mayor is an *ex officio* member of the Committee.~~

~~8.7. (1) The term of ~~the public members~~ Member appointments shall be a minimum of 2 years and a maximum of 3 years ~~with an effective date as designated by Council resolution.~~~~

~~(2) A public member is eligible for re-appointment if that does not result in more than 10 consecutive years of service by that member.~~

~~(3) Appointments of varying terms may be made at the discretion of Council in order to stagger the public members' terms of office.~~

~~9.8. For any members of Council appointed to the Committee, their appointment terminates on that person's ceasing to be a member of Council. Council members appointed to the Committee shall serve 2 years commencing on the date of appointment.~~

~~10.9. (1) To be eligible for appointment to the Committee, as a voting member a person an individual must:~~

~~(a) not be an employee of or contracted with or to the City, the RCMP, any Provincial or Municipal Police or Peace Officer service/agency,~~

or the Department of the Attorney General or the Solicitor General of Alberta;

- (b) be a Canadian Citizen or landed immigrant and resident of the City for at least 12 consecutive months immediately preceding the date of ~~advertising for applications~~appointment;
 - (c) be of the full age of 18 years at the date of appointment;
 - (d) supply a criminal record check showing no convictions for a criminal offence; and
 - ~~(e) be recommended to Council by the CAO as a suitable candidate for Committee membership in consideration of the above-referenced requirements along with reference checks and interview results; and~~
 - ~~(f) take the oath of office prescribed by the Police Act.~~
- (e)

- (2) When ~~the Council is considering~~ appointments for membership on the Committee are being considered, cultural diversity of the community shall be ~~considered taken into account~~ in accordance with the Oversight Standard.

- ~~(3) All The Committee mMembers that is appointed Public Complaint Director must pass an Enhanced Security Check. obtain and maintain a RCMP Enhanced Security Clearance before commencing to perform the duties and functions of Public Complaint Director.~~

(3)

- ~~(4) All voting members of the Committee shall obtain and maintain an RCMP facility access security clearance.~~
- ~~(5) All voting members of the Committee~~Members must take the prescribed o~~O~~ath of O~~O~~ffice prior to commencing to perform the duties and functions of ~~Committee m~~Members.

- ~~41.10.~~(1) If a City ~~voting member~~Member of the ~~Committee~~ resigns or otherwise ceases to be a City M~~member~~ of the ~~Committee~~ before the end of the City M~~member's~~ term of ~~appointment~~appointment expires, Council ~~must~~may appoint ~~a resident of St. Albert as a replacement m~~City Member to fill the vacancy, ~~and Council shall appoint a Council member as a replacement Committee member if the departing Committee member is a Council member.~~

- (2) A replacement City M~~m~~ember referred to in subsection 10(1) shall serve the remainder of the departing City M~~m~~ember's term.

12.11. The appointment of a Member may not be revoked by Council except for cause.
The following acts or omissions are deemed to be “cause” within the meaning of subsection ~~23(13)~~3(5) of the ~~Police Act~~Police Governance (Ministerial) Regulation: for Council to revoke the appointment of a person as a member of the Committee:

- (1) a ~~Committee~~ Mmember violates the Code of Conduct, Committee policy, this ~~B~~Bylaw, the Police Act, or any directive of the Solicitor General of Alberta issued under the authority of the Police Act;
- (2) a ~~M~~Mcommittee member fails to attend 3 consecutive meetings of the Committee, unless that absence is due to illness or authorized ~~in advance~~ by the Chair;
- (3) a ~~M~~Mcommittee member ceases to be a resident of the City;
- (4) a ~~M~~Mcommittee member fails to maintain the qualifications listed in section ~~940~~ of this ~~B~~Bylaw; or
- (5) a ~~M~~Mcommittee member discloses publicly any information that if made public could jeopardize police operations, or any information provided to the ~~M~~Mmember or to the Committee in confidence.

PART 4.1 NON-VOTING PARTICIPANTS AND ATTENDEES

12. (1) The CAO, members of administration, and the Officer in Charge:
- (a) may attend any Committee meeting, including an *in camera* session;
 - (b) may act as discussion facilitators and information resources for Members;
 - (c) may not make motions or vote on any issue before the Committee; and
 - (d) in the CAO's case, may assign an administration liaison as Committee coordinator and meeting secretary as may be required by the Committee.

