

BYLAW 1073-25
City of Beaumont
Municipal Policing Committee Bylaw

WHEREAS, the *Police Act*, RSA 2000, c P-17 provides that a municipality that has entered into an agreement with the Government of Canada for the provision of policing services shall, by Bylaw, establish a Policing Committee;

Council enacts:

PART I – PURPOSE, DEFINITIONS, AND INTERPRETATION

Purpose 1 The purpose of this bylaw is to establish a Council committee named the Municipal Policing Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.

Definitions 2 In this bylaw:

- (a) "Administrative Representative" means an administration resource person appointed by the Chief Administrative Officer or delegate;
- (b) "Council Committees Bylaw" means Bylaw 1027-23, the City's Council Committee bylaw;
- (c) "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;
- (d) "City" means the municipal corporation of the City of Beaumont;
- (e) "Code of Conduct" means the Code of Conduct for Advisory and Task Force Committee Members attached as Schedule A to Bylaw 1027-23, as may be amended or replaced from time to time;
- (f) "Committee" means the Municipal Policing Committee, established by this bylaw;
- (g) "Council" means the elected governing body of the City;
- (h) "Mayor" means the City's chief elected official;
- (i) "MGA" means the *Municipal Government Act*, RSA 2000 c M26;

- (j) "MPSA" means the Municipal Police Service Agreement between the City and the Government of Canada, dated April 1, 2012 and any amendments thereto;
- (k) "Officer in Charge" means the Officer in Charge of the Beaumont RCMP Detachment;
- (l) "Police Act" means the *Police Act* RSA 2000 c P-17; and
- (m) "Public Member" means a member of the public appointed by Council.

- Interpretation 3 The following rules apply to interpretation of this bylaw:
- (a) headings and margin notes in this bylaw are for ease of reference only;
 - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
 - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
 - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

- Establishment 4 The Municipal Policing Committee is established as a committee of Council.
- Mandate 5 The Committee shall:
- (a) oversee the administration of the MPSA;
 - (b) represent the interests and concerns of the public and of Council to the Officer in Charge;
 - (c) develop a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;

- (d) develop a community safety plan in conjunction with the local RCMP detachment and the Mayor, including a plan for collaboration between the community and community agencies, and provide the community safety plan annually, or on request, to the Minister;
- (e) assist in the selection of the Officer in Charge;
- (f) 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; and
- (g) appoint a Public Complaint Director.

Terms of Reference

- 6 To fulfill its mandate, the Committee may:
 - (a) identify and engage stakeholder groups and seek their input on the work of the Committee;
 - (b) conduct research and prepare reports to Council on matters identified in the Committee mandate;
 - (c) provide advice to Council on City policies, programs, or services connected to the Committee mandate; or
 - (d) provide advice on changes or enhancements to the Committee mandate.

PART III – MEMBERSHIP

Members

- 7 The Committee shall consist of no less than three (3) and no more than seven (7) members appointed by resolution of Council as follows:
 - (a) Voting members:
 - (i) one (1) member of Council; and
 - (ii) up to six (6) Public Members.
 - (b) Advisory non-voting members:
 - (i) the Beaumont RCMP Officer in Charge; and
 - (ii) the CAO, or designate.

- Membership requirement
- 8 Public Members must be residents of the City.
- 9 Prior to commencing the duties and functions of Committee members, all members must pass an enhanced security check and take the oath of office as prescribed by the *Police Act*.
- 10 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy will hold office for the remainder of that term.
- 11 Members of the Committee are bound by the Code of Conduct and shall adhere to the Code of Conduct.
- Appointment terms
- 12 Council will appoint Public Members for a term of:
(a) three (3) years; or
(b) a term of less than three (3) years, but not less than two (2) years.
- 13 Public Members may serve for a maximum of two terms, but Council may choose to increase the number of terms in extraordinary circumstances.
- 14 The term of a Council member appointed to the Committee shall end upon their ceasing to hold office as a member of Council.
- Termination
- 15 Council may not remove a member of the Committee except for cause, which shall include, but not be limited to, the following:
- (a) missing three (3) meetings in a twelve-month period without the consent of the Committee;
- (b) violating the Code of Conduct, this Bylaw, or the Police Act;
- (c) ceasing to be a resident of the City; or
- (d) publicly disclosing any information provided to the member or to the Committee in confidence, or any information that if made public could jeopardize RCMP operations.
- Chair and Vice Chair
- 16 The Committee will annually elect a Chair and Vice-Chair from its voting members.

