

**BYLAW B-07/2025
CITY OF AIRDRIE
PROVINCE OF ALBERTA**

A bylaw of the City of Airdrie to establish a Policing Committee.

WHEREAS section 180(3) of the *Municipal Government Act*, RSA 2000, c M-26 allows Council by bylaw if it is required to fulfill by resolution under any enactment, which includes the *Police Act*, RSA 2000, c P-17 and *Police Amendment Act*, 2022, SA 2000, c 22.

The Council of the City of Airdrie enacts as follows:

Title

1 This bylaw may be cited as the “Policing Committee Bylaw”.

Definitions

2 Unless otherwise specified, the words used in this bylaw have the same meaning as defined in the *Municipal Government Act*, *Police Act* and its regulations.

3 In this bylaw:

- (1) “Administration” means any individual who reports to the City Manager or their delegate;
- (2) “City” means the municipal corporation of the City of Airdrie or the area contained within the boundary thereof as the context requires;
- (3) “City Manager” means the Chief Administrative Officer of the City within the meaning of the *Municipal Government Act* or their designate;
- (4) “compensate” means payment for a citizen member’s time and service;
- (5) “Chair” means the person who has authority to preside over a meeting;
- (6) “citizen member” means a committee member who is not a Councillor;
- (7) “City Clerk” means the employee of the City assigned the title of “City Clerk” or their delegate;
- (8) “closed session” means a part of the meeting that is closed to the public in accordance with applicable legislation;
- (9) “Council” means the municipal Council of the City of Airdrie;

- (10) “dependant” means a child, elder, or a person with special needs who is a dependant of a citizen member;
- (11) “disability” had the same meaning as defined in the *Accessible Canada Act*;
- (12) “enhanced security check” means the security check standard applicable by the province as per the *Police Act*;
- (13) “incidental expense” means an out-of-pocket cost necessarily incurred by a citizen member to attend meetings, like meals, public transit travel fares, dependant care, and accessibility supports;
- (14) “Mayor” means the person elected as the City of Airdrie’s chief elected official or delegate as provided for in the *Municipal Government Act*;
- (15) “meeting” means a regular meeting or an additional meeting of the Policing Committee to which a citizen member has been appointed;
- (16) “minutes” means the written record of matters and decisions of a meeting;
- (17) “officer in charge” means the officer in charge of the unit of police service that is providing policing services to the City as per the *Police Act*;
- (18) “organizational meeting” means the annual organizational meeting of Council held pursuant to the Act;
- (19) “reimburse” means the repayment of money a citizen member spends on an incidental expense; and
- (20) “resident” means a person who complies with the rules of residence stated in the *Local Authorities Election Act*.

Part 1 – Committee Establishment

Establishment

4 The Policing Committee is established.

Powers and Authority

5 The committee is an advisory committee of Council.

General Purpose

- 6 In accordance with the *Police Act*, the purpose of the committee is to:
- (1) oversee the administration of the municipal police service agreement;
 - (2) represent the interests and concerns of the public and of the Council to the officer in charge;
 - (3) develop a yearly plan of priorities and strategies for municipal policing in consultation with the officer in charge;
 - (4) develop a community safety plan in conjunction with the local police detachment and Mayor, including a plan for collaboration between the community and community agencies;
 - (5) provide the community safety plan annually, or on request, to the Minister; and
 - (6) assist in the selection of the officer in charge.

Part 2 – Terms of Appointment

Composition

- 1 Voting members of the committee include:
- (1) 2 councillors; and
 - (2) 3 citizen members.
- 2 Despite section 1, committee composition may include 2 additional voting members as appointed by the Province.
- 3 Non-voting members of the committee include:
- (1) the City Manager; and
 - (2) officer in charge.
- 4 The Mayor is an *ex-officio* non-voting member of the committee.

Councillor Appointments and Terms

- 5 Councillor appointments to the committee are made by Council.

- 6 Councillor appointments to the committee are for 2-year terms and start on the date of the organizational meeting at which the councillor is appointed to the committee.
- 7 Council may extend the term of a councillor on the committee by resolution in case of a mid-term appointment.
- 8 A councillor may request to be removed from the committee at any time.
- 9 Sections 5 to 7 do not apply to the Mayor.

