



CITY OF
FORT SASKATCHEWAN
POLICING COMMITTEE

Policing Committee Policy & Procedure Manual

Updated: June 2023

City of Fort Saskatchewan Policing Committee Policy and Procedures

Contents

1. Intent of the Policy Procedure Manual.....	3
2. Legislative Authorities - Policing Committee.....	3
3. About the Fort Saskatchewan Policing Committee.....	3
Prerequisites for Committee Appointment.....	3
Policing Committee Composition.....	4
Contacting the Committee:.....	4
Meetings.....	4
4. Committee Members’ Roles and Responsibilities.....	5
General Statement – Policing Committee Members:.....	5
Roles and Responsibilities of the Chair and Vice Chair.....	6
Roles and Responsibilities of the Public Complaints Director.....	6
Role of the Detachment Commander, Officer In Charge.....	7
5. Public Portion - Policing Committee Meetings.....	8
6. Orientation and Training of New Policing Committee Members.....	8
7. Conduct/Ethics and Conflict of Interest.....	11
8. Annual Planning and Reporting.....	11
Annual Plan for the Policing Committee.....	11
Reporting of Policing Committee Activities and Accomplishments.....	12
12. Financial Management.....	12
13. Records Management.....	13
File Description.....	13
Record Retention.....	13
14. Communications and Media Relations.....	14

City of Fort Saskatchewan Policing Committee Policy and Procedures

1. Intent of the Policy Procedure Manual

This manual is to guide Policing Committee operations and ensure the Committee serves in a manner consistent with provincial and municipal legislation and / or guidelines.

Oversight bodies manages the delicate balance between the independence and authority of law enforcement on one hand and their accountability to the public and to the civilian authority on the other. Policing Committee's serve as independent a civilian body that oversee the RCMP on behalf of citizens to hold accountable the actions, policies and priorities and to ensure transparency of service delivery.

The Policing Committee's role and function is public engagement. Removing the potential perceived bias or political interference with separation of politics and policing. The committee supports community policing and creates accountability, transparency and public trust. The committee acts as a bridge between community and council and the needs of the police service. One goal is to improve the public perception of the police service and help educate the community on our policing services.

2. Legislative Authorities - Policing Committee

- a. The *Police Act*
- b. The *RCMP Act*
- c. Fort Saskatchewan Municipal Bylaw C9-09 – Policing Committee Bylaw
- d. Alberta Justice and Solicitor General – Policing Oversight Standards
- e. Alberta RCMP Policing Committee Handbook

3. About the Fort Saskatchewan Policing Committee

Prerequisites for Committee Appointment

All persons appointed to the Committee shall:

- Take the Oath of Office as prescribed in Schedule 2 of the *Police Act*; and
- Undertake to complete a criminal records review and suitability screening administered by the RCMP
 - The screening and criminal records review must be completed successfully for a Policing Committee member's appointment to the Policing Committee to continue.

City of Fort Saskatchewan Policing Committee Policy and Procedures

Policing Committee Composition

Section 4 of the Policing Committee Bylaw establishes the Policing Committee shall consist of seven (7) voting members, serving without remuneration and appointed by a resolution of Council as follows:

- one (1) member of City Council; and
- six (6) members of the public-at-large.

Non-Voting members of the Committee:

- The Officer in Charge of the Fort Saskatchewan RCMP or their designate shall attend the Committee meetings in an advisory non-voting capacity.
- The Director of Protective Services, and / or their designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- The Municipal Enforcement Supervisor attends meetings in a non-voting capacity
- The Recording Secretary, or their designate, shall attend the Committee Meetings in a non-voting capacity to provide administrative support services to the Committee.

Contacting the Committee:

The Committee can be reached by email policingcommittee@fortsask.ca or by contacting the Policing Committee Chair found on the City of Fort Saskatchewan Website. <https://www.fortsask.ca/en/your-city-hall/policing-committee.aspx>

Meetings

The Policing Committee Bylaw stipulates the Committee must meet a minimum of six (6) times per year but may meet more often at a frequency to be determined from time to time by the Committee.

- The Committee meets once per month, except for July and August.
- Special meetings may be called by the Chairperson or, in their absence, the Vice-Chairman, by providing the members with 24-hours' notice, or without notice by unanimous consent if all Committee members are present.
- No less than half of the total voting members of the Committee at a meeting shall constitute a quorum (i.e., 4 or more voting members).

City of Fort Saskatchewan Policing Committee Policy and Procedures

- An agenda will be prepared by the recording secretary with input from all committee members and circulated prior to the meeting
- All meetings are open to the public, although portions of each meeting may be conducted in-camera.
- Notice of meetings will be posted on the City of Fort Saskatchewan's website and Corporate Communications will be used to help advertise
- Minutes of the meeting will be prepared by the recording secretary and distributed to all Committee Members within one week of the meeting, posted on City website and distributed to City Council.
- Committee members must notify the Chair and or Recording Secretary if they will be absent from a meeting. Attendance at meetings is important and more than three missed meetings will result in a check in with the Chair.