(2) A Member may invite an interested party to speak to an issue before the Committee, at the discretion of the Chair, but the interested party may not make motions or vote on any issue before the Committee.

(3) Any member of Council may attend any Committee meeting, including an *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.

PART 5 COMMITTEE MEETINGS

13. (1) At the first regular meeting of each year the ~~voting members~~Members shall choose, from ~~the public members of the Committee~~among their membership, a Committee Chair and Vice-Chair ~~and a Public Complaint Director~~, in accordance with the following conditions: ~~r~~.

(a) The Mayor is not eligible to be chosen as a Chair or Vice-Chair; and

~~13.~~(b) Any other Member is eligible.

(2) In addition to any other duties or responsibilities specified in this ~~B~~Bylaw ~~or the Police Act or the Oversight Standard~~, the role of the Chair is to chair the meetings of the Committee.

(3) The Vice-Chair shall act in the Chair's absence.

14. The Committee shall hold no less than 6 regular meetings per year, at such times and locations determined by the Chair.

15. Special meetings may be called by the Chair by providing all ~~Committee~~Members with at least 24 hours' notice, unless such notice is waived by unanimous consent of the Members.

16. ~~Five voting members at a Committee meeting constitutes a quorum~~A majority of the Committee constitutes a quorum.

17. The hierarchy of the procedural rules governing meetings of the Committee is as follows, ~~in rank~~ranked in order of precedence:

(a) the MGA and any applicable regulations under the MGA;

(b) this ~~B~~Bylaw;

(c) the City's *Procedure Bylaw* applied *mutatis mutandis* to the Committee;

(d) Council-approved policies, procedures and guidelines specifically applicable to the Committee; and

(e) Robert's Rules of Order, Newly Revised.

18. Meetings of the Committee shall be open to the public except where a majority of the Mmembers present at a meeting vote in favour of a motion to deal with a matter *in camera* on the basis that public disclosure of the matter or an aspect of the matter would be a breach of personal privacy and/or could jeopardize delivery of policing services, in accordance with applicable privacy and freedom of access to information legislation.
19. Subject to applicable privacy and freedom of access to information legislation, ~~t~~The Committee has the authority to establish one or more sub-committees either on a standing basis or for a time-limited specific task or purpose, and the meetings, deliberations or other activities of a sub-committee may be closed to the public at the discretion of the sub-committee members. ~~s.~~
20. Committee mMeeting aAgendas shall be made available to the public at least 5 days prior to a meeting.
21. Meeting minutes shall be prepared for every Committee meeting and shall contain the following:
 - ~~(a)~~(e) the date, time and location of the meeting;
 - ~~(b)~~(f) the names of all MCommittee ~~m~~members present and those absent;
 - ~~(c)~~(g) the name of any other person who participated in the Committee meeting (but not including members of the public who attend a Committee meeting solely for the purposes of observing); and
 - ~~(d)~~(h) any motions made at the meeting, along with the results of the vote on the motion.
22. Details of the content of debate shall not be recorded in the minutes.
23. Minutes may, at the request of a Mmember, include any action item accepted by that Mmember and may also, with the approval of the Committee, include action items for the entire Committee or for a sub-committee.
24. No Mmember shall participate in any discussion nor vote upon any matter in which the Mmember has a conflict of interest, or in which the Mmember has a pecuniary interest as defined in the MGA.

