CHESTERMERE

Policy Name: Municipal Policing Committee Terms of Reference

Policy Number: 832

Effective Date:	**Approved By:**
October 20, 2026	Mayor & Council
Policies Amended / Rescinded:	**Policy Type:**
Policy #022-11 Police Communications Committee	Council Policy

Legislated Governance Body

The Committee's mandate, composition, terms, eligibility, leadership, and removal provisions are governed by the *Police Act* and applicable regulations. The City's general committee model applies only where consistent with that framework.

1. **Purpose and Intent**
   - **1.1** The Municipal Policing Committee is established to fulfill the duties and functions prescribed for a municipal policing committee under the *Police Act* and applicable regulations.

2. **Objective**
   - **2.1** Provide the required civilian governance connection among the public, Council and the officer in charge.
   - **2.2** Develop policing priorities, strategies and community safety planning through the statutory process. The Committee may identify, recommend and promote crime prevention initiatives but shall not deliver programs or direct police operations.
   - **2.3** Support transparent reporting on programs and services intended to achieve policing priorities.

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3. Mandate

3.1 Oversee administration of the municipal police service agreement.

3.2 Represent the interests and concerns of the public and Council to the officer in charge.

3.3 Develop a yearly plan of priorities and strategies for municipal policing in consultation with the officer in charge.

3.4 Develop a community safety plan with the local police detachment and the Mayor, including collaboration between the community and community agencies, and provide it annually or on request to the Minister.

3.5 Assist in selection of the Officer in Charge.
(For the purpose of this TOR, "Officer in Charge" means the officer in charge of the local RCMP detachment serving Chestermere, often referred to as Staff Sergeant)

3.6 Report annually or on request to the Minister on implementation of and updates to programs and services intended to achieve police-service priorities.

4. Scope and Clarity

4.1 The Committee shall respect the operational independence of the RCMP and shall not direct police operations, deployment, investigations or personnel matters.

4.2 The Committee does not adjudicate complaints or interfere with complaint processes.

4.3 Members shall comply with applicable security, confidentiality, privacy and information-sharing requirements.

4.4 The Committee may identify, recommend, support and promote community safety and crime-prevention initiatives consistent with its statutory mandate. Implementation of an initiative requiring City funding, staff resources, procurement or operational delivery is subject to applicable City approvals and processes. The Committee shall not direct administration or police operations or independently commit City resources.

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5. Composition

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

5.1 Council shall appoint not fewer than three and not more than seven voting members. The Committee may operate with fewer than seven Council-appointed members provided that at least three voting members have been appointed and quorum can be achieved. Any member appointed by the Minister in accordance with applicable legislation is additional to the Council-appointed membership.

6. Roles and Responsibilities

6.1 Chair and Vice Chair

6.1.1 The Committee elects an eligible public member as Chair and an eligible public member as Vice-Chair. A Councillor or municipal employee is not eligible for either office.

6.2 Terms of Appointment

6.2.1 Council appointees serve two-year terms and may be reappointed in accordance with legislation. Council may revoke an appointment only for cause. A Councillor's appointment ends when that person ceases to be a member of Council.

6.3 Training and Screening

6.3.1 Appointment and continued service are conditional on completion of all legislatively required enhanced security screening and training.

6.4 Officer in Charge

6.4.1 The Officer in Charge, or designate, may attend and participate in Committee meetings as the policing counterpart and information resource but is not a member of the Committee, does not vote and is not included in determining quorum unless lawfully appointed as a member.

6.5 Director Sponsor

6.5.1 The director sponsor supports the administrative connection between the Committee, administration and Council and coordinates appropriate City information, advice and reporting. The director sponsor is an administrative resource, is not a member, does not vote and is not included in determining quorum. The role does not extend to directing policing operations.

6.6 Legislative Services

6.6.1 Legislative Services coordinates notices, agendas, minutes, procedural advice, records and appointment administration, subject to governing legislation.

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

6.7 Meetings and Planning

6.7.1 The Committee meets at least four times annually and additionally as required to fulfill its statutory duties. The yearly policing priorities and strategies plan and community safety plan form the Committee's core work plan.

6.8 Reporting

6.8.1 The Committee reports to Council and the Minister as required by legislation and regulation.

6.9 Annual Local Review

6.9.1 Council may review City support, reporting, meeting administration and local implementation annually but cannot discontinue the Committee while legislation requires it.

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7. Initial Priorities

7.1 Establish the governance and reporting cycle with the officer in charge.

7.2 Develop the yearly policing priorities and strategies plan.

7.3 Develop the required community safety plan.

7.4 Establish the Council and Minister reporting calendar.

Adopted by Council: October 20, 2026

Resolution Number: 261020-18

X _____

Mayor, Shannon Dean

X _____

Chief Administrative Officer, Kent Edney

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Last Review Date: October 20, 2026

Next Review Date: October 2027

Revision History *(Completed by Legislative Services)*:		
Policy Title	**Date Approved**	**Resolution Number**
Policy #832 Municipal Policing Committee Terms of Reference	October 20, 2026	261020-18
Policy #022-11 Police Communications Committee	December 20, 2022	221220-41
Policy #832 Police Communications Committee Terms of Reference	June 18, 2019	237-19
Policy #832 Police Communications and Community Link Terms of Reference	February 21, 2017	053-17