



## BYLAW NUMBER 343

**A** Bylaw of the Municipal Corporation of the Hamlet of Fort Liard in the Northwest Territories to provide for the Terms of Employment under the provisions of the Hamlets Act, R.S.N.W.T., 2003, c. 22, s. 44(1) and s. 150.

**WHEREAS** the Hamlet of Fort Liard desires to enhance public safety by maintaining a visible presence within the community, assisting the local policing authority in responding to ongoing, emerging public safety issues, assisting with criminal and non-criminal matters, and representing the Hamlet when there is an imminent and severe danger to public health or safety.

**WHEREAS** the Hamlet of Fort Liard finds it necessary to define the responsibilities and appoint a Community Safety Officer;

**NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF FORT LIARD**, at a duly assembled meeting, enacts as follows:

### CITATION

1. This by-law may be cited as the "**Community Safety Officer Appointment.**"

### INTERPRETATION

2. In this By-law:

"Council"	means the council of the Hamlet;
"Community Safety Officer"	means the person appointed by the Council as a Community Officer;
"Hamlet"	means the Hamlet of Fort Liard, Northwest Territories;
"Local Policing Authority"	Means the Royal Canadian Mounted Police (RCMP);
"Mayor"	means the Mayor of the Hamlet, and,
"S.A.O."	means the Senior Administrative Officer of the Hamlet.

### APPOINTMENT

3. James Duntra and Nezioa Duntra are appointed as Community Safety Officers (CSOs) for Hamlet.

4. The Community Safety Officer has the authority to take actions or measures to eliminate an imminent danger to public health or safety.
5. This appointment will be effective unless otherwise rescinded by a council motion.
6. The Community Safety Officer will be a member of the Hamlet Local Emergency Response Organization.

#### DUTIES AND RESPONSIBILITIES

7. The Community Safety Officer's general nature, level of work, and responsibilities are defined in Schedule "A," which is attached to and forms part of this Bylaw.

#### VISUAL IDENTITY

8. Community Safety Officers must wear uniforms when on duty, as approved by Hamlet. Uniforms will readily identify them as CSOs, not the police.
9. Safety Officer shall not wear any part of their uniform when off duty.
10. Safety Officers must keep their uniform kit in good, clean condition and correct damaged articles as soon as practicable.
11. The Community Safety Officer shall receive an annual uniform allowance at rates annually approved by a motion of Council.

#### REQUIRED VULNERABLE SECTOR CHECK

12. No criminal record, the completion of a Vulnerable Sector Check and being free from criminal involvement in the three (3) proceeding years (e.g. Theft, illegal drugs)
13. No outstanding criminal charges and not subject to criminal investigation.

#### OATH OF OFFICE

14. Community Safety Officers must take an Oath of Office prescribed by the Hamlet.

#### FOR CLARITY

15. Community Safety Officers are not agents of the Government of the Northwest Territories or the Local Police Authority.

#### RESTRICTIONS

16. Community Safety Officers are not permitted to carry, handle, or use firearms when performing their duties.

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CONFIDENTIALITY

17. While performing and fulfilling your duties, the Community Safety Officer may have access to and be entrusted with confidential information. Community Safety Officers will not disclose any confidential information or shall use or disclose this information except as required in the ordinary course of your duties.

MEDIA RELATIONS

18. Unless specifically instructed, Community Safety Officers are not authorized to speak on behalf of the Hamlet. They must not represent that they are communicating on behalf of the Hamlet or do anything that might reasonably create the impression that they are speaking on behalf of, or as a representative of, the Hamlet.

INDEMNITIES AND ALLOWANCES

19. Indemnities and allowances for expenses shall be paid to the Community Safety Officer following rates annually and approved by a motion of Council.

INTERPRETATION

20. This Bylaw shall not be interpreted to contradict or violate any statute or regulation of the Northwest Territories.

SEVERABILITY

21. Each section of this Bylaw shall remain separate and independent of and severable from all and any other paragraphs except where otherwise indicated by the context of this Bylaw. The decision or declaration that one or more of the paragraphs are invalid shall not affect the remaining paragraphs of this Bylaw.

EFFECTIVE DATE

22. This Bylaw is effective after the third and final reading of the Bylaw.

REPEAL

23. Bylaw 335 is repealed.



## APPENDIX “A”

### Core Responsibilities

#### Provide a physical and visible presence in the community.

- \* Conduct regular patrols.
- \* Provide contact information.
- \* Communicate the objectives of the program.
- \* Attending community events and meetings.

#### Respond to public concerns.

- \* Immediately respond to non-criminal safety concerns raised by residents, agencies, and the council.
- \* Report back to the complainant on the response.
- \* Communicate and interact effectively with multiple stakeholders in service delivery.
- \* Prioritize issues raised by the public.
- \* Explain processes to the complainants to further address their concerns.