PART 6 COMMITTEE RELATIONSHIP WITH CITY ADMINISTRATION

25. The CAO shall provide administrative support to the Committee including a recording secretary to attend the Committee meetings.
26. Neither the Committee nor any individual ~~Committee member~~Member has any authority with respect to the City's administrative matters or functions, including but not limited to:

- (a) establishing any policies, procedures or protocols with respect to the actions of City employees, units, or departments;
 - (b) giving direction to any City employee;
 - (c) hiring, appointing, suspending, removing, terminating, or reviewing the performance of any City employee;
 - (d) establishing or directing organizational structures or work assignments; and
 - (e) expending or authorizing expenditure of any City funds including funds budgeted by Council for support of the Committee.
27. The CAO shall ensure that the Committee receives relevant information in the City's possession to assist the Committee, to the extent the CAO deems necessary and possible, in carrying out its duties, functions and responsibilities, including information ~~concerning about~~ the Policing Services ~~Department and Municipal Enforcement Service~~Branches.
28. The Committee, and individual ~~M~~Committee members, shall comply with any protocol or directive established by the CAO for supplying to the Committee any information in the City's possession or control, including a requirement that such information be kept confidential.
29. At the request of the Committee, the CAO shall cause a section of the City's public website to be created for the Committee, including but not limited to:
- (a) A statement of the Committee's duties, functions and responsibilities;
 - ~~(a)~~
 - (b) Names of Mmembers of the Committee;
 - ~~(b)~~
 - (c) Details of any work plan the Committee may adopt, and any report from the Committee on its progress on the work plan;
 - ~~(c)~~
 - (d) Committee agendas and approved minutes;
 - ~~(d)~~
 - (e) Calendar of committee meeting dates and times;
 - ~~(e)~~
 - (f) Copies of any reports or recommendations to Council from the Committee, other than those made on a confidential basis;
 - ~~(f)~~
 - (g) Details of any community safety plan the Committee may assist in developing; and Details of how a member of the public may make a complaint to the Public Complaint Director;
 - ~~(g)~~
 - (h) Details of how a member of the public may make a submission to a meeting of the Committee.

30. (1) The Chair of the Committee (or the Vice Chair acting in the absence of the Chair) is the only member of the Committee authorized to make public statements on behalf of the Committee.
- (2) No public statement shall be issued on behalf of the Committee in any manner or in any media of communication unless the Chair (or the Vice Chair acting in the absence of the Chair) has first:
- (a) consulted with the CAO if the proposed public statement would reference the City directly or indirectly; and
- ~~(a)~~
- ~~(b)~~ consulted with the Officer in Charge if the proposed public statement would reference the RCMP directly or indirectly.
- (b)

PART 7 COMMITTEE REPORTING TO COUNCIL

31. The Committee is required to make an annual report to Council on its activities during the previous year and may in addition make such other reports or recommendations to Council at it deems advisable from time to time concerning matters within the Committee's scope of duties, functions and responsibilities.
32. 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 to avoid jeopardizing the delivery of policing services, in accordance with applicable privacy and freedom of access to information legislation.

PART 8 MISCELLANEOUS

33. ~~M~~Committee members act as volunteers without remuneration but will be reimbursed by the City in accordance with Council policy for out-of-pocket expenses associated with performing their duties for the Committee.
34. In the event of a conflict between the MPSA and this ~~B~~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 ~~B~~Bylaw.
35. Members ~~of the Committee~~ are bound by the Code of Conduct attached hereto as "Schedule A" and shall adhere to the provisions of the Code of Conduct.
- ~~36.~~ Members ~~of the Committee~~ shall not be held personally liable for any actions or claims arising out of their lawful and good faith exercise of the powers granted to the Committee pursuant to this ~~B~~Bylaw.

~~37. The CAO must inform the Department of the Solicitor General of Alberta when a Committee has been established in accordance with this Bylaw or has been dissolved through repeal of this Bylaw.~~

36.

**PART 9
BYLAW REVIEW**

~~37. The CAO shall conduct regular reviews of this Bylaw and the functioning of the Committee and shall report the findings of the review and any recommendations arising from the review to Council. Reviews shall:~~

- ~~(a) be completed every 24 months, at minimum;~~
- ~~(b) include consultation with the RCMP, Council, municipal staff, members of the Committee, and the public; and~~
- ~~(c) include consideration of such specific matters as the CAO deems appropriate, or as required by Council.~~

PART ~~9~~10
COMING INTO EFFECT

378. This ~~B~~Bylaw comes into effect at 12:00:01 a.m. on the day ~~when it is passed~~the *Police Governance (Ministerial) Regulation A.R. 174/2024* comes into force, or when it is passed, whichever is later.