17 If the Council member appointed to the Committee is the Mayor, the Mayor is not eligible to be elected as Chair or Vice-Chair of the Committee.

18 The Chair will preside at all Committee meetings and decide all points of order that may arise.

19 If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.

Honorarium

20 Committee members, except for the Council member appointed to the Board, shall be provided with an honorarium in accordance with Council Policy C23 – Board and Council Committee Member Appreciation Policy.

PART IV –PUBLIC COMPLAINT DIRECTOR

Eligibility and Requirements

21 The Public Complaint Director appointed by the Committee may be:

(a) a member of the Committee other than a member of Council;

(b) an employee of the Committee;

(c) an employee of the City;

(d) another person, other than a Council member, who in the opinion of the Committee is qualified to serve in that capacity; or

(e) a former RCMP officer as long as that officer was not employed in the City.

22 The Public Complaint Director shall not be a currently serving police officer.

23 The Committee shall consider the experience and qualifications of the individual being considered for Public Complaint Director, having regard to a background in policing or law enforcement when appointing the Public Complaint Director.

- Duties and Function 24 The Public Complaint Director shall:
- (a) receive complaints against RCMP officers;
 - (b) act as a liaison between the Committee, the Officer in Charge and the complainant;
 - (c) perform duties assigned by the Committee in regard to complaints;
 - (d) review the investigation conducted in respect of a complaint during the course of the investigation and at the conclusion of the investigation;
 - (e) offer an alternative dispute resolution process where, in the Public Complaint Director's opinion, that may be an appropriate manner in which to resolve the complaint;
 - (f) if an alternative dispute resolution process is offered, review the manner in which the alternative dispute resolution process is delivered; and
 - (g) provide reports to the Committee, as required by the Committee.

PART V –PROCEDURES

- Regular meetings 25 The Committee will:
- (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
 - (b) provide the annual meeting schedule to the Chief Administrative Officer; and
 - (c) post the annual meeting schedule on the Committee's webpage to provide notice to the public.
- Additional notice 26 No additional notice of regularly scheduled meetings is required.

- Special meetings 27 The Chair may call a special meeting by giving 24 hours' notice to:
- (a) the members of the Committee by email; and
- (b) the public by posting a notice on the Committee's website.
- Quorum 28 A majority of the voting members will constitute a quorum at a Committee meeting.
- Change to meetings 29 The Committee must give at least 24 hours' notice of a change in the location or time of a Committee meeting.
- Procedures 30 The Committee will follow the meeting procedures set out in the City's Meeting Procedures Bylaw.

PART V – ANNUAL WORK PLAN AND REPORTING

- Annual work plan 31 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and any other direction from Council.
- Reports to council 32 The Committee may provide reports which include recommendations on matters related to the Committee's mandate to Council.
- Annual report 33 At least once per year, the Committee will report on the following:
- (a) review of its work plan;
- (b) update on progress and initiatives; and
- (c) any information or recommendations on issues and matters within its mandate.

PART VI – ADMINISTRATIVE REPRESENTATIVE

- Administrative representative 34 The Chief Administrative Officer, or designate, will appoint an Administrative Representative to the Committee.

35 The Administrative Representative is not a member of the Committee and cannot vote on any matter before the Committee.

36 The Administrative Representative will perform the following duties and functions for the Committee:

(a) publish the Committee's meeting schedules and notices;

(b) provide technical, administrative, meeting management and other supports to the Committee as required for its meetings;

(c) manage the Committee's minutes and records;

(d) provide City information or records to the Committee about matters within its mandate if requested, subject to the *Freedom of Information and Protection of Privacy Act* and other confidentiality requirements; and

(e) facilitate the preparation of Committee reports to the Minister and to Council, as necessary.

PART VII – BYLAW EFFECTIVE DATE

Effective date 37 This bylaw takes effect on March 1, 2025.

FIRST READING: February 25, 2025

SECOND READING: February 25, 2025

THIRD READING: February 25, 2025

SIGNED THIS 25th day of February, 2025.

Bill Daneluik
MAYOR

Chelaine Winter
CLERK