#### Provide a safe environment for community residents.

- \* Raise awareness of the community's safety.
- \* Identify situations where there is a safety concern.
- \* Obtain a collective commitment to addressing safety concerns.
- \* Providing a safe ride home for vulnerable people
- \* Assisting in finding safe accommodation.
- \* Assist and communicate with elders to ensure their safety.
- \* Connect social assistance providers with persons in need.

#### Education

- \* Promote awareness of safety issues and concerns.
- \* Promote safe practices for vehicles, boating, and ATVs.
- \* Provide information on assistance for victims and social services.
- \* Provide information on pet care and safety.

#### Promote and Build community relationships with the RCMP.

- \* Meet with members to review issues affecting community safety.
- \* Share information.
- \* Look at ways to collaborate better to achieve each other's priorities.

#### Develop and implement community safety initiatives.

- \* Prioritize initiatives that meet the strategic objectives of the council.

[Signature] (CG)

- \* Collaborate with high-risk groups such as elders and youth to develop initiatives responsive to their perspectives and needs.
- \* Identify how these groups will participate in initiative development.
- \* Oversee various innovative works that will reduce crime and anti-social behaviour.
- \* Participate in the development of community safety and Well-Being plans.
- \* Access external funding for community safety initiatives.
- \* Collaborate with ADK First Nations and other agencies and partners to meet mutual priorities.

Elimination of Public Health and Safety Dangers


- \* Identify situations that are a danger to public health and safety.
- \* Represent the Hamlet to act or take measures to eliminate the danger.
- \* Give written or verbal orders to provide labour, services, equipment, or material to eliminate the danger.

Participate as a member of the Hamlet Emergency Response Committee.

- \* Provide an emergency response to protect public health and safety by minimizing the event's impact on the community and its residents.
- \* Conduct regular patrols of the community during an event.
- \* Ensure residents are aware of specific emergency responses.
- \* Identify and report safety issues to the HERC.
- \* Assist in the protection of property during an event.
- \* Participate in Emergency Response Exercises.

Manage all required safety program documentation.

- Maintain files of all officer logs and event reports.
- Prepare a monthly report on program activities.
- Submit necessary reports to Government Agencies.
- Administer the Community Safety Officer Program.

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**APPENDIX “B”**

**The Community Safety Officer will have the following:**

- Strong interpersonal and leadership skills.
- A genuine, enthusiastic desire to help community members.
- Awareness, openness to, and respect for diverse cultures and practices
- Ability to effectively interact and respond to the needs of a diverse community.
- Strong ethics.
- A healthy lifestyle.
- The ability to be diplomatic and tactful.
- Excellent communication skills both verbally and in writing.
- Adept at organizing and running projects.
- Good at negotiating with others and influencing them.
- A valid driver's licence. (Class 5).

**Required Qualifications:**

- Equivalent to graduation from the twelfth (12th) grade.
- Completion of Safety Officer Training Program – Manitoba (1)
- ICS 100 – Introduction Incident Command System [Safety Canada]
- ICS 200 – Basic Incident Command System [Safety Canada]
- ICS 300 – Intermediate Expanding Incidents [Safety Canada]

**Required First Aid:**

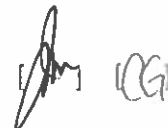
- WSCC Supervisor Training
- Hazard Management Training
- Standard First Aid/CPR Training

**Exemption from Training**

- When a Community Safety Officer's prior learning, formal learning, and job-related experience may meet or exceed the learning objectives of the required Safety Officer Training.

**Safety Officer Training (1) must include .....**

- |   |  |                                |
|---|--|--------------------------------|
| 1. Safety Officer Role and Responsibilities | 3. Criminal Code / Charter of Rights and Freedom | 5. Crime Prevention Strategies |
| 2. Criminal Justice System                  | 4. NWT Statutes                                  | 6. Statements and Interviews   |
|   |  | 7. Restorative Justice         |



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|---|---------------------------------|---|
| 8. Note Taking                            | 14. Victim Services             | 21. Officer Wellness                            |
| 9. Supporting Police of Jurisdiction      | 15. Crime Scene Management      | 22. Scenario Based Training                     |
| 10. Mental Health First Aid               | 16. Child and Family Services   | 23. Applied Suicide Intervention Skill Training |
| 11. Missing Person                        | 17. Community Searches          | 24. De-escalation                               |
| 12. Impaired Driving (Including Scenario) | 18. First Aid                   | 25. Incident Command System                     |
| 13. Culture Awareness Gangs               | 19. Surviving Cross-Examination |   |
|   | 20. Professional Ethics         |   |

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READ for the first time on the 19th day of September 2024.

READ a second time on the 19th day of September 2024.

READ a Third time and finally passed this 17<sup>th</sup> day of October 2024.



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Cathy Gonet  
MAYOR

It is certified that this Bylaw meets the requirements of the Hamlets Act - Section 77(1)(d) and the Bylaws of the Hamlet of Fort Liard.



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John W. McKee  
SENIOR ADMINISTRATIVE OFFICER

