



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy GV108
Standing Committee on Protective Services

1. Statement of Policy

The Town of Fort Smith may establish a standing committee to oversee matters relating to the area of protective services to report back to the Town Council.

2. Purpose of Policy

To establish the purposes, membership, meeting schedule, notice of meeting, in-camera meetings, quorum, duties and responsibilities, and reporting of the Standing Committee on Protective Services.

3. Definitions

- a. *Council* – Mayor and Town Council of the Municipal Corporation of the Town of Fort Smith
- b. *Fort Smith* – the Municipal Corporation of the Town of Fort Smith
- c. *Protective Services Committee* – the Standing Committee on Protective Services
- d. *SAO* - Senior Administrative Officer of the Municipal Corporation of the Town of Fort Smith
- e. *SMC* – Senior Management Committee
- f. *Senior Management Committee* – the committee consisting of the Senior Administrative Officer, and the Directors of Corporate Services, Protective Services, Community Services, and Municipal Services
- g. *Town* – the Municipal Corporation of the Town of Fort Smith
- h. *Town of Fort Smith* – the Municipal Corporation of the Town of Fort Smith

4. Purposes of the Protective Services Committee

- a. To prepare in, cooperation with the SAO and the SMC, recommendations for the formulation of policy guidelines to ensure the efficient operations of the Town's Protective Services.
- b. To thoroughly investigate all matters assigned to the Protective Services Committee by Council and/or concerns and needs identified by any Member of Council, the Mayor, SAO, or the SMC.
- c. To receive delegations from staff, concerned citizens, or professional individuals to hear and consider representations on protective services matters.

5. Membership of the Protective Services Committee

- a. The Protective Services Committee shall consist of all Council members. The Mayor by virtue of the office is also a member.
- b. A Chairperson will be selected from one of the members of the committee as noted in Paragraph 5(a) above.
- c. The SAO or delegate shall attend meetings of this committee.
- d. The Executive Secretary or delegate shall attend the meetings of this committee.
- e. The Director of Protective Services or delegate shall attend the meetings of this committee.

6. Meeting Schedule

- a. The Protective Services Committee shall meet in Council Chambers prior to the monthly Committee of the Whole meeting or as required.
- b. The Chairperson shall provide at least 72 hours' notice prior to the holding of any meeting.
- c. Notwithstanding Paragraph 6(b) above, Protective Services Committee may meet without notice to consider any manner that is deemed by the Chairperson to be of urgency.

7. Notice of Meeting

- a. Notice of meeting, complete with non-confidential materials, shall be provided to the Committee members not later than 72 hours preceding the scheduled Committee meeting.
- b. In the case an emergency meeting of the Protective Services Committee is required, a written notice of meeting may be waived and substituted with an oral summons, e-mail, or text message.

8. In-Camera Meetings

- a. Where in the opinion of the majority of the members of the Protective Services Committee deems it necessary, it may conduct a portion of the meeting in-camera.
- b. In determining if a matter should be considered in-camera, the committee shall refer to the Council Procedures By-law.

9. Quorum

- a. The presence of a majority of the Council Members appointed to the Protective Services Committee shall constitute a quorum.
- b. In determining a quorum, the Mayor shall be considered as an appointed Council Member.

10. Duties and Responsibilities

- a. Review matters regarding Fire Fighting and Emergency Medical Services (EMS) operations as well as matters that are brought forth by the SAO and SMC.
- b. Review matters regarding Occupational Health and Safety as well as matters that are brought forth by the SAO and SMC.
- c. Review matters regarding Emergency Management as well as matters that are brought forth by the SAO and SMC.
- d. Review matters regarding Land and Development as well as matters that are brought forth by the SAO and SMC.
- e. Review matters regarding Bylaw Enforcement as well as matters that are brought forth by the SAO and SMC.
- f. Review bylaw, policy, and procedure recommendations regarding the operations of Protective Services brought forth by the SAO, SMC, and the Bylaw Review Committee, and forward recommendations to Council. This committee will provide direction for the development of additional bylaws, policies, and procedures by the SAO or Director of Protective Services as required.
- g. Review matters regarding sustainable development that affect the municipality that are brought forth from the SAO, SMC, the Sustainable Development Advisory Board.

11. Reporting

- a. The Protective Services Committee shall report to Council on the proceeding of the Protective Services Committee at the next Committee of the Whole following the Committee meeting.
- b. Minutes shall be taken and included as part of the report to the Committee of the Whole. Any recommendations from the Protective Services Committee will be contained in these minutes.
- c. Notwithstanding Paragraph 9(a), the Protective Services Committee may request a Special Meeting of Council to receive any matter considered by the Committee to be an urgent matter following the process outlined in the Council Procedures Bylaw.



Mayor Fred Daniels



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