



**CITY OF BROOKS
BYLAW NO. 16/20**

**A BYLAW OF THE CITY OF BROOKS TO ESTABLISH A SAFE
COMMUNITIES COMMITTEE.**

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

AND WHEREAS the Council of the City of Brooks deems it advisable to establish a Safe Communities Committee to advise them on regulating matters; and

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

NOW, THEREFORE, the Council of the City of Brooks, in the Province of Alberta, hereby enacts as follows:

1. Title

100. This Bylaw may be referred as the "Safe Communities Committee" Bylaw.

2. Mandate

200. The mandate of the Safe Communities Committee is to promote a safe and secure community.

3. Definitions

300. In this Bylaw, unless the content otherwise requires:

301. "**Act**" means the Municipal Government Act RSA 2000 c-M-26 and regulations made under the Municipal Government Act as amended;

302. "**Bylaw**" means the City of Brooks Bylaw No. 12/10 as may be amended from time to time;

303. "**Chief Administrative Officer**" means the Chief Administrative Officer of the City of Brooks regardless of any subsequent title that may be conferred on that officer by Council or statute, or his/her designate;

304. "**City**" means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within

the boundaries of the City of Brooks, as the context may require;

305. **"Committee"** means the Safe Communities Committee of the City of Brooks;
306. **"Council"** means the Municipal Council of the City of Brooks;
307. **"County of Newell"** means the County of Newell, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the County of Newell including any municipalities therein, as the context may require;
308. **"Officer in Charge"** means the Officer in charge of the local R.C.M.P. detachment in the City of Brooks;
309. **"Protective Services Secretary"** means the person appointed to the position of recording secretary of the Committee pursuant to this Bylaw; and,
310. **"R.C.M.P."** means the Royal Canadian Mounted Police force or any member of that police force as the case may require.

4. Duties and Responsibilities

400. The overall objectives of the Safe Communities Committee are to foster the creation of a safe and secure community. Specific duties and responsibilities are to:
 401. Cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
 402. Make recommendations to Council relating to relevant community issues, as it may deem advisable, on its own initiative or upon request of Council;
 403. Provide community feedback to the Administration Department of the City concerning City Bylaw enforcement strategies and activities;
 404. Review and advise Council on the annual Safe Communities Committee goals and priorities;
 405. Develop educational materials advocating personal, public or corporate safety and security;
 406. Provide quarterly updates to Council either through a written submission or a presentation during a regularly scheduled Council meeting; and,

407. Communicate with Council through the Council member(s) appointed to the Committee.

5. Composition of the Committee

501. The Committee shall be composed of not more than thirteen (13) voting members who shall be appointed by resolution of Council as follows:

502. Not more than nine (9) citizens at large;

503. Members shall be selected based on their willingness and ability to commit to the Committee over a three (3) year term; skills and experience as related to responsibilities; and ability to work toward consensus with people who hold different views;

504. In the event of a citizen-at-large vacancy, the City shall arrange, through an open public process, for the Committee to receive applications for membership. The Committee shall review all applications and recommend to Council a suitable candidate for membership. If the process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Committee or continue to search for a suitable candidate; and,

505. The citizen-at-large members of the Committee shall remain members only during such time as they continue to reside within the City of Brooks or County of Newell boundaries.

506. Not more than one (1) representative from the Council of the City of Brooks;

507. Not more than one (1) representative from the Council of the County of Newell; and,

508. Not more than one (2) youth representatives between the ages of sixteen and eighteen who attends school in the City or County.

509. The Mayor shall be a member (ex-officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.

510. The Officer in Charge of the Brooks R.C.M.P., or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.

- 511. The Chief Administrative Officer, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 512. The Safe Communities Facilitator shall attend the Committee meetings in an advisory, non-voting capacity.
- 513. The Protective Services Secretary or other person designated by the Chief Administrative officer shall attend the Committee meetings for the purpose of recording minutes however, in a non-voting capacity.

6. Membership

- 600. Each member from the public at large shall be appointed to the Committee for a three (3) year term commencing upon the date of their appointment by resolution of Council.
- 601. Each member of the Committee that is a member of Council, that person's appointment to the Committee terminates on that person's ceasing to be a member of the Council.
- 602. The term of any citizen member shall not exceed six (6) consecutive years, except by resolution of Council passed unanimously.
- 603. Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for a three (3) year term.
- 604. All persons appointed to the Committee shall;
 - 605. be of the full age of eighteen (18) years, except for the youth representatives, who shall be at least sixteen (16) years of age.

7. Resignation and Removals

- 700. Any member may resign from the Committee at any time upon sending written notice to Council to that effect.
- 701. Council may terminate a member's appointment to the Committee at any time, and particularly when the member:
 - 702. fails to attend three (3) consecutive meetings of the Committee, unless that absence is caused through illness or is authorized in advance by resolution of the Committee;
 - 703. ceases to be a resident of the City and/or the County; or,
 - 704. is convicted of a crime under the Criminal Code of Canada.

8. Officers of the Committee

- 800. The Chairman and Vice Chairman of the Committee shall be elected

from amongst its citizen members at the first regular meeting of each year.

801. Excluding the Chairman, all members of the Committee shall vote on every motion.
802. The Chief Administrative Officer, or his/her designate, shall attend all Committee meetings. Minutes shall be prepared by the Protective Services Secretary and submitted to the Committee for approval at the next meeting. The recording secretary shall forward a copy of these minutes to Council.

9. Meetings

900. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than ten (10) meetings per year.
901. Special meetings may be called by the Chairman or, in his/her absence, the Vice Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if two-thirds (2/3) of the Committee is present.
902. No less than half of the total voting members of the Committee at a meeting shall constitute a quorum.
903. When a matter arises relating to proceedings in a meeting which is not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to Robert's Rules of Order.
904. An agenda shall be prepared by the Protective Services Secretary, in consultation with the Chairman, or in his/her absence, the Vice-Chairman, and circulated to the members prior to each Safe Communities Committee meeting.
905. Each member shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the Chairman shall vote.
906. Meetings of the Safe Communities Committee shall be open to the public.
907. The Safe Communities Committee may make such report to Council on matters of public concern as the Safe Communities Committee deems are appropriate and in the public interest. The Safe Communities Committee shall also report to Council on any matter when requested to do so by resolution of Council.

10. Sub-Committees

1000. The Committee may appoint sub-committees or ad hoc committees, which may include persons 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 single motion at any regular meeting.

11. Limitations

1100. Neither the Committee nor any member shall have the power to pledge the credit of the City 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 City.

12. Conflict of Interest

1200. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the Act.

13. Severability

1300. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

14. Repeal of Bylaw

1400. That Bylaw No. 12/10 and amendments thereto be hereby repealed.

15. Effective Date

1500. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 7th day of November, 2016.

Read a second time 7th day of November, 2016.

Read a third time and finally passed 7th day of November, 2016.



Mayor



Chief Administrative Officer