COUNCIL POLICY

Policy Title:	**Policing Committee Policy**
Policy #:	C-01-26
Effective Date:	February 4, 2026
Resolution #:	35/2026
Supersedes:	N/A
Review Date:	

1. Purpose

To provide directions and guidance to members of the policing committee as formed under the Policing Committee Bylaw for the Town of Drayton Valley.

2. General Policy

The Town of Drayton Valley will maintain a Policing Committee Policy Manual, as attached to this policy.

3. Responsibilities

a. Council must:

i. Review and approve the policy to provide direction and guidance to the policing committee in accordance with the Policing Committee Bylaw.

b. Chief Administrative Officer must:

i. Ensure that the policy is adhered to by affected staff.

c. Committee Members must:

ii. Ensure that they comply with this policy and the Policing Committee Bylaw.

Mayor

Chief Administrative Officer

February 4, 2026
Date

Mayor Initials CAO Initials

Appendix A – Town of Drayton Valley Policing Committee Policy Manual V1

Mayor Initials CAO Initials

Town of Drayton Valley Policing Committee Policy Manual V 1

DRAYTON VALLEY
PULLING TOGETHER

Table of Contents

1. Definitions 3
2. Introduction and Background 3
3. Roles and Responsibilities of the Committee 4
4. Advertisement and Recruitment of Members 4
5. Selection and Appointment of Committee Members 5
6. Security Clearances 5
7. Orientation of New Members 6
8. Member Conduct 6
9. Complaints Against Committee Members 7
10. Conflicts of Interest 8
11. Meetings 9
12. Sub-Committees of the Policing Committee 11
13. Services Provided by the Town 11
14. Complaints Against Police Officers 11
15. Legal and Professional Services 12
16. Records Retention 12
17. Approvals, Revisions, and Updates 12

1. Definitions

1.1. Unless context otherwise dictates, the following definitions apply to this document:

1.1.1. "Act" means the *Police Act*.

1.1.2. "Administration" means the administrative staff of the Town.

1.1.3. "Administrative Liaison" means the same as defined in the Policing Committee Bylaw.

1.1.4. "Bylaw" means the Town of Drayton Valley's Policing Committee Bylaw.

1.1.5. "Chief Administrative Officer" or "CAO" means the Town's Chief Administrative Officer.

1.1.6. "Committee" means the Town of Drayton Valley's Policing Committee, as established by bylaw.

1.1.7. "Members" means members of the public and of Council that have been appointed to the Town's Policing Committee.

1.1.8. "Town" means the Town of Drayton Valley in the Province of Alberta.

2. Introduction and Background

2.1. In 2024, the Government of Alberta announced changes to the *Police Act* and associated regulations. As part of the new changes, municipalities that were under Municipal Policing Service Agreements (MPSA) with populations under 15,000 and more than 5,000 were required to join a regional policing committee.

2.2. The Town of Drayton Valley was part of the Western Alberta District which encompassed four other municipalities for the regional policing committee.

2.3. At the inception of the regional policing committee, all member municipalities desired to request exemptions to be excluded from the regional policing committee. This exemption must be granted by the Minister responsible for the *Police Act*.

2.4. The Minister provided the Town of Drayton Valley with an exception and permitted the Town to create their own Municipal Policing Committee.

2.5. The Policing Committee is formed in accordance with the Town's Policing Committee Bylaw.

2.6. To ensure the Committee is governing and performing effectively, the Town's bylaw authorizes a Policing Committee Policy Manual to be created for members of the committee to follow.

3. Roles and Responsibilities of the Committee

3.1. Generally, the roles and responsibilities of the Committee is outlined in the Act, it's associated Regulations, and the Bylaw. For clarity, at the time of this policy manual, the following are the roles and responsibilities of the Committee:

3.1.1. Overseeing the administration of the municipal police service agreement

3.1.2. Representing the interests and concerns of the public and of the Council to the officer in charge

3.1.3. Developing a yearly plan of priorities and strategies for municipal policing in consultation with the officer in charge

3.1.4. Developing a community safety plan in conjunction with the local police detachment and chief elected official (Mayor), including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister

3.1.5. Assisting in the selection of the officer in charge

3.1.6. Reporting annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service.

3.2. The committee as a whole, will determine exactly their role and responsibilities regarding the above requirements listed above.

3.3. The committee shall not have any authority to direct any members of administration or any police officer.

4. Advertisement and Recruitment of Members

4.1. The recruiting of Committee members will be taken by Council. The Town's appointed liaison, as outlined in the bylaw, will be made aware of any vacancies in order to commence the process of advertising for applicants.

