

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 35.25**  
DEPARTMENT: EMERGENCY & PROTECTIVE SERVICES

MUNICIPAL POLICING COMMITTEE BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO  
ESTABLISH A MUNICIPAL POLICING ADVISORY COMMITTEE

**WHEREAS** the *Municipal Government Act RSA 2000, c.M-26*, provides for Council to, by bylaw, establish council committees, their functions and the procedures to be followed by the council committees.

**AND WHEREAS** pursuant to section 28.04(1) of the *Police Act RSA 2000, c-P-17*, as amended, hereinafter referred to as the "*Act*," a municipality with a population of less than 15,000 which has entered into an agreement with the Government of Canada for the employment of the Royal Canadian Mounted Police (RCMP) to provide policing services shall establish a regional policing committee in accordance with the regulations;

**AND WHEREAS** pursuant to section 28.04(2) of the *Act*, a municipality identified in section 28.04(1) of the *Act*, may establish a municipal policing committee instead of a regional policing committee with the approval of the Minister;

**AND WHEREAS** the Town of Drumheller has received approval from the Minister to establish a municipal policing committee pursuant to section 28.04(2) of the *Act*;

**AND WHEREAS** Council deems it expedient to establish a municipal policing committee in order to improve community representation when establishing policing priorities for the Town of Drumheller;

**NOW, THEREFORE** the Council of the Town of Drumheller in the Province of Alberta, enacts as follows:

## 1. CITATION

1.1 This Bylaw shall be cited as the *Town of Drumheller* "Municipal Policing Committee Bylaw."

## 2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Act*" means the *Police Act, RSA 2000, c P-17*, and regulations thereto, as amended from time to time, and its successor legislation;
- b) "*Agreement*" means the agreement between the *Town* and the Government of Canada for the provision of police services for the *Town*;
- c) "*Bylaw*" means the *Municipal Police Committee Bylaw #35.25*, as amended from time to time;

- d) "*Chair*" means the person appointed as *Chair* of the *Committee* in accordance with section 6.11 of this Bylaw, and who is responsible for calling and chairing all meetings of the *Committee*.
- e) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- f) "*Committee*" means the Municipal Policing Advisory Committee for the *Town of Drumheller*;
- g) "*Council* " means the Mayor and Councillors of the *Town of Drumheller*;
- h) "*Councillor*" means a person duly elected member of *Council*;
- i) "*Member*" means a person appointed to the *Committee* pursuant to the *Municipal Police Committee Bylaw* and does not include those persons acting in an advisory and non-voting capacity;
- j) "*Minister*" means the *Minister* designated under section 16 of the *Government Organizations Act* as the *Minister* responsible for the *Act*;
- k) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- l) "*Officer in Charge*" means the *Officer in Charge* of the local *RCMP* detachment in the *Town*, or their designate;
- m) "*RCMP*" means the Royal Canadian Mounted Police or any member of that police service as the case may require; and
- n) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.
- o) "*Vice Chair*" means the person appointed as *Vice Chair* of the *Committee* in accordance with section 6.11 of this Bylaw, and who is responsible for fulfilling the duties of the *Chair* in the absence or incapacity of the *Chair*.

### **3. ESTABLISHMENT**

3.1 The Municipal Policing Advisory Committee is hereby established.

### **4. PURPOSE**

4.1 The purpose of this *Bylaw* is to establish the framework, roles, and responsibilities of the *Committee*, which is an advisory body to *Council*, created to strengthen communication and collaboration between the *RCMP* and the *Town of Drumheller* and expand community representation in the establishment of local policing priorities.

### **5. DUTIES AND FUNCTIONS**

- 5.1 The Municipal Policing Advisory Committee, with respect to the municipality for which it is established, shall:
- a) review and supply input when required by *Council* regarding the administration of the municipal police service agreement between the *Town of Drumheller* and the *RCMP*;
  - b) represent the interests and concerns of the public and *Council* when appropriate to the Non-Commissioned *Officer in Charge* of Drumheller detachment;
  - c) develop a yearly plan of priorities and strategies for municipal policing in consultation with the Non-Commissioned *Officer in Charge*;
  - d) if requested by *Council* and/or the *Chief Administrative Officer*, assist in selection of the Non-Commissioned *Officer in Charge*;
  - e) develop a community safety plan in conjunction with the Non-Commissioned *Officer in Charge* of the detachment and Director of the *Town of Drumheller* Emergency and Protective Services Department if requested by *Council*, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or upon request, to the Minister;
  - f) report annually, or upon request of *Council*, to the Minister on the implementation of, and updates to, programs and services to achieve the priorities of the police service;
  - g) prepare and present an annual budget to *Council* outlining the expenses related to the operation of the *Committee*, and
  - h) report to *Council* meetings upon request of the Mayor or a Councillor that is a *member* of the *Committee* acting on behalf of Mayor and *Council*.

## 6. MEMBERSHIP

- 6.1 The *Committee* shall be comprised of five (5) *members* appointed by *Council*, which shall include:
- a) two (2) Councillors; and
  - b) three (3) members at large.
- 6.2 *Council* shall appoint one (1) alternate member of *Council* to serve on the *Committee* in the absence or incapacity of either of the other *Council* members.
- 6.3 The *Committee* shall include the following persons in an advisory and non-voting capacity:
- a) The *Officer in Charge* of the local police detachment;
  - b) The *Chief Administrative Officer*; and
  - c) The Mayor.

