



TOWN OF EDSON BYLAW NO. 2322

A Bylaw of the Town of Edson, following the provisions of the *Municipal Government Act*, RSA 2000, C. M-26, and amendments thereto, to the Council of the Town of Edson deems it advisable to establish a Municipal Policing Committee;

And the *Police Act* RSA 2000, C-P-17 and regulations as amended, provide that a municipality which has entered into an Agreement with the Federal Government for the provision of police services through the Royal Canadian Mounted Police, may by Bylaw establish a Municipal Policing Committee;

The Council of the Town of Edson, in the Province of Alberta, enacts:

1. TITLE

- 1.1 This Bylaw may be called the “Municipal Policing Committee Bylaw”

2. DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:

- a. “Act” means the Police Act, RSA 2000, c P-17 and amendments thereto, together with any regulation's thereto;
- b. “Administrative Liaison” means a representative designated by the CAO to serve as the primary point of contact between the Municipality and the Municipal Policing Committee.
- c. “Agreement” means the agreement between the municipality and the Government of Canada for the provision of police services for the municipality;
- d. “Bylaw” means the Municipal Police Committee Bylaw as amended from time to time;
- e. “Chair” means the individual elected as per the *Police Act* Section 23 (9);
- f. “Chief Administrative Officer (CAO)” means the person appointed as the Chief Administrative Officer in accordance with the Act, or their designate.
- g. “Chief Elected Official” means the Person elected or appointed as chief elected official under section 150 of the *Municipal Government Act*;
- h. “Committee” means the Municipal Policing Committee of the Town of Edson;
- i. “Council” means the municipal Council of the Town of Edson, elected pursuant to the *Local Authorities Election Act*, RSA 2000, c. L-21.
- j. “Councillor” means an elected member of Council;
- k. “Member” means a person appointed to the Municipal Policing Committee pursuant to

- the Municipal Policing Committee Bylaw;
- l. “Minister” means the Minister of Public Safety and Emergency Services of the Province of Alberta;
- m. “Officer in Charge” means the Officer in charge of the local RCMP detachment in Town of Edson;
- n. “R.C.M.P.” means the Royal Canadian Mounted Police or any member of that police service as the case may require.
- o. “Town” means the Municipal Corporation of the Town of Edson, its administration and staff, agents, or representatives.

3. INTERPRETATION

3.1 The following rules apply to interpretation of this Bylaw:

- a. Headings, titles, 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.

4. COMMITTEE PURPOSE

- 4.1 The Committee shall act in an advisory capacity liaising with the RCMP and the community in regards to a range policing initiatives, to recommend to Council local policing priorities, programs, public safety plans, and issues impacting the Town.

5. DUTIES AND RESPONSIBILITIES

The Municipal Policing Committee will have the following duties:

- 5.1 Representing the interests and concerns of the public and Council to the Officer in Charge;
- 5.2 Developing a yearly plan of priorities and strategies for policing in consultation with the Officer in Charge;
- 5.3 Assisting in selection of the Officer in Charge;
- 5.4 Support the R.C.M.P. in integrated community safety planning;
- 5.5 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;
- 5.6 Prepare annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.

5.7 Hold quarterly meetings at a minimum but as often as is required to carry on the business of the committee.

5.8 Meeting times are to be posted on the Town website; meetings are to be open to the public and minutes available for viewing.

6. MEMBERSHIP

6.1 The Municipal Policing Committee shall be comprised of no fewer than three (3) members and no more than seven (7) members appointed by Council.

6.2 One (1) Member may be from Youth Council over the age of 16. A Youth member will hold a non- voting position.

6.3 Council will consider the diversity of the community when appointing members to the Municipal Policing Committee.

6.4 A member of the Municipal Policing Committee must not be employed as a full-time member of the Municipal Policing Committee.

6.5 One (1) representative from Yellowhead County may be appointed to the committee in a non-voting, observer capacity.

6.6 The term of office of a member appointed to the Municipal Policing Committee will be;

- a. Three (3) years, where feasible, appointments shall be staggered to allow for some continuity of membership from year to year.
- b. Notwithstanding anything in this section, Council may, where necessary to stagger members' terms, appoint members for terms shorter than three (3) calendar years, but not less than two (2) years.

6.7 All members of the Municipal Policing Committee must pass an enhanced security check.

6.8 The appointment of a member of the Municipal Policing Committee may not be revoked by Council except for cause.

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

6.10 The members of the Municipal Policing Committee will, during the first scheduled meeting of each calendar year, elect from their members a Chair and one or more Vice Chairs.

