



Policing Committee

Policy & Procedure Manual

February 2025

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# 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.

The Policing Committee’s role is to represent the interests and concerns of Council and the community to the RCMP, to work in consult with the Officer in Charge of the RCMP developing a yearly plan of priorities of policing for the Town, and reporting to the Ministry updates on achievements.

# Legislative Authorities - Policing Committee

* 1. The *Police Act*
  2. The *RCMP Act*
  3. The Town of Coaldale Bylaw # 910-R-02-25 – Policing Committee Bylaw
  4. The Police Governance Ministerial Regulation

# About the Town of Coaldale 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 (Enhanced Security Check)
  + The screening and criminal records review must be completed successfully for a Policing Committee member’s appointment to the Policing Committee to continue.

## Policing Committee Composition

Voting members of the Committee:

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

* two (2) members of City Council; and
* and a minimum of one to a maximum of 5 (5) members of the public-at-large.
* The Ministry may appoint 1 Provincial member to the Committee for every 3 appointed by the Town.

Non-Voting members of the Committee:

* The Officer in Charge of the Town of Coaldale RCMP or their designate shall attend the Committee meetings in an advisory capacity.
* The Chief Administrative Officer, and / or their designate, may attend the Committee meetings in an advisory, non-voting capacity.
* The Manager of Community Policing may attend 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 Town of Coaldale [policingcommittee@coaldale.ca](mailto:policingcommittee@coaldale.ca) or by contacting the Policing Committee Chair found on the Town of Coaldale Website, [www.coaldale.ca](http://www.coaldale.ca)

## Meetings

The Policing Committee Bylaw stipulates the Committee must meet quarterly but may meet more often at a frequency to be determined from time to time by the Committee.

* The Committee meets once per quarter.
* 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.
* 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 Town of Coaldale website.
* 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 the Town website and distributed to Town 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.

# Committee Members’ Roles and Responsibilities

## General Statement – Policing Committee Members:

The Policing Committee acts as a liaison between citizens of Coaldale, Town Council and the Officer in Charge of the Coaldale Detachment of the RCMP.

Section 19 of the Police Amendment Act mandates municipal and regional policing committees in order to give communities policed by the RCMP a more formal role in setting local policing priorities and performance targets.

Specific duties and responsibilities include:

* representing the interests and concerns of the public and Council to the Officer in Charge;
* developing a yearly plan of priorities and strategies for policing in consultation with the Officer in Charge;
* assisting in selection of the Officer in Charge;
* support the R.C.M.P. in integrated community safety planning;
* 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;
* preparing annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.

## 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 Officer in Charge of the Coaldale Detachment of the RCMP to Council to provide annual, interim, special reports or presentations.
* The Chair and Manager of Community Policing 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
* 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 Manager of Community Policing shall prepare a budget for submission to Council annually, 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.

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

# Public Portion - Policing Committee Meetings

Policing Committee meetings provide the public an opportunity to express complaints, concerns, compliments or recommendations related to policing in Coaldale. 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 Town of Coaldale website.

Minutes of previous meetings will be posted online on the Town’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.

# Orientation and Training of New Policing Committee Members

The Chair or Manager of Community Policing 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,
* Police Amendment Act 2022
* Police Governance Regulation and,
* a list of Committee members

The Chair and the Manager of Community Policing 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,
  + 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.

# 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 Town of Coaldale 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 Committee Members appoint only for cause+
* If a committee member who is also a member of Council is also appointed to the Policing Committee, that person’s appointment to the Policing Committee terminates on that person’s ceasing to be a member of Council

# Annual Planning and Reporting

## Annual Plan for the Policing Committee

* The Chair is responsible for submitting the Committee’s annual plan (and any others requested) to the Minister
  + The Plan should identify the Committee’s objectives, strategies and

measurements to gauge the success of the Committee

* + The Policing Committee Plan will base its objectives upon feedback from community engagement with the community, and input from the RCMP.
  + The plan will incorporate Provincial Policing priorities and priorities for the Town.

## Reporting of Policing Committee Activities and Accomplishments

* The annual report to the Minister should include:
  + A report on the implementation of and updates to programs and services to achieve the priorities of the Detachment
* The annual report to Council should include:
  + A report on the activities of the Policing Committee any concerns or activities Council is focused on.
  + A report on the implementation of and updates to programs and services to achieve the priorities of the Detachment

# Financial Management

Annual Budget

The Police Committee is responsible to prepare an annual budget outlining expenses related to the Business of the Committee for presentation to Council.

Travel and Subsistence

All personal expenses incurred by Committee members in relation to their activities on the Committee will be governed by the Travel and Subsistence Policy, Policy #HRG-016.

# Records Management

## File Description

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

* + File #1 – Minutes and Agendas
  + File #2 – Budget
  + File #3 – Reports/Surveys

## Record Retention

The records of the Policing Committee will be retained as prescribed by the Town of Coaldale Records Retention and Disposition Bylaw # 799-R-01-21

Files will be retained and managed by the Recording Secretary of the Policing Committee.

# 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.

Any media release will be governed by the Town of Coaldale Media Release Policy.