- 6.4 Each prospective *member* must undergo an Enhanced Security Check to receive clearance for the purposes of membership, the details of which shall be administered and carried out by the Provincial Security Intelligence Office.
- 6.5 Each member at large shall:
- a) be appointed to the *Committee* for a two- (2) or three- (3) year term commencing upon the date of their appointment by *Council*; and
  - b) not serve on the *Committee* for more than nine (9) consecutive years.
- 6.6 If a person who is also a member of *Council* is also appointed to the *Committee*, that person's appointment to the *Committee* terminates on that person's ceasing to be a member of *Council*.
- 6.7 The *members* of the *Committee* shall, at their first meeting in each year, elect from their *members* a *Chair* and a *Vice-Chair*.
- 6.8 Notwithstanding section 6.7, *members* serving in an advisory and non-voting capacity, pursuant to section 6.3 of this Bylaw, are not eligible to be elected as the *Chair* or *Vice-Chair* of the *Committee*.
- 6.9 *Members* may remain in office until their respective successors are appointed, if approved by *Council*.
- 6.10 All *members* of the *Committee* shall take an oath, pursuant to section 28.05(1) of the *Act*.
- 6.11 Members at large of the *Committee* shall not receive a remuneration, gratuity, or allowance.

## 7. ELIGIBILITY

- 7.1 *Committee members* must:
- a) be a Canadian citizen or landed immigrant and a resident of the *Town of Drumheller* for six (6) consecutive months immediately preceding the submission of their application;
  - b) undertake a criminal records check and local police indices check through the local police detachment; and
  - c) not be employed or contractually engaged in any capacity with the local police detachment, the *RCMP*, any Provincial or Municipal Police Service, or the Provincial Attorney General's department of the Department of the Solicitor General of Alberta.

## 8. RESIGNATION AND REMOVAL

- 8.1 Any *member* may resign from the committee at any time upon sending written notice to *Council* stating the name and date of their resignation.

8.2 *Council* may revoke a member's appointment to the *Committee* for cause and when the *member*:

- a) is absent from three (3) consecutive meetings, unless such absence is authorized by the *Committee*;
- b) ceases to be a resident of the *Town of Drumheller*;
- c) is hired by the *Town* or a police service, the Provincial Attorney General's Office, or the Department of the Solicitor General;
- d) is convicted of an offence under a federal statute of Canada; or
- e) fails to keep the Oath of Office, fails to adhere to the Bylaw, or discloses any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, contracts with the *RCMP*, and security of operations.

## 9. MEETINGS

9.1 The *Committee* shall hold regular meetings at a frequency to be determined annually by the *Committee*, but not less than three times (3) per year.

9.2 Each *member* shall have one (1) vote and shall not be permitted to vote:

- a) by proxy; or
- b) via email.

9.3 All *members* appointed to the *Committee* must vote on all matters before the *Committee* unless there are grounds to abstain from voting.

9.4 A quorum for the *Committee* is three (3) members in attendance, either in person or by remote electronic means.

9.5 No *member* shall take part in discussion of or voting on any matter where there is a conflict of interest as referred to in the *Municipal Government Act*.

9.6 The *Chair*, or *Vice-Chair* if the *Chair* is absent, may call a special meeting with twenty-four (24) hours' notice.

9.7 Meetings shall be open to the public unless reasonable grounds exist for a meeting or part of a meeting to be held in closed session, pursuant to the *Municipal Government Act*.

9.8 The *Town* shall assign a *Town* employee to assist the *Chair* with the various administrative duties including, but not limited to:

- a) preparation and circulation of meeting agendas;
- b) recording and distribution of meeting minutes; and

- c) other associated tasks necessary for the proper order and function of the *Committee* and its communication with the public, *Council*, and *Town* Administration.

9.9 An agenda shall be prepared and circulated for each meeting.

9.10 Where a matter concerning the procedure of the *Committee* has not been contemplated by this Bylaw, Roberts Rules of Order Newly Revised shall be implemented to provide a structured framework for conducting meetings, ensuring fairness, order, and efficiency.

## **10. ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

10.1 The *Committee* as a public body shall comply with the *Access to Information Act, SA 2024, c A-1.4, Protection of Privacy Act, SA 2024, c P-28.5* and any other related privacy legislation.

10.2 The Access and Privacy Coordinator for the *Town of Drumheller* shall act as the Access and Privacy Coordinator for the *Committee* and all requests for information involving the *Committee* shall be directed to the Access and Privacy Coordinator for the *Town* and subject to the associated regulations and fees.

## **11. AUTHORITY**

11.1 The *Committee* is intended to act in an advisory capacity only and none of *Council's* powers, duties, or functions are delegated to the *Committee*.

## **12. SEVERABILITY**

12.1 If any part, section, or provision of this Bylaw shall be determined improper, unlawful, void, or for any reason unenforceable, then that part, section, or provision shall be deemed severable from the Bylaw and shall not affect the validity and enforceability of any remaining parts of the Bylaw.

## **13. TRANSITIONAL**

13.1 This *Bylaw* comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 22<sup>nd</sup> DAY OF SEPTEMBER, 2025.

READ A SECOND TIME THIS 22<sup>nd</sup> DAY OF SEPTEMBER, 2025.

READ A THIRD AND FINAL TIME THIS 6<sup>th</sup> DAY OF OCTOBER, 2025.

*The original document, duly signed and executed, is retained on file.*