4.2. The Town will accept all applications that are made by members of the public wishing to join the Committee. Applications shall be accepted for a minimum of two (2) weeks.

4.3. Upon the closing of the application deadline, administration of the Town will prepare a report with the applicants for the open competition to be presented to Council for consideration and appointment. The review of applications and any recommendations from administration will be undertaken within Closed Session of Council.

4.4. The Town, on behalf of the Committee, may advertise for the recruitment of the positions, at minimum:

4.4.1. On the Town's social media platforms

4.4.2. In the local newspaper

5. Selection and Appointment of Committee Members

5.1. In the selection and appointment of Committee Members, Council shall follow the composition as outlined in the *Police Act*, its associated Regulations and the Town's Policing Committee Bylaw.

5.2. All efforts will be made to select those community members who are of exemplary character and would be considered beyond reproach. Efforts will be made to recognize community diversity and take into account special skills or abilities that may enhance overall functions and operations of the Committee and its work.

5.3. Upon the selection and appointment of members, Council should take into consideration criminal backgrounds and prior police involvement before making Committee appointments. All individuals, including Council members, should submit a police information check prior to appointments being made and further applications to the Province for enhanced security checks as required. The police information check should reveal no adverse information at the discretion of Council.

5.3.1. Any associated costs for completing a Criminal Record Check are the responsibility of the applicant.

5.3.2. Should a member not pass the Security Clearance, they shall not be eligible for appointment to the Committee.

5.4. All members appointed to the Committee shall take the oath set out by the *Police Act* and associated Regulations and will sign and acknowledge the Town of Drayton Valley's Police Committee Code of Ethics.

5.5. All members appointed to the Committee shall sign a confidentiality agreement for items that are discussed in closed portions of meetings.

5.6. The Town will maintain a record of each name, contact information, position and appointment date to determine length of service and will provide this to the province, if required.

6. Security Clearances

6.1. All voting and non-voting advisory members are required to pass an enhanced security check/clearance conducted by the Province of Alberta. The administrative liaison will be the point of contact for members to obtain any required documentation and submit to the Province.

6.2. Results of the security clearances, as a summary, may be provided to the applicant and the administrative liaison will be advised of the outcome in accordance with the Government of Alberta's policies.

7. Orientation of New Members

7.1. Upon a member being appointed to the Committee, members may receive orientation training from the Government of Alberta, the Chair, and/or, the Administrative Liaison, as soon as it is available.

7.2. Orientation to the committee shall consist, at minimum, of the following:

- 7.2.1. Copies being provided of the *Police Act, Police Governance Regulation, Police Governance (Ministerial) Regulations, Access to Information Act*
- 7.2.2. Review of the Bylaw
- 7.2.3. Review of the Policy Manual
- 7.2.4. Reviewing or providing copies of any applicable Town Bylaws, Policies or Procedures
- 7.2.5. Overview of event schedules and expected attendance
- 7.2.6. Overview of meeting procedures and schedules
- 7.2.7. Review of the Roles and Responsibilities of the Committee
- 7.2.8. Review of time commitments required

8. Member Conduct

8.1. Members of the Committee must before their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity, and impartiality of the Committee are maintained and enhanced. All members will abide by their oath of office and code of conduct and ethics.

8.2. Committee members will not share information deemed sensitive or confidential. Such information will not be used for personal gain, or to benefit friends, relatives or associates. Breaches may be cause for dismissal from the Committee.

8.3. Any member of the Committee shall be disqualified from their position if the member no longer meets the eligibility criteria outlined in the Bylaw, or:

- 8.3.1. Is convicted of any offence under the *Criminal Code of Canada;*
- 8.3.2. Is involved in or engages in behavior or practices that is in the opinion of the Council are in conflict with the values and responsibilities of the Committee, and according to this policy manual are deemed cause for dismissal
- 8.3.3. Fails to attend three (3) consecutive meetings of the Committee without cause
- 8.3.4. Attends a meeting while impaired by the influence of drugs and/or alcohol
- 8.3.5. Behaves in a disrespectful, impolite, discriminatory, or harassing manner while carrying out Committee business
- 8.3.6. Sharing confidential or sensitive information
- 8.3.7. Publicly sharing information that is deemed to be inappropriate or lacks integrity (such as social media posts, etc.)
- 8.3.8. Non-compliance with Municipal, Provincial or Federal laws
- 8.3.9. Non-compliance with Committee Bylaws, Policies and Procedures

8.4. Should Council wish to remove a member of the Committee from the Committee, Council shall be required to remove the member by resolution in Council.

