

Municipal Policing Committee Member Position

Roles and Responsibilities

The Red Deer Municipal Policing Committee (PC) is a legislative body that has been established under the *Committees Bylaw 3576/2016*.

The Committee is responsible for:

- overseeing the administration of the agreement between the City of Red Deer and the Government of Canada for the provision of RCMP police services for The City;
- representing the interests and concerns of the public and of Council to the Officer in charge;
- developing a yearly plan of priorities and strategies for the RCMP in consultation with the Officer in charge;
- developing a community safety plan in collaboration with the local RCMP detachment and Mayor, including setting a vision for how community agencies can most effectively work with the public – and shall provide the community safety plan annually, or on request, to the Minister, City Council, and the community;
- assisting in the selection of the Officer in charge;
- reporting annually, or on request, to the Minister, City Council, and the community on the implementation of and updates to programs and services to achieve the priorities of the police service; and
- abiding by the Terms of Reference in Council of The City of Red Deer's *Committees Bylaw 3576/2016*.

Requirements

To be eligible for appointment to the Policing Committee, a public member must:

- be the full age of 18 years;
- not be an employee of or contracted with or to The City, the RCMP, any Provincial or Municipal Police or Peace Officer service/agency, or Alberta Justice or the Ministry of Public Safety and Emergency Services;
- take the oath of office as prescribed in schedule 2 of the Police Act; and
- pass all background and security checks as may be required under the Police Act.

One citizen representative position will be designated for an individual who has experience in leadership, a commitment to public safety and is an:

- indigenous community representative; or
- individual who has lived experience as a newcomer to Canada; or
- individual from another marginalized population.

Term

Citizen representative appointments shall be for no less than two years and no more than three years. Citizen representative appointments of between two to three years may be made for the purpose of staggering the citizen representatives' terms of service. Citizen representatives shall not serve for more than nine years, unless approved by Council.

Qualifications/Skills

To achieve its mandate, individual Committee members must possess the values, skills, abilities and experience necessary to fulfill their role. To ensure qualified, competent candidates are recruited and selected; the Nomination Committee has deemed that the following skills are considered assets:

Experience

Working knowledge in one or more of the following areas:

- Prior advisory board and/or governance experience

- Business management, project management, performance management, delegating or setting deadlines
- Strategic planning
- Risk assessment and/or audit experience
- Legal or legislative experience
- Accounting, auditing processes, reporting experience
- Community engagement or volunteer sector experience
- Human resources, labour relations, information technology experience
- Experience in a large organization with diverse employees

Background

- Knowledge of the roles, responsibilities and accountability of a police committee and police service
- Knowledge of public safety and law enforcement issues
- Knowledge of Red Deer's social and cultural environments and community issues
- Background in conflict management practices
- Background in racial and discrimination issues, and/or harm reduction practices

Abilities

- Strategic decision making and critical problem solving
- Shape a vision and develop strategies to achieve desired results. Identify risks and assess the capacity to manage those risks
- Consensus building, conflict resolution and negotiation. Encourage and promote others to contribute to decision making. Work effectively with individuals and diverse groups
- Effectively advocate within one's role
- Considers multiple and sometimes conflicting points of view and draws conclusions from those views for the common goal
- Result oriented: sets appropriate goals and monitors achievement of those goals
- Makes good decisions based on analysis of the available information and a mixture of wisdom, experience and judgment
- Looks to build strong networks and relationships
- Understanding of racism and discrimination as it pertains to law enforcement

Personal Suitability

- Demonstrates integrity and high ethical standards
- Values diversity

- Strong public service orientation; is dedicated to delivering service excellence through values of fairness and respect to build partnerships and long-term relationships
- Open to new and different ideas and approaches and to change
- Appreciates the necessity of working together
- Embraces differences of opinion
- Committed to moving the goals of the organization and Committee forward
- Able to meet time commitments of the Committee
- Willing to participate in ongoing training and development

Appointment Process

Interested persons will be required to complete an application. Based on a review of all applications, selected applicants will be contacted for a structured interview with The City's Nomination Committee. These interviews will be scheduled the evening of May 12th and 14th, 2025.

Following this interview process, selected applicants will then be required to complete additional forms required by the Government of Alberta (GOA) for an enhanced security check. These forms must be completed and returned directly to the GOA.

A security check summary of findings will then be provided to each applicant, with a determination of whether the applicant has been cleared or not cleared. This document will not include any personal details aside from the general matters that were considered in that decision. The City of Red Deer will also be advised of the outcome of this clearance process.

Pending the outcome of the security review, the Nomination Committee will submit a list of proposed appointees to Council for review and appointment to the Policing Committee.

Member Development

Committee members' training and development will be in accordance with the policy and procedure manual that the Committee will establish. Council has established annual operating funds that can be used for ongoing committee training and development, which may include attendance at the annual Alberta Association of Police Governance.

Time Commitment

The Committee is required to hold a minimum of four quarterly meetings per year; however, it is anticipated that the Committee may choose to meet more frequently, once established. The time of day will be determined by the Committee. As per the *Committees Bylaw 3576/2016*, members must be committed to attending meetings on a regular basis.

Work activities and commitments include:

- Participating in information sessions related to RCMP complaint process, administrative processes, statistical reporting
- Preparing a work plan of activities for their term and sharing that with Council and the community
- Reviewing appropriate legislation and policing information such as the *Alberta Police Act*
- RCMP Annual Performance Plan, relevant statistics, Municipal Police Service Agreement
- Appointing a Committee Chair, Committee Vice Chair and Public Complaints Director
- Potentially dealing with matters related to the *Freedom of Information and Privacy Act*, and RCMP Professional Standards

Additionally, the Committee must be committed to attending community engagements events and working on subcommittees, if required.

For more information on this Committee, please refer to the *Committees Bylaw 3576/2016*.

For information on the enhanced security check, please see the attached frequently asked questions sheet on enhanced security checks for policing committees.

Contact Information

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