Citizen Member Appointments and Term

- 10 Citizen member appointments are made by Council based on the recommendation of the City Manager.
- 11 Citizen members are appointed to the committee for a 3-year term to a maximum three consecutive terms.

Non-member Councillors

- 12 A non-member Councillor may not attend and take part in the discussion or debate in committee meetings.

General Member Eligibility

- 13 Applicants for appointments to the committee must satisfy eligibility requirements to be selected for appointment.
- 14 Citizen member committee members must submit an enhanced security check application to the City within 1 month of the date appointed.
- 15 Councillor committee members must submit an enhanced security check application to the City within 1 month of the date appointed.
- 16 The Mayor must submit an enhanced security check application within 1 month of the start of their electoral term.
- 17 The province is responsible for conducting the enhanced security check of all provincial appointees to the committee.
- 18 Administration supporting the committee do not need to complete an enhanced security check.

- 19 Members appointed to the committee must:
- (1) not be employed by the City or have been employed by the City within the last 12 months (starting from the first day the person is no longer employed by the City to the date of application);
 - (2) not be a former City of Airdrie elected official within the last 12 months (starting from the day after their electoral term ended to the date of application);
 - (3) be a resident of the City;
 - (4) be at least 18 years old when their appointment is made;
 - (5) be willing to sign a non-disclosure agreement and to complete and pass any security checks, as appropriate;
 - (6) be a Canadian Citizen or a permanent resident of Canada for a minimum of 3 years prior to the date of appointment;
 - (7) take the Oath of Office as per the *Police Act*;
 - (8) not be an employee of or in a contractual agreement with:
 - (1) the Royal Canadian Mounted Police;
 - (2) any federal, provincial, municipal police agency;
 - (3) any peace officer agency;
 - (4) an attorney general ministry; or
 - (5) the solicitor general of Canada.
- 20 Provincial appointees to the committee may not be subject to eligibility requirements outlined in the bylaw but must abide by eligibility requirements required by the Province.

Chair and Vice Chair Appointments

- 21 At the first regular meeting of the year, the voting members will choose from the citizen members a Chair.
- 22 At a Council meeting, Council will choose from the Councillor members a Vice-Chair.

- 23 Chair appointments are for a 3-year term.
- (1) Despite section 23, the committee may extend the term of the Chair by special resolution.
- 24 Vice-Chair appointments are for a 2-year term.
- 25 The Vice-Chair assumes all duties of the Chair in their absence.
- 26 As per the *Police Act*, the Mayor cannot be appointed as Chair or Vice-Chair of this committee.
- 27 The committee may remove a Chair or Vice Chair by special resolution.

Removal and Termination

- 28 The following acts or omissions are deemed to be cause within the *Police Act* which may revoke a person as a member of the committee:
- (1) violation of the *Elected Officials Code of Conduct* or the *Citizen Members Code of Conduct*;
- (2) three or more unexcused absences from committee meetings during their term;
- (3) failure to maintain eligibility requirements as per this bylaw; and
- (4) information is publicly disclosed that could jeopardize police operations or is information that was obtained by the committee in confidence.
- 29 Despite section 28, a councillor's appointment to the committee automatically terminates if the councillor ceases to be a member of council.

Part 3 – Meetings and Roles

Quorum

- 30 Quorum of the committee is a majority of voting members.
- 31 The committee may not consider any business if quorum is not present.
- 32 If quorum is not met within fifteen minutes from the start of the meeting, the committee clerk takes down the names of the members present, and the meeting is deemed cancelled.

- 33 Any voting provincial appointees to the committee are added to the total complement of members of the committee and are included when calculating quorum.

Remote Participation

- 34 Members are expected to participate in meetings in person but may participate in meetings remotely as provided for in the remote participation rules set out in the *Procedure Bylaw*.

Meeting Schedule

- 35 The committee will hold regular meetings, at a minimum once per quarter on a Wednesday, unless otherwise determined by Council or the Chair.
- 36 Council approves the meeting dates and times at each organizational meeting of Council, or as otherwise required.
- 37 The Chair, in consultation with the City Manager and the City Clerk, may call additional meetings or cancel scheduled meetings to deal with time-sensitive matters or to make efficient use of the time and resources of the committee and Administration.
- 38 A meeting is deemed cancelled when there are no items on the agenda.

