

# **CITY OF YORKTON BYLAW NO. 8/2011**

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**City of Yorkton  
Saskatchewan**

**Bylaw No. 8/2011**

**A Bylaw of the City of Yorkton in the Province of Saskatchewan  
Providing for the Appointment of a Protective Services Committee**

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Section 55 of *The Cities Act* provides for the establishment of Committees and the Council of the City of Yorkton deems it expedient and in the general interest of the community that a Protective Services Committee be appointed.

The Council of the City of Yorkton in Council assembled enacts as follows:

**1.0 Purpose of the Committee**

- 1.1 To advise and assist City Council with respect to all matters pertaining to the safety and protection of people and property within the municipality; specifically those services provided by Police, Fire Services, Emergency Measures, Bylaw Enforcement, Ambulance, and 911 within the City of Yorkton.
- 1.2 To promote and build a healthy community encouraging healthy lifestyles, personal wellness with quality health care.
- 1.3 To foster strategic partnerships, to offer responsive, quality education for all citizens.
- 1.4 To foster a safe community that embraces cultural and social diversity by providing social, recreational and educational opportunities for all community members.
- 1.5 To review and recommend policies and bylaws and submit suitable amendments to Council.
- 1.6 Recommend an Emergency Measures Organization Plan and/or Bylaw under the direction of the EMO Coordinator.
- 1.7 To identify the social and economic implications of its recommendations.
- 1.8 To review any matters of a protective services nature that Council may refer to it.

- 1.9 To hold public meetings and publish information for the purpose of obtaining the participation and cooperation of the residents of the municipality in determining the solution to problems or matters affecting protective services of the municipality.

## **2.0 Definition - Committee Member Eligibility**

- 2.1 In order to be appointed to a Committee of Council, individuals must qualify as electors meeting the following requirements:
  - 2.1.1 Canadian citizen;
  - 2.1.2 full age of 18 years;
  - 2.1.3 resided in the municipality, or on land now in the municipality, for at least 3 months; or
  - 2.1.4 is the owner of assessable land situated in the municipality, or of land now situated in the municipality, for at least 3 months; and
  - 2.1.5 has resided in Saskatchewan for at least 6 months.
- 2.2 Individuals who do not meet all of the eligibility requirements in 2.1 may be appointed to the Committee subject to Council passing a resolution exempting them from the requirement.

## **3.0 Protective Services Committee**

- 3.1 That a Protective Services Committee of the City of Yorkton be established consisting of a maximum of 10 members and not less than 7 members who will be appointed from time to time by resolution of Council and specified as follows.
  - **2 Members of Council**
  - **8 Members from the Community at Large**
- 3.2 All members of Council may attend meetings of the Committee pursuant to Section 55 of *The Cities Act* and may take part in the proceedings of the same, except that non-members may not vote.
- 3.3 Representatives from any group or organization may be invited to attend the Committee Meetings when deemed appropriate by the Committee.
- 3.4 The members of the Protective Services Committee shall be appointed at a regular meeting of the Council of the City of Yorkton in accordance with the City of Yorkton's Procedure Bylaw as amended from time to time.
- 3.5 As part of the condition of accepting an appointment, the Committee Member shall agree to abide by the mandate, objectives and terms of reference of the Committee.
- 3.6 Committee Members must provide the Recording Secretary of the Committee advance notice if they are unable to attend a meeting.

- 3.7 Committee Members are responsible for adhering to the Code of Ethics Policy and shall sign the acknowledgement form annually.
- 3.8 All members shall hold office for one calendar year unless they are reappointed or until their successors are appointed. Prior to December 1<sup>st</sup> each member shall advise the Chairperson if they wish to be considered for reappointment. Prior to December 15<sup>th</sup> of each year, the Chairperson shall provide notice to the Mayor, of any Committee members who would like to be reappointed and propose any new members that are interested in serving on the Committee. Members cannot serve on this Committee for longer than 6 consecutive years unless authorized by resolution of Council.
- 3.9 No person shall serve as Chairperson for more than 3 years.
- 3.10 Any member of the Committee may resign at any time upon sending a written notice to the City Clerk's office who shall advise the Mayor.
- 3.11 If a member of the Committee appointed by City Council, is no longer a Council Member or no longer meets the eligibility requirement, his or her term of office as a member of the Committee shall end.
- 3.12 Any member of the Committee who is absent from 3 consecutive, regular scheduled meetings of the Committee shall, unless authorized by resolution of the Committee, forfeit his or her membership and the Administrative Representative of the Committee shall advise the City Clerk's office of the vacancy. Council may, by resolution and at their discretion, revoke the membership of any individual appointed to this Committee.
- 3.13 Any vacancies that occur on the Committee, during the appointed term, shall be filled by resolution of Council.
- 3.14 The Committee members will meet as soon as possible after they have been appointed to elect a Chairperson and Vice-Chairperson.