4. Committee Members' Roles and Responsibilities

General Statement – Policing Committee Members:

The Policing Committee acts as a liaison between citizens of Fort Saskatchewan, City Council, the Officer in charge of the Fort Saskatchewan RCMP, and the Director of Protective Services Department. The Committee is to 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 include:

- Providing community feedback to the RCMP and Protective Services Department concerning community concerns or recommendations related to policing or related activities;
- Providing feedback to Council about RCMP annual goals and priorities;
- Recommending initiatives to Council the Committee believes will support police related priorities,
- Take on committee activities and assignments
- Educate yourself on policing, and ask questions in the community and of the policing service , providing feedback to Protective Services and the RCMP on community needs is very important
- Fostering community support and actions that promote public safety;

City of Fort Saskatchewan Policing Committee

Policy and Procedures

- Assisting in selecting the Officer In Charge;
- Assisting the Officer In Charge to resolve public complaints;
- Any other duties as may be required in the Police Act;

Roles and Responsibilities of the Chair and Vice Chair

- The Chair and Vice-Chair shall be elected from amongst its public at large members at the first regular meeting of each year.
- The Chair, or in the absence of the Chair, the Vice-Chair, represents the Committee and shall accompany the Director of Protective Services to Council to provide annual, interim, special reports or presentations.
- The Chair and Director of Protective Services are responsible for the orientation and training of new Committee members.
- The Policing Committee follows Robert's Rules of Order
- The Chair must recognize a person wishing to speak
- Motions shall only be carried upon receiving a majority of votes.
- Each member of the Committee shall have one vote, excluding the Chair. The Chair will vote only in the event of a tie vote (Bylaw C9-09)
- All correspondence issued by the Committee shall be authored or signed by the Chair, or in the absence of the Chair, the Vice-Chair. Correspondence should be directed to the Chair.
- The Chair and Director of Protective Services shall submit to Council, an annual budget and an annual report summarizing the activities of the Committee.
- Annual reporting to Council will occur before the RCMP present their Annual Policing Plan and Priorities to Council, usually in April/May.

Roles and Responsibilities of the Public Complaints Director

- The Committee shall appoint a Public Complaints Director
- The Public Complaints Director shall have or obtain RCMP Enhanced Security Clearance conducted and approved by the RCMP
- The Public Complaints Director (PCD) shall:
 - Receive complaints against police officers from the public and refer them to the Officer in Charge pursuant to ***Section 43(1) of the Police Act.***
 - Provide liaison between the Committee and the Officer in Charge, and

City of Fort Saskatchewan Policing Committee

Policy and Procedures

- Perform the duties assigned by the committee in regard to public complaints.
- The PCD shall not investigate public complaints.

The PCD serves to facilitate receipt of, and processing of public complaints and will forthwith submit the details of any such complaint under confidential cover to the attention of the Officer in charge of the Fort Saskatchewan RCMP Detachment. Similarly, the PCD may forward compliments he/she receives about the conduct of RCMP officers.

The PCD may recommend an informal alternative dispute resolution process be considered to manage a public complaint if appropriate. Where a dispute resolution mechanism is offered to complainant and the officer, the PCD may request the Officer in charge provide the disposition of the matter when concluded.

Each month, the PCD should summarize the number of complaints / compliments he/she has received during the Policing Committee meeting. The report should contain generic details of the matter and exclude the names of parties to the alleged misconduct (witnesses, complainant and subject officer) and the specifics of the alleged misconduct.

The PCD shall submit a brief “anonymized” summary of complaints/compliments to the Chair and Recording Secretary for annual reporting purposes. The Recording Secretary may prescribe or supply a form for that purpose With the following information recorded:

1. Date of complaint received
2. Date forwarded to OIC
3. Summary of matter
4. Type of Complaint: Conduct or Service Level
5. Disposition
6. Date Resolved/complainant notified

Role of the Detachment Commander, Officer In Charge

- Detachment Commander is responsible for the adequate and effective policing in our community
- Preservation of public safety and crime prevention within the community
- Application of professional policing procedures
- RCMP Financial responsibility and resource management

City of Fort Saskatchewan Policing Committee

Policy and Procedures

- Consultation with and updates to the City and Policing Committee on the Annual Policing Plan, emerging issues and provision of policing in the community.

5. Public Portion - Policing Committee Meetings

Policing Committee meetings provide the public an opportunity to express complaints, concerns, compliments or recommendations related to policing in Fort Saskatchewan. The Chair shall ensure members of the public have an opportunity to do so.

The Committee will advertise when and where Policing Committee meetings will be held by giving notice on the City of Fort Saskatchewan website as well as in the Fort Record.

Minutes of previous meetings will be posted online on the City's website once adopted by the Committee. Minutes are also available to the public upon request.

The Chair may request or require matters intended for the Committee's attention be submitted in writing. Alternatively, the Chair may invite oral presentations by the public.

If a matter is brought to the Committee's attention by a member of the public, the Chair will ensure the matter is addressed in a timely manner. The Chair will sign and a disposition letter to be sent to the member of the public who raised the matter.

