



**CITY OF BROOKS  
BYLAW NO. 25/09**

**A BYLAW OF THE CITY OF BROOKS TO ESTABLISH A MUNICIPAL POLICING COMMITTEE.**

**WHEREAS**, pursuant to the *Police Act* RSA 2000, c P-17 and regulations as amended or replaced from time to time, provides that a municipality that has entered into an Agreement with the Government of Canada for the provision of policing services may establish a Municipal Policing Committee;

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

**1. Short Title:**

100. This Bylaw may be cited as the "City of Brooks Municipal Policing Committee Bylaw."

**2. Definitions:**

200. "**Act**" means the *Municipal Government Act* RSA. 2000, c. M-26, as amended or replaced from time to time;
201. "**Agreement**" means the Agreement between the City of Brooks and the Government of Canada for the provision of police services for the City;
202. "**Bylaw**" means the City of Brooks Municipal Policing Committee Bylaw 25/09 as may be amended from time to time;
203. "**Chief Administrative Officer**" means the person appointed by Council to the position of Chief Administrative Officer for the City under Section 205 of the Act or their designate;
204. "**Chief Elected Official**" means the Mayor of the City;
205. "**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;
206. "**Committee**" means the City of Brooks Municipal Policing Committee;
207. "**Council**" means the Municipal Council of the City of Brooks;
208. "**Member**" means a person appointed to the Committee;

209. “**Officer in Charge**” means the Officer in Charge of the Brooks RCMP Detachment; and,
210. “**RCMP**” means the Royal Canadian Mounted Police force or any member of that police force.

### **3. Duties and Responsibilities**

300. The Committee shall:

301. oversee the administration of the Agreement;
302. represent the interests and concerns of the public and Council to the Officer in Charge;
303. develop a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;
304. develop a community safety plan in conjunction with the Brooks RCMP 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. Such plans shall be presented to Council for approval;
305. assist in the selection of the Officer in Charge;
306. report annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the Brooks RCMP Detachment; and,
307. discharge any other duties as may be assigned to the Committee under the *Police Act*.

### **4. Composition of the Committee**

400. The Committee shall be comprised of not less than three (3) and not more than seven (7) voting Members who shall be appointed by resolution of Council as follows:

401. one (1) member of Council, appointed at the City's Organizational Meeting each year;
402. up to six (6) citizens-at-large, appointed for a term of:
403. three years; or,
404. a term less than three (3) years but not less than two (2) years;

405. Council shall consider the diversity of the community when appointing members to the Policing Committee.
406. A Member of the Committee shall not be a full-time Member of the Committee.
407. The maximum term for a citizen-at-large Member is six (6) consecutive years.
408. The term of a citizen-at-large Member may be extended by a Council resolution, but shall not exceed six (6) consecutive years.
409. The Mayor shall be an ex-officio Member of the Committee and their term on the Committee shall coincide with their term of office on Council.
410. The term for a member of Council appointed to the Committee shall coincide with their term of office on Council.
411. All Members appointed to the Committee shall:
  412. not work or be hired in any capacity with the City; with the exception of the Council member appointed to the Committee, RCMP, any Provincial or municipal police force, Department of Public Safety and Emergency Services or Department of Justice and Attorney General;
  413. be a Canadian citizen or landed immigrant and resident of the City for at least six (6) consecutive months preceding the date of advertising for Members;
  414. be at least eighteen (18) years old;
  415. take the Oath of Office as prescribed in Schedule 2 of the *Police Act*; and,
  416. pass an enhanced security check, including:
    417. a criminal records check;
    418. a law enforcement inquiry/record check;
    419. an open-source inquiry; and,
    420. a security interview (limited circumstances).
421. Notwithstanding Subsections 416 – 420, a Member of the Committee is not required to obtain an enhanced security check if they have a current enhanced security check provided by the RCMP dated within one year of the date on their application, or, in the case of a Council member, dated within one year of their appointment by Council.
422. If the Committee consists of:
  423. three (3) Members, the Minister may appoint one Member to the Committee; or,
  424. four (4) to six (6) Members, the Minister may appoint up to two (2) Members of the Committee; or,
  425. seven (7) Members, the Minister may appoint one (1)

Member for each group of three (3) Members, including any remaining group that is fewer than three (3) Members.