~~**3.15 The meetings of the Committee shall be open to the public and held every second Tuesday of the month at 7:00 a.m. on the Second Floor Meeting Room at the Fire Hall, located at 9 Smith Street East, excluding the months of July and August. Any changes to the regular meeting schedule shall require a resolution of the Committee and written notice shall be posted for at least 24 hours prior to the meeting at City Hall and on the City's web site.**~~

<p>Amended By Bylaw No. 5/2014 (3.15)</p>
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**3.15 The meetings of the Committee shall be open to the public at 7:00 a.m. on the Second Floor Meeting Room at the Fire Hall, located at 9 Smith Street East. Meetings shall be at the call of the chair, and written notice shall be posted for at least 24 hours prior to the meeting at City Hall and on the City's web site.**

- 3.16 It is the duty of the Chairperson to summon a special meeting of the Committee whenever requested in writing to do so by a majority of the Committee members. 24 hours written notice of a special meeting shall be provided to each member and the public shall be provided 24 hours notice by posting on the on the public notice board at City Hall and on the City's Web site.
- 3.17 A majority of the members of the Committee is a quorum.
- 3.18 When the Committee is meeting and there is no quorum or the quorum is lost, the meeting shall stand adjourned. Once adjourned, the meeting can continue for discussion purposes only and meeting notes will be recorded.
- 3.19 The Committee shall adhere to the general rules and rules of procedure as established by the Council of the City of Yorkton in carrying out its function.
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- 3.21 The Committee shall render an account of its proceedings and decisions by submitting to Council all minutes to be received and filed.
- 3.22 The City Manager or designate and or the Council Member appointed to the Committee will provide background information on any issue as may be requested by Council.
- 3.23 The City Manager, the Fire Chief, and the Staff Sergeant or the designated Commanding Officer of the R.C.M.P. shall be the City of Yorkton's Administrative representatives to the Committee to assist and provide direction on all matters relating to the mandate of the Committee and his or her department shall be responsible for implementing policy and the directives as approved by Council.
- 3.24 Where a member of the Committee has an interest in the matter before the Committee, whether directly or indirectly, he or she shall declare his or her interest, remove themselves from the meeting, be excluded for all discussions and shall not be entitled to vote thereon.
- 3.25 The City Clerk's office must be provided with a copy of the minutes following the Committee meeting for circulation to Council.
- 3.26 The City Clerk's Office shall be responsible for the minutes of all meetings and shall designate a recording secretary. The Recording Secretary and Chairperson presiding at the meeting shall sign the minutes of each meeting and the original minutes shall be provided to the City Clerk once they are approved by the Committee.

- 3.27 The Committee shall submit an annual report on initiatives and programs to Council.
- 3.28 The Committee may appoint advisory Committees or establish Sub-Committees consisting of members who are qualified to assist the Committee in carrying out its duties and functions.
- 3.29 Any sub-committees established by this Committee shall follow the procedure as established above and report all proceedings and recommendations to the Protective Services Committee for their review and recommendation to City Council.

**4.0 Role of Administration**

- 4.1 Administration reports to and takes their direction from Council.
- 4.2 The Committee shall provide their recommendations on certain initiatives or issues as provided for under the purpose of the Committee
- 4.3 These recommendations will be brought forward to Council through a Council report format prepared by the Administrative representative to the Committee. The report shall clearly state the intent of the Committee with respect to the issue, but the recommendation to Council will come from Administration.
- 4.4 Council has the final decision making power to accept or reject any recommendation.

**5.0 Repealing Bylaw**

- 5.1 Bylaw No. 44/2008 providing for the appointment of a Protective Services Committee passed on the 12<sup>th</sup> day of January A.D., 2009 and any amendments thereto are hereby repealed.

**6.0 Effective Date**

- 6.1 This bylaw shall come into force and take effect on the day of final passing thereof.

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MAYOR

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CITY CLERK

Introduced and read a first time this 28<sup>th</sup> day of February, A.D., 2011.

Read a second time this 28<sup>th</sup> day of February, A.D., 2011.

Read a third time and adopted this 28<sup>th</sup> day of February, A.D., 2011.