Place and time of Meetings

- 39 Meetings are usually held in the Council Chambers at the Airdrie City Hall or at such other place as is specified in the agenda.
- 40 Meetings usually start at 9:00 AM, unless determined otherwise by the Chair in consultation with the City Manager and the City Clerk and as is specified in the agenda.
- 41 Meetings are scheduled for three hours unless the committee passes a motion to extend the meeting.

Open to the public

- 42 Subject to section 43 meetings are open to the public.

Closed session for confidential items

- 43 The committee may, by resolution, move into a closed session to discuss confidential items.

- 44 When a meeting or part of a meeting moves into a closed session, all persons not specifically invited to remain in the meeting by the Chair or the City Manager must leave the meeting room and anyone attending remotely must disconnect from the meeting.
- 45 When in a closed session, members must not discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the committee.
- 46 The committee must not vote during a closed session, except for the vote to end the closed session.
- 47 After the closed session discussions are completed, the committee clerk must give reasonable notice to Administration and members of the public to return to the meeting before it continues.

Chair Responsibilities

- 48 The Chair is responsible for:
 - (1) opening and presiding over meetings;
 - (2) preserving order in meetings;
 - (3) deciding all questions of procedure at meetings;
 - (4) deciding who, aside from the members, may address the committee;
 - (5) determining the final agenda of a meeting, in consultation with the City Manager;
 - (6) making the final decision on requests to present or ask a question;
 - (7) making the final decision on communications that do not satisfy the respectful communication criteria; and
 - (8) presenting committee reports and requests to Council as required.

Committee Clerk Responsibilities

- 49 The committee clerk is designated by and responsible to the City Clerk.
- 50 It is the duty of the committee clerk:
 - (1) to give notice of each regular and additional meeting, along with an agenda of the matters to be considered;

- (2) to record motions and votes through the preparation of meeting minutes;
- (3) to advise the Chair on procedural rules, as required; and
- (4) to perform such other functions as may be required from time to time.

Order of Business, Agenda and Minutes

Order of business

- 51 The order of business of the committee meeting usually is:
- (1) Call to Order - Call to order - the Chair calls everyone present to order and starts the meeting.
 - (2) Confirmation of Minutes- the committee considers the adoption or acknowledgement of minutes from the committee's preceding meetings, subject to the correction of any errors or omissions.
 - (3) Public presentations and questions - Members of the public who have registered and been recognized by the committee may make presentations or ask questions.
 - (4) Agenda Reports – the committee hears and considers any reports from Administration, any business arising, and any communications from the public that the Chair has added to the agenda.
 - (5) Items referred from Council - the committee considers matters referred to it by Council and may make recommendations or resolutions, as Council requires.
 - (6) Closed session - the committee closes the meeting to the public to hear confidential items.
 - (7) Items arising from closed session - the meeting is re-opened to the public and the committee considers motions arising from closed session.
 - (8) Adjournment - the Chair closes the meeting.
- 52 The order of business may be amended from time to time at the discretion of the Chair or the committee clerk.

- 53 The business of the committee is considered in the order set out in the agenda, but the Chair may vary the order of business to better deal with matters before the committee.
- 54 The committee must not consider any report, motion, or other matter, that has not been distributed to the members through the agenda.

Agenda

- 55 The committee clerk, under the direction of the City Manager, must prepare and distribute the agenda setting out the business to be considered at the meeting to the members.
- 56 After distribution of the agenda to the members, the committee clerk makes the agenda and any supplementary materials, except for those materials that must or may be withheld under the Act or other legislation, available to the public on the City's website.
- 57 The committee clerk may add, with the Chair's approval, an emergent item to the agenda, as an addendum, when the item requires a decision of the committee before the next scheduled meeting. The addendum is distributed to members, then added to the agenda on the City's website.

Notice

- 58 The committee clerk notifies all members of a meeting at least one business day before the meeting is held.
- 59 Notice of a regular meeting is given by posting the Council calendar on the City's website.
- 60 Notice of an additional meeting is given, where time permits, by posting a notice on the City's website.

Regrets

- 61 As soon as practicable, members who are unable to attend a meeting must send their regrets in writing to the Chair, City Manager and the committee clerk.

Minutes

- 62 The committee clerk prepares minutes of all meetings that includes:
 - (1) the names of members present at and absent from the meeting or any portion of the meeting;

- (2) under the section for presentations and questions, a brief description of the subject matter. In all other sections, only the resolution is recorded;
- (3) all decisions and other proceedings;
- (4) the names and municipality of residence of members of the public who speak to an item on the meeting agenda;
- (5) all motions, including which member moved each motion and whether each motion was carried or defeated;
- (6) the names of the members who voted against a motion or resolution and of those who were absent for the vote;
- (7) any abstentions made under the Act or because of a pecuniary interest and the reason for the abstention; and,
- (8) provision for the signatures of the Chair and the committee clerk, which may be applied in a digital format, in accordance with the Act.

63 Amended motions are recorded in the minutes as one resolution, complete with any amendments.

64 A withdrawn motion is not recorded in the minutes.

65 Where a motion, material, or submission is distributed or printed in the agenda, or are visible by means of an electronic viewing screen, it does not need to be read aloud into the record.

Part 4 – Public Participation at Meetings

66 A member of the public may request to make a presentation to or ask a question of the committee.

67 A member of the public who wants to make a presentation to or ask a question of the committee must register their request with the committee clerk by sending an email to legislative.services@airdrie.ca at least six business days before the meeting they wish to attend.

- (1) For questions, the email must include the requestor's name, contact information, and the question.
- (2) For presentations, the email must:
 - (a) state the name(s) of the person(s) making the presentation;

- (b) describe the subject matter of the presentation and any requests for a Council decision; and
- (c) include any report or presentation materials (PowerPoint presentations are limited to a maximum of ten slides).

68 Presentations and questions must:

- (1) relate to the Airdrie community and represent local interests;
- (2) relate to matters within Council's jurisdiction; and
- (3) not be a matter dealt with by Council or a committee within the last year.

69 For a requestor to be placed on an agenda, the presentation or question must meet the requirements set out in this bylaw, satisfy the respectful communication criteria provided in section 76 of this bylaw, and be approved by the Chair. The requestor's materials are not included in the agenda.

70 If the requirements listed in section 76 are not met, the committee clerk summarizes the communication and recommends to the Chair that the communication be withheld.

71 If a presentation or question does not meet requirements set out by this bylaw, the Chair decides whether to:

- (1) withhold the request,
- (2) refer the matter to the City Manager to investigate and respond;
- (3) distribute the presentation or question to the members without being considered at a meeting; or
- (4) despite section 76, add the presentation or question to a meeting agenda.

Presenting or asking a question at a meeting

72 A person asking a question in person at a meeting is limited to five minutes' speaking time.

73 Presentations by members of the public are limited to ten minutes and may be extended to fifteen minutes by the Chair or beyond fifteen minutes by a majority vote.

- 74 The process for individuals and groups who have a question or presentation added to an agenda is as follows:
- (1) the Chair invites the speaker to state their name and municipality of residence and to make their question presentation or ask their question as they submitted;
 - (2) members may ask questions of the speaker;
 - (3) members may ask questions of Administration; and
 - (4) the committee makes a motion to receive for information or a motion to file the presentation or question.
- 75 The committee may ask Council, through the Chair, to direct Administration to investigate the topic of a presentation or a question and bring back any new recommendations to Council or the committee, at Council's discretion.

Respectful communications

- 76 All communications and requests from members of the public to the committee must:
- (1) include the name, address, and contact information of the sender;
 - (2) be legible and coherent;
 - (3) not be libelous, disrespectful, or improper; and
 - (4) not espouse discrimination, hatred, violence, or racism.

Conduct of public members

- 77 During a meeting, members of the public must:
- (1) not approach or speak to the committee without the Chair's permission;
 - (2) not speak on any matter for longer than five minutes unless permitted by the Chair or as permitted by this bylaw;
 - (3) maintain order and quiet; and
 - (4) not interrupt a speech or action of the committee or another person addressing the committee.

- 78 The Chair may order that a member of the public who disturbs the safe and orderly proceedings of the meeting or acts improperly at a meeting, by their words or actions, be expelled from the meeting.
- 79 A person who refuses to leave a meeting after being expelled by the Chair:
- (1) is guilty of an offence and liable to the penalties set out in the *General Penalty Bylaw*, including a fine up to \$2,500; and
 - (2) may be removed from the premises of the meeting by a bylaw enforcement officer, as ordered by the Chair.
- 80 The exercise of the authority to expel a person from a meeting and a stated reason under section 79 must be recorded in the meeting minutes.

Part 5 – Reimbursement

- 81 The City compensates and reimburses citizen members in accordance with Schedule “A” of this bylaw.
- 82 The City reimburses citizen members for their incidental expenses at the rates listed in Schedule “B” of this bylaw.
- 83 Part 5 of this bylaw is not applicable to elected officials.
- 84 Citizen Members must submit claim forms and any related receipts to the committee clerk within six months of a meeting or incurring the expense. Claims are processed in accordance with City policies, procedures and practices.
- 85 The City Manager makes the final decision when a citizen member and Administration disagree on the interpretation or application of reimbursement for the citizen member.

Part 6 – General

- 86 If there is a conflict between this bylaw, the *Committees Bylaw and Procedure Bylaw*, the *Municipal Government Act* and the *Police Act* prevail.
- 87 Each provision of this bylaw is independent of all other provisions. If any provision or part of this bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.
- 88 Nothing in this bylaw relieves a person or organization from complying with any provision of any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or licence.

- 89 Any headings, sub-headings, or tables of contents in this bylaw are included for guidance purposes and convenience only and do not form part of this bylaw.
- 90 Where this bylaw refers to another act, bylaw, regulation, or agency, it includes reference to any act, bylaw, regulation, or agency that may be substituted for it.

Effective date

- 91 This bylaw comes into force and effect when it receives third reading and is signed by the Mayor and the City Clerk or designate, in accordance with the *Municipal Government Act*.

Read a first time this 4th day of February, 2025.

Read a second time this 4th day of February, 2025.

Read a third time this 4th day of February, 2025.

This bylaw was signed as of the latest date shown below.

Mayor

City Clerk

SCHEDULE “A”

Compensation rates for Policing Committee Citizen Members

- 1 Citizen members are compensated the following per diems for their attendance and participation in committee meetings:
 - (1) \$120 for meetings that are 3 hours or less; or
 - (2) \$150 for meetings that are longer than 3 hours.

SCHEDULE “B”

Reimbursement Rates for Incidental Expenses

Meals

- 1 The City reimburses citizen members for meals purchased while attending a meeting, if the meeting runs longer than 5 hours and the City does not provide a meal to the Policing Committee members.
- 2 The maximum claimable per diem is \$20.00 CAD for lunch and \$35.00 CAD for dinner. A gratuity of up to 15% of the meal amount may be allowed as part of the expense.

Transportation

- 3 The City reimburses a citizen member transit fare for travel on City of Airdrie transit within Airdrie for the sole purpose of attending an in-person meeting or returning from an in-person meeting.
- 4 The City does not reimburse citizen members for mileage, parking, rental vehicles, or the use of hired vehicles (including e-scooters), shared ride services, or chauffeured vehicle (like taxis, Ubers, etc.).

Dependant care

- 5 When a citizen member must pay for additional dependant care to attend a meeting, the City reimburses the citizen member for the costs of the dependant care for the duration of a meeting, and the reasonable travel time to and from an in-person meeting, up to \$1,000 annually.

Additional supports

- 6 The City reimburses citizen members experiencing a disability for the costs for accessibility services, technology, or other supports that the citizen member requires to participate in meetings, unless the support is provided by the City or funded by another source.

Ineligible expenses

- 7 Reimbursable incidental expenses do not include:
 - (1) any lost wages;
 - (2) monthly transit passes or transit passes for travel outside of the City of Airdrie;
 - (3) alcohol and cannabis; or
 - (4) anything else deemed non-incidental by the City Manager.