#### **5. Administrative Support**

501. The Officer in Charge of the Brooks RCMP Detachment, or their designate, shall attend the Committee meetings in an advisory, non-voting capacity.
502. The Safe Communities Facilitator shall attend the Committee meetings in an advisory, non-voting capacity.
503. The Chief Administrative Officer may designate additional City employees to attend Committee meetings to provide administrative support and/or other insights and information as required to facilitate Committee business.

#### **6. Resignations and Removals**

600. A Member may resign from the Committee at any time upon sending written notice of the resignation to Council.
601. Council may terminate a Member's appointment at any time for cause, which may include, but is not limited to:
  602. failing to attend three (3) consecutive meetings of the Committee, unless that absence is authorized in advance by a resolution of the Committee;
  603. ceasing to be a resident of the City;
  604. obtaining employment with the City or RCMP, any Provincial or municipal police force, Department of Public Safety and Emergency Services or Department of Justice and Attorney General;
  605. being convicted of a crime under the *Criminal Code* of Canada; and/or,
  606. failing to keep the Oath of Office, or disclosing any information that jeopardizes a police operation, or police/public safety, or the confidentiality associated with the nature of policing including: personnel, conduct, contracts with the RCMP and security of police operations.

#### **7. Officers of the Committee**

700. The Chair and Vice-Chair of the Committee shall be elected from the voting Members at the first regular meeting each year.
701. A Member who is the Chief Elected Official is not eligible to be elected as an Officer of the Committee.

## 8. Meetings

800. The Committee shall hold regular meetings at a frequency to be determined by the Committee, but not less than four (4) meetings per year.
801. Special meetings may be called by the Chair, or in their absence, the Vice-Chair, by providing Members with 24-hours' notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every Member of the Committee is present.
802. A majority of Committee Members shall constitute a quorum. A majority of the quorum is required to pass any motion.
803. Each Member shall have one (1) vote. The Chair shall only vote in the event of a tie.
804. No Member shall participate in any discussion or vote upon any matter that may involve a conflict of interest/pecuniary interest referred to in the Act.
805. An Agenda shall be prepared by the administrative support and circulated to the Members prior to each Committee meeting.
806. Minutes shall be kept for each meeting of the Committee and any sub-committees or ad-hoc committees formed and shall include the following:
- 807. the date, time and location of the meeting;
  - 808. the names of all Members present and those absent;
  - 809. the name of any other person who participated in the Committee meeting (but not including members of the public who attend a Committee meeting solely for the purposes of observing); and,
  - 810. any motions made at the meeting, along with the results of the vote on the motion.
811. Details of the content of debate shall not be recorded in the minutes.
812. Meetings of the Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the RCMP and security of police operations shall be conducted in camera, respecting the *Freedom of Information and Protection of Privacy Act*.
813. The Committee may make reports to Council on matters of public concern as the Committee deems appropriate and are in the public interest. The Committee shall also report to Council on any matter when requested to do so by resolution of Council.

## 9. Sub-Committees & Ad-Hoc Committee

900. 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 by a motion at a regular meeting.

**10. Limitations**

1000. 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 have any power to authorize any expenditure to be charged against the City.

1001. Members of the Committee shall not be held liable for any actions or claims or claims arising out of the exercise of the powers granted to the Committee under this Bylaw.

**11. Severability**

1100. Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.

**12. Repeal of Bylaw**

1200. That the following Bylaws and all amendments be hereby repealed  
22/02 and 24/18.


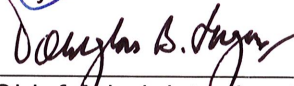
**13. Effective Date**

1300. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 3<sup>rd</sup> day of June, 2025.

Read a second time this 3<sup>rd</sup> day of June, 2025.

Read a third time and finally passed this 3<sup>rd</sup> day of June, 2025.

  
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Mayor  
  
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Chief Administrative Officer