8.5. Any member of the Committee that has been charged with a criminal offence will be placed on leave from the Committee without prejudice until the matters are resolved before courts.

8.6. After a Committee member is appointed, if the Committee member is charged with a criminal offence, they shall report that charge to the Chair of the Committee and the Administrative Liaison. If the Chair is charged with a criminal offence, they shall report the charge to the Vice-Chair of the Commission and the Administrative Liaison.

8.7. A provincially appointed member to the Committee may not be revoked by Council but may be revoked by the Minister. The Committee Chair, or Council, may advise the Minister in writing, in relation to any breach.

9. Complaints Against Committee Members

9.1. Complaints may be received against a member of the Town's Policing Committee for breaches of the Committees Bylaw or Policies.

9.2. Conduct complaints made against members of the Committee will be given to the Chair. Complaints against the Chair will be dealt with by the Vice-Chair.

9.3. Complaints shall be in writing, and the name of the complainant and address shall be contained within the complaint. Anonymous complaints will not be addressed except through the Town's Whistle Blower policy.

9.4. Once a complaint is made, the Chair will review the complaint and determine its merit. If the complaint is criminal in nature, the Chair shall notify the Officer-in-Charge of the Drayton Valley RCMP detachment, and the administrative liaison. All other complaints will be dealt with by the Chai or Vice-Chaise as may be the case.

9.5. The Chair may cause an investigation into the matter by striking a committee of three non-involved committee members to undertake the investigation. The Chair of the Committee may involve the assistance of an outside agency to assist with the investigation.

9.6. Steps should be taken to mediate or informally resolve complaints against committee members at the earliest possible opportunity.

9.7. If the Chair is unable to informally resolve a complaint, or if the complaint is of a serious nature, the Chair will cause it to be investigated.

9.8. Once an investigation is completed, the Chair will bring the investigation to the Committee with the decision.

9.9. The Chair may:

9.9.1. Dismiss the complaint; or

9.9.2. Find the complaint found in part or whole

9.10. On Disposing of the complaint, the Chair may issue a counseling to the Committee member verbally, or in writing. The Chair may ask Council or the Minister to revoke the appointment of the Committee member, for cause.

9.11. The complainant will be notified of the outcome of the complaint and may appeal the decision of the Chair to the Committee within 30 days of receipt of their notification.

9.12. An appeal to the Committee shall be in writing, and the reasons for the appeal clearly made out with its contents. The Committee will deliberate on the matter and render a decision. The decision of the Committee is final, and the complainant will be notified of that decision within 30 days.

10. Conflicts of Interest

10.1. Conflict of interest refers to a conflict between a committee member's personal and/or business interests and the members responsibility as a Committee member. The Committee member who declares a conflict will exclude themselves from the discussion and voting on the matter.

10.2. All stated reasons for the conflicts and actions taken regarding the conflict must be entered in the minutes.

10.3. Conflicts brought to the attention of the Chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the Committee.

10.4. The Chair is the arbitrator of conflicts of interest. Any Committee member who believes that another member has not declared or addressed a perceived conflict of interest may forward their concern to Council.

10.5. Undisclosed conflict of interest may result in dismissal from the Committee as per the decision of Council.

11. Meetings

11.1. Committee members are required to attend all scheduled meetings of the Committee and all committee meetings on which they are serving. Absence shall be reported to the Chair prior to meetings.

11.2. Meetings shall be held a minimum of 4 times per year. At the first meeting of the Committee of the year, the Committee shall schedule all meetings occurring in that year. The yearly schedule is made public on the Town's website, and other means as deemed appropriate.

11.3. The chair, or a majority of the Committee members may call a special meeting when they consider it expedient to do so.

11.4. The committee may, by two-thirds vote of members present at a regular meeting, change the date, time, or location of a subsequent meeting and/or cancel any meeting and will provide notice of this change to the public at least five (5) days in advance of the meeting.

11.5. All meetings are considered open to the public and an agenda, and meeting minutes, will be created and distributed. Meetings will be held at a public location as determined by the Chair, in consultation with the Administrative Liaison.

11.6. The agenda for each meeting is set in advance by the Chair and the Administrative Liaison and the Officer-in-Charge, if necessary. The agenda is to be finalized a minimum of five (5) days prior to the meeting. In-camera items are to be clearly marked.

11.7. The agenda is to be distributed to all committee members, and the public, five (5) days prior to the meeting. In general. No items will be added to the agenda after this notification. All support materials (reports, briefs, letters, last session minutes, etc.) needs to be included. It is expected that members review all materials prior to the meeting and be prepared to discuss in detail at that time.