6.11 A member who is the Chief Elected Official is not eligible to be elected as the Chair or Vice-Chair.

- 6.12 All members of the Municipal Policing Committee must take an oath as set out in Schedule 2 of the Act.
- 6.13 The CAO will appoint an Administrative Liaison to the Committee.
- 6.14 The Officer in Charge of Edson Detachment, the CAO, General Manager of Community and Protective Services, Administrative Liaison are considered committee members in an advisory, non- voting capacity.
- 6.15 All persons appointed to the Municipal Policing Committee will:
 - a. be eighteen (18) years of age, except for the youth representative who will be at least sixteen (16) years of age;
 - b. be a Canadian Citizen or Landed Immigrant and a resident of the Town for 6 consecutive months immediately preceding the date of advertising for receipt of applications;
 - c. take the Oath as Officer as prescribed in the Act;
 - d. undertake a criminal records review and suitability screening through the RCMP;
 - e. not be hired in any capacity with Edson RCMP, any Provincial or Municipal Police Service, the Provincial Attorney General's Department, the Public Safety and Emergency Services Department of Alberta, or an employee of or contract with the Town of Edson;
 - f. be recommended to Council by Administration as a suitable candidate for Committee membership in consideration of the above reference requirements along with reference checks and interview results.

7. TRAINING AND EXPENSES

- 7.1 Within budget, Committee Members may be eligible to attend related training subject to review and approval of the Chair in consultation with the Administrative Liaison.
 - a. Expenses will be reimbursed in accordance with Town travel and expense policies.
 - b. Expenses must be authorized by the Chair before being incurred and must be approved the Chair before being reimbursed.
 - c. The Chair will confirm travel & training budget with the Administrative Liaison before committing to an expense.

8. RESIGNATION AND REMOVALS

- 8.1 Any member may resign from the Committee at any time by sending written notice to the Chair advising of the resignation and effective date.
- 8.2 Council may revoke a member's appointment to the Committee for cause, and particularly when the member:

- a. is absent from three (3) consecutive meetings unless such absence is by reason of illness or is authorized in advance by the Committee;
- b. ceases to be a resident of the Town;
- c. is hired by the Town or the RCMP or any other police service or Municipal Police Service, the Provincial Attorney General's Department or the Public Safety and Emergency Services Department;
- d. is convicted of a crime under the *Criminal Code of Canada*;
- e. fails to keep the Oath of Office or discloses any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, conduct contracts with the RCMP and security of police operations.

9. MEETINGS

9.1 Meeting process will be conducted in accordance with the Town Meeting Procedures Bylaw.

9.2 Notwithstanding section 9.1 of this Bylaw,

- a. The Committee will hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than 4 times per year.
- b. Each member shall have 1 vote. Proxies are not permitted.
- c. Voting by email is not permitted.
- d. Meetings of the Committee will be open to the public except for matters subject to the *Access to Information Act* SA 2024, c A-1.4, which may be discussed in a closed session, in accordance with the Town Meeting Procedures Bylaw.

9.3 Requests by individuals, organizations, or delegations of citizens to present to the Committee must be:

- a. delivered to the Administrative Liaison a minimum of five (5) business days before the meeting to which they pertain;
- b. in writing; and
- c. in a form prescribed by or acceptable to the Administrative Liaison.

9.4 Requests made under section 9.3 which do not relate to matters within the Committee's responsibility or authority will be denied.

10. CONFIDENTIALITY

10.1 Any personal information collected through the Committee is for the purpose of advising Council on policing priorities, programs, public safety plans impacting the Town will be collected pursuant to section 4 of the Protection of Privacy Act, SA 2024, c P-28.5.

10.2 Town information or records, if requested, will be provided to the Committee about matters within its mandate, pursuant to the Access to Information Act, SA 2024, c A-1.4 and any other enactment that expressly authorizes the collection of, or access to, information.

10.3 Town information or records, if requested, will be provided to the Committee about matters within its mandate conforming to confidentiality requirements of applicable policy, regulations, or legislation.

11. SEVERABILITY

- 11.1 If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

12. EFFECTIVE DATE

- 12.1 This Bylaw will come into effect upon third reading.

READ a first time this 15th day of July, 2025.

READ a second time this 15th day of July, 2025.

READ a third time and finally passed this 15th day of July, 2025.

Mayor Kevin Zahara

Christine Beveridge, CAO