City of Chestermere
PROVINCE OF ALBERTA

Bylaw #033-26
Municipal Policing Committee Bylaw

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BEING A BYLAW OF THE CITY OF CHESTERMERE IN THE PROVINCE OF ALBERTA TO ESTABLISH 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 employment of Royal Canadian Mounted Police for the provision of police services, shall establish a Municipal Policing Committee;

WHEREAS the Council of the City of Chestermere, in the Province of Alberta, deems it expedient to establish a Municipal Policing Committee;

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

NOW THEREFORE, THE COUNCIL OF THE CITY OF CHESTERMERE DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as the "Municipal Policing Committee Bylaw".

2. DEFINITIONS

2.1 **"*Act*"** means the *Police Act*, RSA 2000, c P-17 and regulations thereto;

2.2 **"Agreement"** means the Agreement between the municipality and the Government of Canada for the provision of police services for the municipality;

2.3 **"Chair"** means the person with the authority to preside over a meeting and direct the proceedings and conduct of that meeting;

2.4 **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer of the City of Chestermere, Alberta appointed by Council, or their designate pursuant to the *Municipal Government Act;*

2.5 **"Chief Elected Official"** means the individual elected as the Mayor;

2.6 **"City"** means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere's corporate limits, as the context requires;

2.7 **"Committee"** means the Municipal Policing Committee established by this Bylaw;

2.8 **"Council"** means the duly elected Councillors of the City of Chestermere;

2.9 **"Councillor"** refers to all duly elected officials, including the Mayor as per the *Municipal Government Act*;

2.10 **"Director Sponsor"** means the Director designated by the CAO to support the connection between a Committee, administration and Council;

2.11 **"Member"** means a person appointed as a voting member of the Committee by Council or the Minister in accordance with applicable legislation;

2.12 **"Minister"** means the Minister of Public Safety and Emergency Services of the Province of Alberta;

2.13 **"Officer in Charge"** means the Officer in Charge of the local RCMP detachment in Chestermere, often referred to as Staff Sergeant;

2.14 **"Public Member"** means a person appointed by Council who is not serving on the Committee as a member of Council;

2.15 **"RCMP"** means the Royal Canadian Mounted Police or any member of that police service, as the case may require; and

2.16 **"Vice-Chair"** means the Member who presides in the absence of the Chair.

3. APPLICATION

3.1 The following rules apply to interpretation of this Bylaw:

3.1.1 Headings, titles, and margin notes in this Bylaw are for ease of reference only.

3.1.2 Gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires.

3.1.3 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.

3.1.4 References to bylaws and enactments in this Bylaw include amendments and replacement by bylaws and enactments, and regulations and orders thereunder.

3.1.5 If a power, duty, or function can be exercised pursuant to multiple provisions of this Bylaw, the exercise of the power, duty, or function is subject to the more specific provision.

3.1.6 Council may provide direction regarding matters within Council's lawful authority; however, no Council direction shall limit or override a duty, function or authority of the Committee established by the *Police Act* or applicable regulations.

4. ESTABLISHMENT

4.1 The Municipal Policing Committee is hereby established.

5. POLICY

5.1 The Municipal Policing Committee must follow guidelines and procedures outlined in the *Police Act*, RSA 2000, c P-17, *Police Governance Regulation*, Alta Reg 156/2024, the *Police Governance (Ministerial) Regulation,* Alta Reg 174/2024, this Bylaw, and Procedural Bylaw to the extent that those bylaws are consistent with the Police Act, applicable regulations, and this Bylaw.

5.2 All advice and recommendations must be consistent with *Municipal Government Act*, RSA 2000, c M-26, and other applicable legislation and Council-approved policies.

6. DUTIES AND RESPONSIBILITIES

6.1 The Municipal Policing Committee shall perform its duties in accordance with the Police Act and applicable regulations, including:

6.1.1 overseeing the administration of the municipal police service Agreement;

6.1.2 representing the interests and concerns of the public and Council to the Officer in Charge;

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

6.1.4 assisting in the selection of the Officer in Charge;

6.1.5 supporting the RCMP and Chief Elected Official in integrated community safety planning and the development of a community safety plan including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request to the Minister; and

6.1.6 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.

7. COMPOSITION

7.1 The Municipal Policing Committee shall consist of not fewer than three and not more than seven voting members appointed by Council.

7.2 Council may appoint up to seven voting members, consisting of:

7.2.1 the Mayor;

7.2.2 one Councillor; and

7.2.3 up to five public members who reside in Chestermere.

7.3 The Chief Administrative Officer shall designate a Director Sponsor to support the Committee. The Director Sponsor is an administrative resource, is not a member of the Committee, does not vote, and is not included in determining quorum.

7.4 The Officer in Charge, or Designate, may attend and participate in Committee meetings as the municipal policing counterpart and information resource but is not a member of the Committee, does not vote, and is not included in determining quorum.