6. Orientation and Training of New Policing Committee Members

The Chair or Recording Secretary will provide each new Committee member with a Policing Committee Binder that includes a copy of, or relative excerpts of the:

- Oath of Office
- *Police Act*,
- Policing Committee Bylaw,
- Alberta RCMP Policing Committee Handbook
- Policing Oversight Standards, and
- a list of Committee members

The Chair and Director of Protective Services will also conduct an orientation session about the Policing Committee for each new member of the Committee

Within budget, Committee Members are

- eligible to attend or participate in training offered by the Solicitor General's Department,

City of Fort Saskatchewan Policing Committee

Policy and Procedures

- encouraged to attend the Alberta Association of Police Governance Conference and the Canadian Association of Police Governance Conference, and
- may be eligible to attend other related training subject to review and approval of the Chair in consultation with the Director.

The Chair shall consult the Director of Protective Services about travel-training funding before committing to an expense.

7. Conduct/Ethics and Conflict of Interest

Members of the Committee will not be held liable for actions or claims arising out of the exercise of the powers granted to the Committee pursuant to the Policing Committee Bylaw.

Members of the Policing Committee must act in the best interest of the City of Fort Saskatchewan and its residents. They must conduct themselves ethically.

- No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the Act.
- 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, unless caused by illness or pre-authorized by Committee resolution,
 - Is convicted of a crime,
 - Fails to keep the Oath of Office,
 - Discloses any information that jeopardizes a police operation, or police/public safety, or the confidentiality associated with the nature of policing,
 - Ceases to be a resident of the City of Fort Saskatchewan, or
 - Is hired in a full-time, permanent capacity with the City or RCMP

8. Annual Planning and Reporting

Annual Plan for the Policing Committee

- The Chair is responsible for submitting the Committee's annual plan to the Director of Protective Services and Recording Secretary during the February meeting of each calendar year.
 - The Plan should identify the Committee's objectives, strategies and measurements to gauge the success of the Committee

City of Fort Saskatchewan Policing Committee

Policy and Procedures

- The Plan will be conceived in January, submitted in February and reviewed quarterly thereafter.
- The Policing Committee Plan will base its objectives upon feedback from community surveys, engagement with the community, and input from the RCMP and Protective Services.

Reporting of Policing Committee Activities and Accomplishments

- A calendar for Committee reporting follows:
 - January - submission of the previous year's annual report and development of the new annual plan.
 - February - the Chair submits the annual plan for the current year.
 - April/May Committee will present year end report to Council and support for the Annual Policing Priorities
 - January – The cycle repeats.
 - Monthly – the PCD will provide the Chair with a summary of complaints/compliments received.
 - Quarterly – the PCD will provide the Chair with a quarterly summary of complaints / compliments received for inclusion in the Chair's quarterly or annual report.
 - The Policing Committee's Council Representative updates Council on activities of the Policing Committee and also brings forward any concerns or activities Council is focused on.

12. Financial Management

Committee finances are managed Per FIN-013, the City of Fort Saskatchewan's Financial Management Policy (related to Advisory Boards / Committees / Commissions – Accounting of Funds Provided to Community Groups)

- The Policing Committee's budget is held and managed by the Director of Protective Services.
- Travel arrangements must be approved by the Director. Travel planning is subject to the least cost alternative option.
- Travel expenses should be submitted ahead of booking, and pre-approved by the Director before financial commitments are made.
- Committee Members are to submit expense claims to the Recording Secretary for review and approval. When submitting an expense claim, Committee Members should also include pre-approval of the expense.

City of Fort Saskatchewan Policing Committee

Policy and Procedures

- Allowable expenses include volunteer recognition gifts, volunteer appreciation meals, conferences and training expenses, media expenses and select promotional expenses.

13. Records Management

File Description

The recording Secretary will maintain all records for the Policing Committee consisting of:

- File #1 – Minutes and Agendas – yearly
- File #2 – Budget
- File #3 – Public Complaints Director Tracking Sheets
- File #4 – Policing Committee Correspondence
- File #5 – Reports/Surveys

Record Retention

The records of the Policing Committee will be retained as prescribed by the City of Fort Saskatchewan.

- Files will be retained and managed by the Recording Secretary of the Policing Committee. The master record of all Policing Committee business will be stored within the Protective Services facility (200 Town Crest Road, Fort Saskatchewan).
- Committee members may retain a working copy of Committee correspondence provided doing so is in compliance with RCMP policies for managing police related records.
- All Policing Committee records must be managed, retained and disposed of in accordance with the City's retention and disposition schedule. Policing Committee records will be retained for 7 years

City of Fort Saskatchewan Policing Committee Policy and Procedures

14. Communications and Media Relations

Unless a member of the Committee has been delegated by the Chair to act as the Committee's spokesperson, the Chair, or the Vice-Chair when the Chair is absent, shall be the spokesperson for the Committee in relation to Committee matters.

The City of Fort Saskatchewan website will be the website used by the Committee to communicate information about the Policing Committee. The website includes information about contacting the Public Complaints Director and upcoming meetings / meeting minutes.