

BYLAW NO. 356-15

A BYLAW IN THE TOWN OF PONOKA FOR THE PURPOSE OF ESTABLISHING A POLICE ADVISORY COMMITTEE.

WHEREAS, the Council of the Town of Ponoka deems it advisable to establish a Police Advisory Committee to advise them of policing matters and issues of public safety; and

WHEREAS, Council by Bylaw, shall prescribe the rules and regulations governing the operation the Police Advisory Committee; and

WHEREAS, Council by Bylaw, shall appoint members of the Ponoka Police Advisory Committee.

NOW THEREFORE, the Council of the Town of Ponoka in the Province of Alberta, in open meeting of Council, enacts as follows:

1. CITATION

This Bylaw may be cited as the “Police Advisory Committee Bylaw”.

2. DEFINITIONS

In this Bylaw:

- a) **“Bylaw”** means the Town of Ponoka Bylaw No. 356-15 as amended or repealed and replaced from time to time,
- b) **“Chief Administrative Officer”** means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Ponoka and includes any person that the Chief Administrative Officer may appoint as his designate for the purpose of carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer,
- c) **“Town”** means the “Town of Ponoka, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the “Town of Ponoka, as the context may require,
- d) **“Committee”** means the “Ponoka Police Advisory Committee,
- e) **“Council”** means the Council of the Town of Ponoka,
- f) **“Officer In Charge”** means the Officer In Charge of the local R.C.M.P. Detachment in the Town of Ponoka,
- g) **“R.C.M. P.”** means the Royal Canadian Mounted Police force or any member of that police force as the case may require.

3. DUTIES AND RESPONSIBILITIES

- a) The overall objectives of the Police Advisory Committee are to act as a liaison between Council, the R.C.M.P. Detachment, the Chief Administrative Officer of the Town of

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Ponoka and the citizens of Ponoka and foster responsible community actions towards the creation of a safe secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:

- (b) Provide community feedback to the R.C.M.P. and Chief Administrative Officer concerning policing strategies and activities;
- (c) Represent the interests and concerns of the public and Council to the Officer in Charge;
- (d) Cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
- (e) Provide advice and make recommendations to Council relating to policing matters or relevant community issues, as it may deem advisable, on its own initiative or upon request of Council;
- (f) In consultation with the Officer in Charge, develop a yearly plan of priorities and strategies for municipal policing, to be submitted to Council;
- (g) Consult with the Officer in Charge respecting the implementation of the yearly plan;
- (h) Any other duties as may be required.

4. COMPOSITION OF THE COMMITTEE

- a) The Committee shall consist of a maximum of seven (7) voting members serving without remuneration who shall be appointed by Council as follows:
 - (i) One (1) member of Town Council, plus one alternate;
 - (ii) One (1) member of Ponoka County Council, plus one alternate or a resident of Ponoka County;
 - (ii) Five (5) members of the public at large, who by way of example may stem from the following entities:
 - Victim Services
 - Citizens on Patrol
 - Community Youth Representative
 - 2 Community members-at-large
- b) The Officer in Charge of the Ponoka R.C.M.P., or his/her designate, shall attend the Committee meetings in an advisory non-voting capacity.

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- c) The Chief Administrative Officer, and/or his/her designate, shall attend the Committee meetings in an advisory non-voting capacity.
- d) The Recording Secretary, or his/her designate, as appointed by the CAO, shall attend the Committee Meetings in a non-voting capacity to provide administrative support services to the Committee.
- e) The Council representative to the Committee shall be appointed at Council's annual organizational meeting, Council appointments to the Committee terminate once they cease to be a member of Council.
- f) The term of any public at large member shall be two (2) years. A member may serve three consecutive terms, not to exceed six (6) years.
- g) 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 the remainder of that term.
- h) All persons appointed to the Committee shall:
 - Undertake a criminal records review and suitability screening through the R.C.M.P at the Town's expense
 - Not be hired in any capacity with the Town of Ponoka, the Royal Canadian Mounted Police, any Provincial or Municipal Police Service, or the Department of Justice and Solicitor General of Alberta.
 - Be a Canadian Citizen or landed immigrant and reside in the Ponoka community for at least six (6) consecutive months immediately preceding the date of advertising for applications.
 - Be of the full age of eighteen (18) years, except for a youth representative, who shall be at least sixteen (16) years of age.

5. RESIGNATION AND REMOVALS

- a) Any member may resign from the Committee at any time upon sending written notice to the Chair and Council to that effect.
- b) Council may terminate a member's appointment to the Committee at any time, and particularly when the member:
 - 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;
 - Ceases to be a resident of the Ponoka community;
 - Is hired in a full-time, permanent capacity with the Town of Ponoka, County of Ponoka or the R.C.M.P.;
 - Is convicted of a crime under the Criminal Code of Canada; or
 - Fails to keep confidential, or discloses any information that jeopardizes a police operation, or police / public safety, or the confidentiality associated with the nature of

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policing including personnel, conduct, contracts with the R.C.M.P. and security of police operations.

6. OFFICERS OF THE COMMITTEE

- a) The Chair and Vice-Chair of the Committee shall be elected from amongst the voting members at the first regular meeting of each year.
- b) All members of the Committee shall vote on every motion, with the exception of conflict of interest/pecuniary interest.

7. MEETINGS

- a) The Committee shall hold regular meetings at a frequency to be determined by the Committee, but not less than six (6) meetings per year.
- b) Special meetings may be called by the Chair or, in his/her absence, the Vice Chair, by providing the members with 24 hours' written notice. The Committee may, by unanimous consent, waive notice of a special meeting, in accordance with the *Municipal Government Act*, at any time if every member of the Committee is present.
- c) No less than half of the total voting members of the Committee at a meeting shall constitute a quorum.
- d) An agenda shall be prepared and circulated to the members prior to each Committee Meeting.
- e) 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 motion is defeated.
- f) Minutes shall be prepared and submitted to the Committee for approval at the next meeting. The Recording Secretary shall forward a copy of the approved minutes to Council.
- g) Meetings of the Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the R.C.M.P., and security of police operations shall be conducted in camera, respecting the *Freedom of Information and Privacy Act (FOIP)* as amended or repealed and replaced from time to time.
- h) The Committee may report 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.

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8. LIMITATIONS

- a) Neither the Committee nor any member shall have the power to pledge the credit of the City/Town 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/Town.

9. CONFLICT OF INTEREST

- a) No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the *Municipal Government Act*.
- b) In the event of a member having a pecuniary interest, he or she shall:
 - i) Disclose that he or she has a pecuniary conflict of interest and its general nature;
 - ii) Leave the room until the matter has been dealt with;
 - iii) Abstain from any discussion of the matter;
 - iv) Abstain from voting on the matter; and
 - v) Ensure the abstention is recorded in the minutes.
- c) 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 pursuant to this Bylaw.

10. CONFIDENTIALITY

- a) Committee members are responsible for maintaining the confidentiality of committee information. As part of their duties members will acquire knowledge of, or have access to, and be in possession of information, including personal information. Members will keep confidential and not disclose any information of any nature or kind that comes to their knowledge by virtue of their position, except in accordance with their duties with the PAC.
- b) Committee members are required to sign a confidentiality agreement binding them to their responsibility even after their appointment ends.

11. ENACTMENT

This Bylaw becomes effective upon third and final reading.

First Reading:	December 8, 2015
Second Reading:	December 8, 2015
Third & Final Reading:	January 12, 2016

DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER