



### Purpose

- 1 The Langdon Municipal Policing Committee (“Committee”) is established by Council to fulfill the requirements of the *Police Act*, which mandates that Rocky View County (“County”) establish a policing committee for any area that receives police services from the Royal Canadian Mounted Police (RCMP) through a Municipal Police Service Agreement (MPSA).
  - (1) The County has received ministerial approval to establish a municipal policing committee instead of a regional committee, in accordance with section 28.04(2) of the *Police Act*.
- 2 The Committee is established specifically to serve the hamlet of Langdon, which is currently the only area within the County governed by an MPSA.



### Functions

- 3 In accordance with the *Police Act*, the Committee has the following duties and functions:
  - (1) overseeing the administration of the MPSA;
  - (2) representing the interests and concerns of the public and of Council to the officer in charge;
  - (3) developing a yearly plan of priorities and strategies for municipal policing in consultation with the officer in charge;
  - (4) developing a community safety plan in conjunction with the local police detachment and the Councillor who represents the hamlet of Langdon, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;
  - (5) assisting in the selection of the officer in charge;
  - (6) reporting 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.
- 4 Any recommendations arising from the Committee must be referred to Council for decision.



### Membership

- 5 The Committee consists of the following members:
  - (1) the Councillor who represents the hamlet of Langdon; and



- (2) up to four members at large.
- 6 Despite section 5, Committee composition may include additional members appointed by the Minister as outlined in the *Police Governance (Ministerial) Regulation*.
- 7 Despite section 5, if the Councillor whose division includes the hamlet of Langdon is unwilling or unable to be appointed to the Committee, Council may appoint another Councillor in their place.
- 8 Members are appointed by Council for a term of not less than two years and not more than three years.
- 9 Members are appointed at the annual organizational meeting of Council or as outlined in the *Boards and Committees Bylaw*.
- 10 As outlined in section 3(5) of the *Police Governance (Ministerial) Regulation*, the appointment of a member may not be revoked by Council except for cause. The following acts or omissions are deemed to be for cause:
  - (1) a member fails to maintain the eligibility requirements listed in sections 11, 12, 13, and 14;
  - (2) a member fails to uphold their responsibilities as outlined in sections 15, 16, and 17;
  - (3) a member is absent from three consecutive Committee meetings, as outlined in the *Boards and Committees Bylaw*; or
  - (4) any other reason similar to those outlined in subsections 1, 2, and 3 above as determined by Council.



## Member eligibility

- 11 Members must pass an enhanced security check before participating in the business of the Committee.
  - (1) Members must begin the enhanced security check process within two weeks of being appointed.
  - (2) If a member fails to pass an enhanced security check, their seat is deemed vacant and Council may fill the vacancy as necessary.
- 12 Members must:
  - (1) take the oath set out in Schedule 2 of the *Police Act*;
  - (2) be at least 18 years old when their appointment is made;
  - (3) not be employed by the County or have been employed by the County in the 24 months before appointment;



- (4) not be an employee of or contractor with the RCMP, any provincial or municipal police, peace officer agency, a provincial justice ministry, or a provincial ministry responsible for policing; and
  - (5) not have been an employee of or contractor with the RCMP, any provincial or municipal police, peace officer agency, a provincial justice ministry, or a provincial ministry responsible for policing in the 24 months before appointment.
- 13 Members at large must be residents of the hamlet of Langdon.
- 14 Members at large must not have been a County Councillor in the 24 months before appointment.



## Member responsibilities

- 15 Members are bound by the rules of pecuniary interest and conflict of interest as outlined in the *County's Procedure Bylaw*.
- 16 Members must uphold the laws of the Parliament of Canada and Legislature of Alberta, as well as the County's bylaws, policies, and procedures.
- 17 Members must keep matters discussed confidentially or in a closed session confidential until the matter is discussed in an open session or the member is authorized to discuss the matter publicly.



## Chair

- 18 Members elect from among their members a Chair and a Vice Chair at the Committee's first meeting of each year, as outlined in the *Police Governance (Ministerial) Regulation*.
- (1) A member who is a chief elected official is not eligible to be elected as Chair or Vice Chair of the Committee.
- 19 The Chair:
- (1) approves agendas prior to publication;
  - (2) approves or refuses requests from the public to present to the Committee; and
  - (3) presides over meetings when in attendance.
- 20 The Vice Chair fulfils the duties of the Chair whenever the Chair is unavailable to do so.





## Meetings

- 21 The Chief Administrative Officer or authorized delegate, in consultation with members and the officer in charge, sets the time and date of the Committee's first meeting following the annual organizational meeting.
- 22 The Committee establishes the dates and times of its meetings for the ensuing year at the Committee's first meeting following the annual organizational meeting.
  - (1) The Committee must meet at least twice a year.
  - (2) Additional meetings or special meetings may be held at the call of the Chair in accordance with the County's *Procedure Bylaw* and in consultation with Administration and the officer in charge.
- 23 Meetings are ordinarily held at County Hall.
- 24 Meetings are conducted and advertised in accordance with the County's *Procedure Bylaw*, unless otherwise directed in this Terms of Reference.
- 25 All meetings are open to the public. If required, closed sessions are held in accordance with the *Municipal Government Act*, provincial privacy and access to information legislation, and the County's *Procedure Bylaw*.
- 26 Quorum for the Committee is a majority of members.
- 27 Meetings may be attended by the:
  - (1) Executive Director of Community Services or their authorized delegate;
  - (2) Manager of Enforcement Services or their authorized delegate;
  - (3) Legislative Officers or their authorized delegate;
  - (4) the officer in charge or their authorized delegate; and
  - (5) relevant subject matter experts.



## Agenda

- 28 Meetings have a formal agenda.
- 29 Agendas are prepared and distributed in accordance with the County's *Procedure Bylaw*.





## Public participation at meetings

- 30 Community groups, stakeholders, and individuals who live, operate, or provide services in the hamlet of Langdon may request to present to the Committee.
- 31 A presentation request must be submitted to Administration at least four weeks prior to the scheduled meeting.
- 32 A request to present must include:
  - (1) the community group, stakeholder, or individual's name and any representatives who will be presenting;
  - (2) a description of the presentation's subject matter; and
  - (3) the preferred meeting date.
- 33 In order to be approved, the subject matter of the presentation must:
  - (1) relate to the Langdon community and represent local interests; and
  - (2) relate to matters within the Committee's functions as outlined in section 3.
- 34 All presentation requests must be approved by the Chair. The Chair may refuse or defer a presentation request if it does not meet the criteria as outlined in sections 30, 31, 32, and 33, or for any other similar reason at their discretion. Administration will seek direction from the Chair on presentation requests when required.
- 35 If the presentation request is refused, Administration will contact the presenter to inform them of the decision.
- 36 If the presentation request is approved, Administration will contact the presenter to confirm their presentation date, time, and deadline for submitting presentation materials.
- 37 Presentation materials must be submitted to Administration at least 15 days prior to the scheduled meeting and will be included in the agenda.
- 38 Administration will seek direction from the Chair if the submitted presentation materials contain any of the following:
  - (1) personal attacks or derogatory or defamatory statements; or
  - (2) statements that promote discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the *Human Rights Act*.
- 39 The Chair may revoke a presenter's approval to present at their discretion.
- 40 Presentations by the public are limited to five minutes for an individual or 10 minutes for a group, unless otherwise extended by a resolution of the Committee. This presentation time does not include questions directed to the presenter by the Committee.



- 41 After a presenter concludes their presentation:
- (1) members may ask questions of the presenter;
  - (2) members may ask questions of Administration or the officer in charge; and
  - (3) the Committee may make a motion to receive the presentation for information or to make a recommendation to Council.



## Roles and responsibilities

- 42 Neither the Committee nor any individual member has any authority with respect to the County's administrative matters or functions, including but not limited to:
- (1) establishing any policies or procedures with respect to the actions of County employees or departments;
  - (2) giving direction to any County employee;
  - (3) establishing or directing organizational structures or work assignments; and
  - (4) expending or authorizing expenditure of any County funds.
- 43 Administration is responsible for facilitating the Committee meeting process, including advertising, preparing agenda and minutes, coordinating and supporting meetings, and providing information as required.
- 44 The officer in charge is responsible for developing and implementing the deliverables mandated in section 3.



## Reporting

- 45 The Committee presents an annual report to Council outlining its activities over the previous year.



## Budget and remuneration

- 46 The Committee's budget is approved by Council in the County's budget.
- 47 The Councillor member is compensated and reimbursed in accordance with Council Policy C-194 *Council Compensation and Expense Reimbursement*, as amended or replaced from time to time.
- 48 Members at large serve without compensation.



- 49 Members at large are reimbursed for incidental expenses as outlined in Council Policy C-221 *Board and Committee Member Compensation and Reimbursement*, as amended or replaced from time to time.



## Definitions

- 50 In these terms of reference, the following definitions apply:
- (1) “*Boards and Committees Bylaw*” means the County’s *Boards and Committees Bylaw C-7855-2018*, as amended or replaced from time to time;
  - (2) “Chief elected official” has the same meaning as outlined in the *Municipal Government Act*;
  - (3) “Council” means the duly elected Council of Rocky View County;
  - (4) “Councillor” means a duly elected Member of Rocky View County Council;
  - (5) “Group” has the same meaning as outlined in the County’s *Procedure Bylaw*;
  - (6) “Member” means a person appointed to a Board or Committee and includes either a Councillor or a member at large;
  - (7) “Member at large” means a person appointed to a Board or Committee who is a member of the public and not a Councillor;
  - (8) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
  - (9) “Minister” has the same meaning as outlined in the *Police Act*;
  - (10) “Officer in charge” has the same meaning as outlined in the *Police Act*;
  - (11) “Organizational meeting” means an organizational meeting of Council held pursuant to section 192 of the *Municipal Government Act*;
  - (12) “*Police Act*” means the *Police Act*, RSA 2000, c P-17, as amended or replaced from time to time;
  - (13) “*Police Governance (Ministerial) Regulation*” means the *Police Governance (Ministerial) Regulation*, Alta Reg 174/2024, as amended or replaced from time to time;
  - (14) “Police service” has the same meaning as outlined in the *Police Act*.
  - (15) “*Procedure Bylaw*” means County *Procedure Bylaw C-8555-2024*, as amended or replaced from time to time; and
  - (16) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.



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