7.5 The Committee may also include any Member appointed by the Minister in accordance with applicable legislation.

Seat	Number	Appointment Basis
Mayor	1	Council appointee; voting
Councillor	1	Council appointee; voting
Public Members	Up to 5	Council appointees selected for collective governance and community perspectives

8. MEMBERSHIP

8.1 Council shall consider the diversity of the community when appointing Members to the Municipal Policing Committee.

8.2 A Member of the Municipal Policing Committee shall not be a full-time Member of the Municipal Policing Committee.

8.3 The term of office of a Member appointed by Council to the Municipal Policing Committee shall be three years, or a term of less than three years but not less than two years, as determined by Council at the time of appointment.

8.4 Every Member of the Committee must pass the enhanced security check and complete any other screen required by applicable legislation before serving as a Member.

8.5 The appointment of a Member of the Municipal Policing Committee may not be revoked by Council except for cause, as per the *Act*.

8.6 If a person who is also a Member of Council is also appointed to the Municipal Policing Committee, that person's appointment with the Municipal Policing Committee terminates on that person's ceasing to be a Member of Council.

8.7 Each Member shall take the Oath of Office prescribed by the *Police Act* before serving as a Member. The prescribed Oath is reproduced as Schedule A to this Bylaw.

8.8 Where a Committee seat becomes vacant, Council may fill the vacancy for the remainder of the term by Council Resolution.

9. REIMBURSEMENT

9.1 The City may pay or reimburse the reasonable cost of enhanced security screening required for their appointment, in accordance with applicable City procedures.

10. MEETINGS

10.1 The Committee will have an initial meeting for the purpose of appointing the Chair and Vice-Chair, setting their meeting schedule, reviewing the Terms of Reference and this Bylaw and discussing other logistical issues. The Committee will then meet at least 4 times annually and as otherwise required to fulfill statutory duties.

10.2 The Municipal Policing Committee Chair shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting to the Members, and to the public.

11. CHAIRPERSON

11.1 The Members shall, at the first meeting of the Committee each year, elect from among their Public Members a Chair and Vice-Chair.

11.2 A Member of Council who is also a Member of the Municipal Policing Committee is ineligible to be elected as Chair or a Vice-Chair of this Committee.

11.3 The Chair shall:

11.3.1 call meetings of the Committee;

11.3.2 chair meetings of the Committee;

11.3.3 in the absence of the Chair, the Vice-Chair shall preside over meetings and exercise the powers, duties and responsibilities of the Chair; and

11.3.4 report to Council on the work of the Committee.

12. QUORUM AND DECISION MAKING

12.1 Quorum is a majority of the voting Members appointed and serving on the Committee. Non-member participants and administrative resources are not included in determining quorum.

12.2 Each voting Member has one vote. A majority of votes cast, with quorum present, decides a motion. A tied vote is defeated. Proxy voting and voting by email or other asynchronous communication are not permitted. Members participating electronically in a duly called meeting may vote in accordance with the City's Procedural Bylaw and applicable legislation.

13. ADMINISTRATIVE SUPPORT

13.1 The CAO shall designate a Director Sponsor for the Municipal Policing Committee.

13.2 Legislative Services coordinates notices, agendas, minutes, procedural advice and records for the Municipal Policing Committee, subject to approved service levels.

13.3 An emerging matter may be added where the Chair and Director Sponsor confirm that it is within mandate and can be supported within available resources.

13.4 Minutes of each meeting shall be kept, filed with Legislative Services, and provided to Council for information within 30 days after the meeting.

13.5 The Director Sponsor shall coordinate administrative and technical input, research and expert advice.

13.6 The Director Sponsor is not a Member, does not vote, and is not required to attend Committee meetings.

14. CONFIDENTIALITY

14.1 Members shall respect the confidentiality of discussions and information shared during meetings. All Members must adhere to the *Access to Information Act*, SA 2024, c A-1.4 and *Protection of Privacy Act*, SA 2024, c P-28.5, ensuring transparency in operations while safeguarding personal information. Members must also respect the confidentiality of sensitive organizational information.

15. SEVERABILITY AND GENERAL PROVISIONS

15.1 If any part of this Bylaw is found in any court of law to be illegal or beyond the power of Council to enact, such parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed separate and independent there from and to be enacted as such.

15.2 Policy #022-11, being the Police Communications Committee Policy and all its amendments shall be rescinded upon third and final reading of this Bylaw.

15.3 This Bylaw comes into force on the date of third and final reading.

READ A FIRST TIME: October 20, 2026
READ A SECOND TIME: October 20, 2026
READ A THIRD TIME: October 20, 2026

RESOLUTION NUMBERS:
261020-14
261020-15
261020-17

Mayor, Shannon Dean

Chief Administrative Officer, Kent Edney

SCHEDULE A
OATH OF OFFICE

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of a member of the Chestermere Municipal Policing Committee and will not, except in the discharge of my duties, disclose to any person any matter or evidence brought before me as a member of the Chestermere Municipal Policing Committee, so help me God.

Sworn before me in the _____ of)
_____, in the Province of Alberta, this)
_____ day of _____)
_____)
(Commissioner for Oaths)
in and for the Province of Alberta))

_____
Signature