PART ~~10~~11
REPEAL AND CONSEQUENTIAL

389. Bylaw 28/2017 is repealed.

3940. All ~~Council~~ appointments of ~~m~~Committee members made under Bylaw 28/2017 continue in effect as though they were made under this ~~B~~Bylaw.

READ A FIRST TIME this ~~1st~~ _____ day of ~~April~~March, ~~2019~~, 2025.

READ A SECOND TIME this _____ day of March, 2025.
~~this 1st day of April, 2019.~~

READ A THIRD TIME this this _____ day of March, 2025.
~~1st day of April, 2019.~~

SIGNED AND PASSED THIS _____ day of _____, ~~2019~~, 2025.

MAYOR

CHIEF LEGISLATIVE OFFICER

SCHEDULE "A" TO BYLAW 13/2019 ST. ALBERT POLICING COMMITTEE CODE OF CONDUCT

The purpose of this Code of Conduct is to set out ethical rules for persons appointed as ~~M~~members of the St. Albert Policing Committee so that they may achieve the objective of carrying out their duties with impartiality and dignity, recognizing that the primary responsibility of the Committee is service to the community.

To further this objective, certain core ethical principles and behaviors must characterize the conduct of Committee Members so that they will maintain the highest standards of public service and faithfully discharge their duties. Accordingly, Members shall comply with the following:

1. Govern their conduct in accordance with the requirements and obligations set out in the ~~Province of Alberta Police Act and Regulations~~Police Act, and any the Solicitor General's Oversight Standards for Policing Committees, the bylaws and policies of the City of St. Albert and the Committee's Policy and Procedure Manual.
2. At all times conduct themselves in a manner that is respectful and courteous of other Members, City employees, the Officer in Charge and other RCMP officers, and the public.
3. Preserve the integrity and impartiality of the Committee.
4. Not use their status as a Committee Member to secure any special privileges, favours or exemptions for themselves or any other person.
5. Not use their status as a Committee Member to advance their personal interests or the interests of any person or organization with whom or with which they are associated.
6. Not use their position as a Committee Member to obtain employment with the City or with the RCMP for themselves, family members, close associates or their firms.
7. Not attempt to exercise individual authority over the Officer in Charge of the St. Albert RCMP detachment or over any other RCMP officer in any location.
8. Not speak to the media or post on social media on behalf of the Committee unless delegated the authority to do so by the Committee Chair.
9. If speaking to the media or posting on social media in their individual capacity, state clearly that they are speaking strictly for themselves and not for the Committee.

10. If expressing disagreement with an action or decision of the Committee, state clearly that they are expressing a personal opinion only, and not the opinion or the position of the Committee.
11. Keep confidential any information discussed at an *in camera* meeting.
12. Attend at and actively participate in Committee meetings and notify the Chair or Vice Chair of any anticipated absences.
13. Declare any real or perceived conflict of interest. A conflict of interest is any situation in which a Member's (e.g. financial, occupational, familial) may affect or appear to affect their objectivity, judgment or ability to act in the best interests of the Committee or the community. The interests of immediate relatives of a Member are also considered to be the interests of the Member.
 - a) If a Member is not certain whether there is a real or perceived conflict of interest, they must bring it forward to the Committee.
 - b) It is the responsibility of every Member who is aware of a real or perceived conflict of interest on the part of a fellow Member to raise the issue for clarification, first with the Member in question, and, if still unresolved, with the Chair.
 - c) The Committee will determine by majority vote if a conflict exists. —The Member potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a conflict exists.
 - d) Where a Member has declared a conflict in a matter or a majority of the Committee has voted that a conflict of interest exists for a specific Member in a matter, the affected Member shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, not attempt to influence the outcome, and shall not vote on the matter.
14. For a period of twelve months after leaving the ~~Committee~~ommission, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Members must not assume that activities not specifically addressed by these ethical guidelines of conduct are therefore condoned. – If in doubt about actions they may be contemplating, Members are encouraged to seek advice from the Chair, who may in turn

ask the City's ~~Chief Administrative Officer~~ [CAO](#) to facilitate providing legal advice to the Member.