11.8. In-camera (closed) sessions may be held respecting items listed in applicable privacy legislation in Alberta.

11.9. Committee members who are unable to attend meetings in person, under extenuating circumstances, have the option to participate in the meeting through teleconference services or electronic communication services. Committee members who wish to use teleconference or electronic communication services to participate in the meeting must provide notice to the Chair and Administrative Liaison, or their designate, prior to the start of the meeting.

11.10. A majority of Committee members shall form a quorum.

11.11. Each voting committee member has one vote. All non-voting committee members are there in an advisory capacity and therefore have no voting privileges.

11.12. The conduct of all participants will be respectful, using appropriate language and following all rules outlined by the Chair. Attendees displaying poor conduct may be asked by the Chair to leave.

11.13. Members of the public (delegation) who wish to address the Committee, must request permission from the Chair a minimum of seven (7) business days prior to the meeting. A delegation must detail the names of those attending and the subject to be discussed. Presentations by delegates are limited to 10 minutes unless otherwise indicated by the Chair. Complaints about officer conduct are not topics for this forum.

11.14. The general order of business for Committee meetings are as follows:

- 11.14.1. Call to Order
- 11.14.2. Adoption of the Agenda
- 11.14.3. Adoption of the Minutes
- 11.14.4. Business Arising from the Minutes
- 11.14.5. Delegations
- 11.14.6. Action Items
- 11.14.7. Open Session
- 11.14.8. Closed Session
- 11.14.9. Adjournment

However, the Chair may, at their discretion, alter the order established to facilitate the business of the meeting.

11.15. Minutes of meetings are an honest expression of a summary of what was discussed and decided. Unbiased, accurate minutes will include:

- 11.15.1. Time the meeting was called to order
- 11.15.2. Names of attendees and non-attendees (and if only attending part of the meeting)
- 11.15.3. Name of person who motioned all decisions made during the meeting
- 11.15.4. Items that have been held over to another meeting (for tracking) and deadlines
- 11.15.5. The time the meeting moved into closed session, open session, and was adjourned.

11.16. Notes kept to prepare the official minutes of the Committee are considered transitory and are destroyed upon approval of the minutes.

11.17. All meeting minutes will be posted on the Town's website.

11.18. If there is a question relating to procedures of the Committee then the question will be informed by referring to the most recent version of *Roberts Rules of Order.*

11.19. Should the committee be discussing any committee related matters that may reasonably cause undue hardship or trauma to a minor through the course of their involvement as an advisory member on the committee, the chair, at their discretion may require the youth advisory member, if they are under the age of 18, to be excluded from that particular conversation.

12. Sub-Committees of the Policing Committee

12.1. The committee may form either standing or ad hoc sub-committees to examine and report on issues that fall under their authority and responsibility and to assist the commission in completing responsibilities.

12.2. All sub-committees shall have a minimum of three members appointed and maximum shall be less than the quorum of the committee as a whole.

12.3. Membership and terms of references for all sub-committees shall be determined by formal resolution of the committee.

13. Services Provided by the Town

13.1. Unless other services are outlined elsewhere in this policy, or bylaw,

13.1.1. The Town will provide an Administrative Liaison to the Committee for guidance, support and assistance. The Administrative Liaison will cause the agenda, meeting minutes and other administrative functions to be completed.

13.1.2. The Town will not provide administration to complete any duties or roles and responsibilities of the Committee. For example, the Town will not be responsible for the creation of the Community Safety Plan.

13.1.3. The Town will not provide Committee members with any specific stationary, materials, programs, electronics, or any other similar items that may be required to complete their duties of a committee member.

14. Complaints Against Police Officers

14.1. The Policing Committee will not have any authority over complaints against police officers. Any complaints received against a police officer shall be forwarded to the officer in charge or in accordance with legislation governing complaints against Police Officers.

15. Legal and Professional Services

15.1. Legal and other progressional service contracts must be approved in advance by the Committee, and in consultation with the CAO and Administrative Liaison.

16. Records Retention

16.1. Any records created or obtained by the Policing Committee shall be retained in accordance with the Town of Drayton Valley's Bylaws and Policies.

17. Approvals, Revisions, and Updates

17.1. The following chart tracks any changes that have been made to this policy manual.

Date	Summary of Changes	Council Motion of Approval
February 4, 2026	Initial Creation and Approval by Council	35/2026

17.2. Changes to this policy manual shall be approved by Council before coming into effect.

17.3. This policy manual has been approved on February 4, 2026 by the Town of Drayton Valley's Council, in particular resolution number 36/2026.

Mayor

Chief Administrative Officer