

TOWN OF WAINWRIGHT

BYLAW 2025 – 06

A Bylaw of the Town of Wainwright in the Province of Alberta to establish a Municipal Policing Committee.

WHEREAS Section 7 the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments made thereto, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

WHEREAS the *Police Act* Revised Statutes of Alberta 2000, Chapter P-17 and regulations as amended, provide that a municipality which has entered into an agreement with the Federal Government for the provision of police services through the Royal Canadian Mounted Police, may by bylaw establish a Municipal Policing Committee;

WHEREAS the Council shall prescribe the rules and regulations governing proceedings and meetings of the Committee within this bylaw;

NOW THEREFORE the Council of the Town of Wainwright duly assembled hereby enacts as follows:

1. TITLE

This bylaw shall be known as the “Policing Committee Bylaw”.

2. DEFINITIONS

For the purpose of this bylaw:

“Act” means the Police Act, RSA 2000, c P-17 and regulations thereto.

“Agreement” means the agreement between the municipality and the Government of Canada for the provision of police services for the municipality.

“Bylaw” means this Policing Committee Bylaw, as amended from time to time.

“Chair” means the individual elected as per the Police Governance (Ministerial) Regulation Section 3(7).

“Chief Administrative Officer” means the Chief Administrative Officer (CAO) of the Town of Wainwright or their delegate within the meaning of the Municipal Government Act.

“Chief Elected Official” mean the Mayor of the Town of Wainwright.

“Committee” means the Policing Committee.

“Council” means the Municipal Council of the Town of Wainwright.

“Member” means a person appointed to the Policing Committee pursuant to the Policing Committee Bylaw.

“Minister” means the Minister designated under Section 16 of the Government Organization Act as the Minister responsible for the Police Act.

“Officer in Charge” means the officer in charge of the local RCMP detachment in Wainwright.

“RCMP” means the Royal Canadian Mounted Police or any member of that police service as the case may require.

“Town” means the Town of Wainwright.

3. APPLICATION AND INTERPRETATION

3.1 This bylaw shall govern the Committee.

3.2 When any matter relating to the conduct of the Committee during any meeting is not addressed in this bylaw, reference shall be made to the Council Code of Conduct Bylaw and the Procedural Bylaw of the Town.

3.3 The precedence of the rules governing the procedures of the Committee is:

- a. The Policing Act;
- b. The Municipal Government Act;
- c. Other provincial legislation;
- d. This bylaw, or other bylaws of the Town of Wainwright.

4. DUTIES AND RESPONSIBILITIES

The Committee shall have the following duties:

4.1 Overseeing the administration of the Municipal Police Service Agreement.

4.2 Representing the interests and concerns of the public and Council to the Officer in Charge;

4.3 Developing a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;

4.4 Developing a community safety plan in conjunction with the local police detachment and Chief Elected Official, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;

4.5 Assisting in selection of the Officer in Charge;

4.6 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;

4.7 Preparing annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.

5. MEMBERSHIP

- 5.1 The Committee shall consist of the following voting Members, as appointed by a resolution of Council:
 - a. 2 members of Council, with 1 alternate;
 - b. 1 member of the public;
 - c. Any ministerial members appointed per Section 5.3.
- 5.2 The following may attend the Committee meetings in a non-voting, advisory capacity:
 - a. The Officer in Charge, or their designate;
 - b. The CAO, or their designate;
 - c. The Mayor of the Town is an ex-officio Member of the Policing Committee.
- 5.3 If the Committee consists of:
 - a. Three (3) Members, the Minister may appoint one (1) Member to the Committee or;
 - b. Four (4) to six (6) Members, the Minister may appoint up to two (2) Members to the Committee or;
 - c. 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.
- 5.4 The term of office of a Member appointed to the Committee shall be two (2) years.
- 5.5 All appointed members of the public are considered volunteers and shall receive no remuneration for serving on the Committee.
- 5.6 All Members appointed to the Committee must:
 - a. Be at least eighteen (18) years of age.
 - b. Be a resident of the Town of Wainwright for six (6) consecutive months immediately preceding the date of advertisement for receipt of applications.
 - c. Pass an enhanced security check.
 - d. Take an oath as set out in Schedule 2 of the Act.
 - e. Not be hired in any capacity with the Town of Wainwright RCMP, any Provincial or Municipal Police Service, Alberta Justice, or Alberta Public Safety and Emergency Services.
- 5.7 Members may resign from the Committee at any time upon providing written notice to the Committee.
- 5.8 The appointment of a Member to the Committee may not be revoked by Council except for cause. Examples of cause include:
 - a. Being absent from three (3) consecutive meetings unless such absence is by reason of illness or is authorized in advance by the Committee.
 - b. Ceasing to be a resident of the Town of Wainwright.
 - c. Being hired by the Town of Wainwright RCMP, any Provincial or Municipal Police Service, Alberta Justice, or Alberta Public Safety and Emergency Services.
 - d. Being convicted of a crime under the Criminal Code of Canada.

- e. Failing to keep the Oath of Office, or disclose any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, conduct contracts with the RCMP and security of police operations.

5.9 If a person who is also a member of Council is appointed to the Committee, that person's appointment to the Committee terminates on that person's ceasing to be a member of Council.

6. MEETINGS

6.1 The Committee shall hold meetings twice annually at minimum but as often as is required to carry on the business of the committee.

6.2 The Members of the Committee shall at their first meeting in each year, elect from their Members a Chair and one or more Vice-Chairs.

6.3 A Member who is the Chief Elected Official is not eligible to be elected as the Chair or Vice-Chair of the Policing Committee.

6.4 Each appointed Member shall have one vote.

6.5 All appointed Members of the Committee, except the Chair, must vote on all matters before the Committee, unless the Member is required or permitted to abstain from voting. The reason for the abstention must be noted in the minutes of the meeting.

6.6 The Chair shall not vote unless there is a tie, when they shall vote to maintain status quo.

6.7 A majority of the Members shall constitute a quorum.

6.8 A majority of the quorum is required to pass any motion.

6.9 Special meetings may be called by the Chair or in their absence, the Vice Chair, by providing Members with 24 hours' notice. The Committee, by unanimous consent, waive notice of a special meeting at any time if every Member of the Committee is present.

6.10 Meeting times of the Committee shall be posted on the Town's website, and meetings will be open to the public. Matters relating to discipline, personnel, conduct, management, employee retention and security shall be conducted in-camera in accordance with FOIP.

6.11 An agenda shall be prepared and circulated to the Committee Members for each meeting.

6.12 Minutes shall be kept for each meeting of the Committee and retained in accordance with the Town's Preservation of Municipal Records Disposition Schedule Policy.

7. EFFECTIVE DATE

This bylaw shall come into full force and effect upon passing of the third reading.

READ a first time in Council this 2nd of July, 2025.

Mayor

Chief Administrative Officer

READ a second time in Council this ____ day of _____, 2025.

Mayor

Chief Administrative Officer

READ a third and final time in Council this ____ day of _____, 2025.

Mayor

Chief Administrative Officer