

CITY OF MELFORT

BYLAW NO. 2006-19

A BYLAW OF THE CITY OF MELFORT TO ESTABLISH AND DEFINE THE POWERS AND DUTIES OF THE MELFORT PROTECTIVE SERVICES COMMISSION

WHEREAS Section 55 of *The Cities Act* provides for the establishment of Commissions and the Council of the City of Melfort deems it expedient, in relation to the safety, health and welfare of people and the protection of people and property, to establish a Protective Services Commission for the City of Melfort;

The Council of the City of Melfort hereby enacts as follows:

Title

This Bylaw may be cited as The Protective Services Commission Bylaw.

Eligibility

1. In order to be appointed to the Protective Services Commission, individuals must meet the following requirements:
 - a) full age of eighteen (18) years; and
 - b) resided in the municipality, or on land now in the municipality, for at least three (3) months.

Commission Structure

1. There shall be a Commission consisting of seven members to be known as the Melfort Protective Services Commission, hereinafter referred to as the ~~%Commission+~~.
2. The Melfort Protective Services Commission is a body corporate.
3. The Commission shall consist of the Mayor of the City of Melfort, hereinafter referred to as the ~~%City+~~, two additional members of City Council, and four members at large.
4. Other than the Mayor and City Council members who are appointed on an annual basis, the terms of office shall be as follows:
 - Two members-at-large appointed for a two-year term on odd numbered years.
 - Two members-at-large appointed for a two-year term on even numbered years.
5. The terms of office for members other than the Mayor are those as set out in Section 4 and until a successor is appointed.
6. The Commission shall appoint a Chairperson and a Vice Chairman from among its members.

7. Where a vacancy occurs on the Commission, the Council, within one month of the occurrence of the vacancy, shall appoint a person to replace the former Commission member for the remaining term of the former Commission member.
8. Where a Commission member other than the Mayor is ill or otherwise unable to perform his or her duties, the council may appoint a person to act during the illness or inability of that Commission member.
9. Where the Mayor is ill or otherwise unable to perform his or her duties, the person appointed as presiding officer of the council:
 - (a) shall act instead of the Mayor; and
 - (b) shall fulfill the duties of, and may exercise all the powers conferred on, the Mayor pursuant to *The Police Act, The Emergency Planning Act, The Fire Prevention Act, 1992* or any other Acts as required.during the illness or inability of the Mayor.
10. Four (4) Commission members shall constitute a quorum.
11. The Commission may conduct meetings in private that relate to contract negotiations, personnel, security or any other matter where, in the Commission's opinion, there are privacy issues that require the matter to be dealt with in private.
12. Any Commission member at large may resign at any time upon sending a written notice to the Chairperson of the Commission who shall advise City Council.
13. If, before the end of the term for which he or she was appointed any member of the Commission appointed from City Council should cease to be a Council member, or any resident member at large should cease to reside in the City of Melfort, his or her term of office of the Commission shall cease.
14. Any member of the Commission who is absent from three (3) consecutive, regular scheduled meetings of the Commission shall, unless authorized by resolution of the Commission, forfeit his or her membership and the Chairperson of the Commission shall advise City Council of the vacancy.
15. The City Manager, Director of Works & Utilities, Bylaw Enforcement Officer, Fire Chief and the Staff Sergeant or his/her designate, shall be the City of Melfort's administrative representatives to the Commission to assist and provide direction for all matters relating to protective services within their respective department and will be responsible for implementing policy and the directives as approved by Council.
16. The City Clerk shall be responsible for the minutes of all meetings and shall be the designated Recording Secretary. The City Clerk and the Chairperson presiding at the meeting shall sign the minutes of each meeting and the original minutes shall be provided to City Council.

Purpose of the Commission

17. (a) The Commission shall advise City Council on matters of policy and priorities regarding the safety and protection of people and property with the City; specifically those provided by police, fire, emergency measures and bylaw enforcement. The main focus of the Commission is on policy and not operational matters.
- (b) The Commission may review and recommend policies and bylaws and submit suitable amendments to Council.
- (c) Identify the social and economic implications of its recommendations.
- (d) The Commission may undertake to review any other matters of a protective services nature that Council may refer to it.
- (e) The Commission may hold public meetings and publish information for the purpose of obtaining the participation and cooperation of the residents of the City in determining the solution to problems or matters affecting policing services of the City.
- (f) The Commission may appoint advisory Committees or establish Sub-Committees consisting of members who are qualified to assist the Commission in carrying out its duties and functions.
18. That Bylaw 2005-16 is hereby repealed.

Coming into effect

This Bylaw shall come into force and take effect on the date of final passing thereof.

INTRODUCED AND READ a first time this 16th day of October, 2006.

READ A SECOND TIME this 16th day of October, 2006.

READ A THIRD TIME and passed this 16th day of October, 2006.

Mayor

City Clerk

SEAL

CERTIFIED a true copy of Bylaw No. 2006-19
adopted by Resolution of Council on the 16th day of
October, 2006.

City Clerk