
BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL POLICING COMMITTEE

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing a Municipal Policing Committee.

WHEREAS, the *Municipal Government Act*, RSA 2000, c.M-26 and regulations as amended, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality.

WHEREAS, the *Police Act*, RSA 2000, c-P-17 and regulations as amended, provide that a municipality which has entered into an Agreement with the Government of Canada for the provision of police services through the Royal Canadian Mounted Police, may by Bylaw, establish a Municipal Policing Committee

WHEREAS, the Council of the Town of Blackfalds, in the Province of Alberta, deems it advisable to establish a Municipal Policing Committee to advise them of policing matters.

WHEREAS, the Council, by the Bylaw, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Municipal Policing Committee Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
- a) “**Act**” means the *Police Act*, RSA 2000, c P-17 and regulations thereto.
 - b) “**Agreement**” means the agreement between the municipality, the Town, and the Government of Canada for the provision of police services for the municipality.
 - c) “**Bylaw**” means the Police Committee Bylaw, as amended from time to time.
 - d) “**Chair**” means the individual elected to preside over meetings, as per
 - e) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - f) “**Chief Elected Official**” means the Mayor of the Town of Blackfalds.
 - g) “**Committee**” means the Blackfalds Municipal Policing Committee.
 - h) “**Council**” means the duly elected Council of the Town of Blackfalds and includes the Mayor and all Councillors.
 - i) “**Member**” means a person appointed to the Policing Committee pursuant to the Policing Committee Bylaw.
 - j) “**Minister**” means the Minister of Public Safety and Emergency Services of the Province of Alberta.
 - k) “**Officer in Charge**” means the Officer in charge of the local RCMP detachment in Blackfalds.
 - l) “**RCMP**” means the Royal Canadian Mounted Police or any member of that police service as the case may require.
 - m) “**Town**” means the Town of Blackfalds.

PART 3 - DUTIES AND RESPONSIBILITIES

- 3.1 The overall objective of the Policing Committee is to act as a liaison between the Town Council, the RCMP detachment, Municipal Enforcement and the citizens of Blackfalds, fostering responsible community action towards the creation of a safe, secure community. The Committee shall endeavour to do this by encouraging an environment which allows for public concerns to be addressed by all affected parties. The Policing Committee shall have the following duties:
- 3.2 Representing the interests and concerns of the public and Council to the Officer in Charge.
- 3.3 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.
- 3.4 Assisting in the selection of the Officer in Charge.
- 3.5 Support the RCMP in integrated community safety planning.
- 3.6 Make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council.
- 3.7 Report 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.
- 3.8 Preparing annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.
- 3.9 Developing a community safety plan in conjunction with the local police detachment, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister.
- 3.10 Recommend to Council the appointment of a Public Complaints Director.
- 3.11 Meeting quarterly, at a minimum, but as often as is required to carry on the business of the Committee.
- 3.12 Meeting times are to be posted on the Town website, meetings are to be open to the public and meeting minutes are to be available for viewing.

PART 4 - COMPOSITION OF THE COMMITTEE

- 4.1 The Committee shall be comprised 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 student between the ages of sixteen and eighteen.
 - b) Two (2) Town of Blackfalds Council members.
- 4.3 The Officer in Charge of the Blackfalds RCMP, or their delegate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 4.4 The Chief Administrative Officer, or their delegate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 4.5 The Committee, as a public body, must comply with the requirements of the Access to Information Act as well as the Protection of Privacy Act and have a designated Coordinator. The Town's Information Governance Coordinator will act as the Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with relevant access and privacy legislation. Requests for information involving the Committee will be subject to the Town's fees and policies and should be directed to the Town of Blackfalds Information Governance Coordinator.

PART 5 - MEMBERSHIP

- 5.1 A member of the Policing Committee shall not be a full-time member of the Policing Committee.
- 5.2 Each member from the public at large shall be appointed to the Committee for a term of three (3) years, or two (2) but not less than two, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless they are appointed to complete the term of another member who resigns before their term is up.
- 5.3 Members shall remain in office until their respective successors are appointed.
- 5.4 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 unexpired portion of the term.
- 5.5 The term of office of a Member appointed to the Policing Committee shall be.
- 5.5.1 three (3) years, or
- 5.5.2 a term of less than three (3) years, but not less than two (2) years.
- 5.6 A Member shall not exceed 10 consecutive years serving as a Member of the Policing Committee.
- 5.7 All Members of the Policing Committee must pass an enhanced security check.
- 5.8 The appointment of a Member to the Policing Committee may not be revoked by Council except for cause.
- 5.9 If a person who is also a Member of Council is also appointed to the Policing Committee, that person's appointment with the Policing Committee terminates on that person ceasing to be a member of Council.
- 5.10 The Members of the Policing Committee shall, at their first meeting each year, elect from their members a Chair and one or more vice chairs.
- 5.11 A member who is a Chief Elected Official is not eligible to be elected as Chair or vice chair of the Municipal Policing Committee.
- 5.12 All Members of the Municipal Policing Committee shall take an oath as set out in Schedule 2 of the Act.

PART 6 - MINISTERIAL APPOINTMENTS TO THE POLICING COMMITTEE

- 6.1 If the Municipal Policing Committee consists of:
- 6.1.1 Three (3) Members: The Minister may appoint one member to the Committee; or
- 6.1.2 Four (4) to Six (6) Members: The Minister may appoint two (2) Members to the Committee; or
- 6.1.3 Seven (7) Members: The Minister may appoint one (1) Member for each group of three (3) Members appointed to the Committee, including any remaining group that is fewer than three (3) Members.

PART 7 - RESIGNATION AND REMOVAL

- 7.1 Any member may resign from the Committee at any time upon providing written notice to Council to that effect.
- 7.2 Council may terminate a member's appointment to the Committee at any time with reasonable cause, or when a Member:
- 7.1.1 Fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused by illness or is authorized in advance by resolution of the Committee.

- 7.1.2 Ceases to be a resident of the Town.
- 7.1.3 Is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
- 7.1.4 Is convicted of a crime punishable by indictment.

PART 8 - OFFICERS OF THE COMMITTEE

- 8.1 The Chair and vice chair of the Committee shall be elected from amongst its members at the first regular meeting of each year.
- 8.2 All members of the Committee shall vote on every motion, including the Chair (subject to Section 12.1).
- 8.3 The Chief Administrative Officer, or their designate, shall attend all Committee meetings and ensure that the minutes are prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

PART 9 - MEETINGS

- 9.1 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.
- 9.2 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.
- 9.3 Four (4) voting members of the Committee at a meeting shall constitute a quorum.
- 9.4 The Committee shall be governed by the Procedural Bylaw.
- 9.5 An agenda shall be prepared by the Chief Administrative or designate, in consultation with the Chair, or in his absence, the Vice-Chair, and circulated to the members prior to each Policing Committee meeting.
- 9.6 Each member, including the Chair, 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.
- 9.7 Meetings of the Policing Committee shall be open to the public, but all matters relating to the personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
- 9.8 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.

PART 10 - SUB COMMITTEES

- 10.1 The Committee may appoint sub-committees or ad hoc committees, which may include people 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.

PART 11 - LIMITATIONS

- 11.1 Neither the Committee nor any members 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.

PART 12 - CONFLICT OF INTEREST

12.1 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.

PART 13 - REPEAL

13.1 That Bylaw 1125/11 and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 14 - DATE OF FORCE

14.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this 14th day of October, A.D. 2025.

(RES. 269/25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

READ for the second time this 14th day of October, A.D. 2025.

(RES. 270/25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

READ for the third time this 14th day of October, A.D. 2025.

(RES. 272/25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK