



## COUNCIL POLICY C-01-22

### POLICE ADVISORY COMMITTEE

#### TERMS OF REFERENCE

## 1. PURPOSE

The Drumheller Policing Advisory Committee (DPAC) is a committee established by the Council of the Town of Drumheller (“the Town”) for the purpose of providing a forum to receive input from the community with respect to public safety matters, objectives and priorities. The underlying philosophy of the Committee is to provide safe, effective and fair policing through community input.

## 2. POLICY STATEMENT

The Town of Drumheller’s core values are accountability, integrity, respect and trust. A guiding principal of this committee will be to encourage inclusivity and diversity of race, colour, religion, gender identity, sexual orientation, ancestry, place of origin, age, and mental or physical abilities through its membership and/or through committee training.

Community organizations and individuals that wish to appear before, or communicate directly with Council on any community policing matter, discuss policing matters, may be encouraged to contact and make a presentation to the DPAC for support, input, or information.

## 3. PROCEDURE

### 3.1 Committee Composition

The Drumheller Police Advisory Committee (DPAC) chairperson at their discretion, or shall assign at their discretion, committee members to recruit and review potential members and provide a recommendation to the committee as a whole. The committee shall vote on any recommended appointments and shall provide final approval for any appointments. The DPAC shall be comprised of, but not limited to:

- a) Voting Members –  
Maximum of seven (7) citizen members who work or reside in Drumheller who may stem from one of the following entities:
  - i. School Representative or Trustee,
  - ii. Business Community Representative,
  - iii. Youth Representative (between the ages of 16 – 18),
  - iv. Senior Representative (55+),
  - v. All ethnicities

- vi. All minorities
- vii. Volunteers involved with policing related community groups such as Victim Services or Citizens on Patrol.

b) Non-Voting Permanent Members-

- i. Detachment Commander of the Drumheller RCMP or his/her designate
- ii. The Chief Administrative Officer of the Town of Drumheller or his/her designate.
- iii. A recording secretary shall be appointed by Administration to provide administrative support. Minutes shall be prepared and submitted to the committee for approval at the next meeting. The recording secretary shall ensure a copy of the minutes is circulated to Council at a regularly scheduled Council meeting following approval of the minutes by the DPAC.

### **3.2 Member Terms**

- a) The term of any citizen member shall be for a period of three (3) years, commencing the first quarterly meeting held the month of October each year. Youth members shall be appointed for a (1) year term. There is no maximum number of times a citizen member may be re-appointed.
- b) New members considered for appointment to the Committee shall be approved by vote of all voting members after review of documents submitted by the applicant.
- c) Where a member ceases to be a member of the DPAC before the expiration of his or her term, the DPAC chairperson as per the requirements of section 4 and 5 may have another eligible person admitted membership for the remainder of that term.

### **3.3 Chairperson/Vice Chairperson**

- a) The Chairperson and Vice Chairperson will at first be appointed temporarily by the CAO or designate until the committee is comprised to carry on its duties and responsibilities. The persons then to sit as the official Chairperson and Vice Chairperson shall be decided by vote of the membership at the initial organizational meeting. In extenuating situations, the Vice Chairperson shall serve as Chairperson on an interim basis until a Chairperson is found as per the Terms of Reference. The Chairperson and Vice Chairperson positions will be voted in by the committee and filled by a current member at the first scheduled DPAC meeting. This position will then shadow the Chair over their term to ensure for orderly chair succession, continuity of knowledge, process and relationships.

**3.4 All persons applying to the DPAC shall submit to the DPAC chairperson:**

- a) A criminal record check and local indices check through the RCMP at no cost to the applicant,
- b) Be eighteen (18) years of age, except for a youth representative, who shall be at least sixteen (16) years of age, and;
  - i. Submit a covering letter summarizing the value and contribution you will provide to the committee
  - ii. Submit a resume outlining their career, board and committee service, volunteer and life experience
  - iii. Submit two letters of reference that can verify your suitability for the committee

**3.5 All persons approved to sit on the DPAC shall:**

- a) Take part in Committee and Board Training when reasonably available;
- b) Receive a new member package which will include;
- c) Take the Oath of Office as prescribed in Schedule 2 of the *Police Act*;
- d) Receive a new member package which shall include, but not be limited to;
  - i. The Police Act of Alberta
  - ii. DPAC Terms of Reference
  - iii. Organization Chart of the Drumheller RCMP Detachment
  - iv. Town of Drumheller Social Media Policy
  - v. Agree to terms of and sign a Confidentiality Agreement

**3.6 Role of Committee**

In fulfillment of its duties and responsibilities, the DPAC shall:

- a) Act as a liaison between Town Council, the RCMP Detachment, Municipal Enforcement and the citizens of the Town of Drumheller to foster responsible community actions towards the creation of a safe secure community;
- b) Keep the CAO, Director of Emergency & Protective services and the Detachment Commander informed of emerging trends and issues within the community;
- c) Provide input on the development of respective yearly policing plans by setting objectives, priorities, and goals for policing and to report on the progress and implementation of same;
- d) Serve as a communication link back to groups and agencies and bring feedback to DPAC;
- e) Assist in educating the public about community policing, its current progress and its potential;

- f) Represent the interests and concerns of the public and Council to the RCMP Detachment, and Municipal Enforcement;
- g) Provide advice to Council relating to policing matters or relevant community issues, as it may deem advisable, on its own initiative or upon request of Council; and
- h) Any other duties as may be required.

### **3.7 Role of Individual Members**

- a) To represent a stakeholder group in providing input that reflects concerns and suggestions
- b) To report back to stakeholder groups with information on committee activities
- c) To suggest issues to be brought before the committee
- d) To be an active advocate for community policing.

### **3.8 Role of Detachment Commander RCMP or his/her designate**

- a) To suggest issues to be brought before the committee
- b) To listen to issues raised, share them with appropriate staff and report back to the committee with progress made on recommendations.

### **3.9 Quorum and Meeting Frequency**

- a) The DPAC shall hold quarterly meetings with special meetings to be determined from time to time by the DPAC.
- b) Special meeting dates may be determined by the DPAC at a scheduled quarterly meeting or, may be called by the Chairperson or, in his or her absence, the Vice-Chairperson, by providing members with a minimum of twenty-four (24) hours' notice. The DPAC may, by two-thirds (2/3) written consent of the members, waive notice of a special meeting at any time so long as quorum is present.
- c) One-half (1/2) of the total number of members shall constitute quorum for a meeting to be held. For this committee, quorum is defined as four (4) voting members.
- d) An agenda shall be prepared and circulated to the members prior to each meeting. The agenda will be prepared and circulated by the Chairperson in consultation with the Detachment Commander.
- e) Each member shall have one (1) vote. Each member shall vote on every motion unless he or she has a pecuniary conflict of interest. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the motion is defeated.
- f) Meetings shall be open to the public, and accordingly, members of the public are invited to attend as observers or, in the case of a particular issue in which they desire to speak, they may write the Chairperson and appear as a delegation.
- g) The Chairperson of the DPAC may report to Council on matters of public concern with respect to public safety matters and policing priorities in the Town. The

DPAC shall also report to Council on any matter when requested to do so by Council.

### **3.10 Code of Conduct**

- a) Members of the DPAC are responsible for maintaining the confidentiality of committee information. As part of their duty's members will acquire knowledge of, or have access to, and be in possession of information, including personal information. Members will keep confidential and not disclose any information of any nature or kind that comes to their knowledge by virtue of their position, except in accordance with their duties with the DPAC.
- b) Committee members are required to sign a confidentiality agreement binding them to their responsibility even after their appointment ends.
- c) Members are expected to abide by the Town of Drumheller's core values which include accountability, integrity, respect and trust.

### **3.11 Limitations**

- a) Neither the DPAC nor any individual member of Council shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the DPAC or any of its members have any power to authorize i) any expenditure(s) or ii) policy change(s).
- b) The DPAC terms of reference is a living document and will be reviewed annually to support the effectiveness of the committee.

### **3.12 Conflict of Interest**

- a) No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the Municipal Government Act.
- b) In the event of a member having a pecuniary interest, he or she shall:
  - i. Disclose that he or she has a pecuniary interest, he or she shall;
  - ii. Leave the room until the matter has been dealt with;
  - iii. Abstain from any discussion of the matter;
  - iv. Abstain from voting on the matter; and
  - v. Ensure the abstention is recorded in the minutes.

### **3.13 Resignation, Removals and Replacements**

- a) Any citizen member may resign from the DPAC at any time upon sending written notice to the Chairperson of his or her intent to do so.
- b) The (re)appointment of a citizen member to the DPAC may be revoked by the Chairperson if the citizen member:
  - i. Fails to attend three (3) consecutive meetings of the DPAC unless such absence is caused through illness or member has given prior notification and absence is authorized by majority vote of the DPAC Committee;

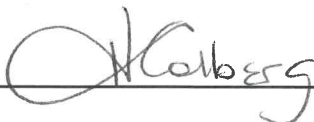
- ii. Ceases to be a resident of the Town or is no longer employed within the municipality;
  - iii. Is hired in a full-time, permanent capacity with the Town, the RCMP, or any other police service; or,
  - iv. Is convicted of a crime under the Criminal Code of Canada or;
  - v. Is involved in any matter coming to the attention of Council and the DPAC that the would bring the DPAC into disrepute.
- c) Should a citizen member resign or be removed from the DPAC, the DPAC chairperson has the option of moving to fill this vacancy prior to DPAC's annual organizational meeting by accepting an application as per section 4 of the Terms of Reference.
- d) Members who do not abide by the Committees Code of Conduct would receive a written warning from the Chairperson and may be removed by a majority vote of the committee.
- e) Council shall be apprised within a reasonable time of the resignation or removal of a person from the Committee.

**3.13 Liability**

- a) Members of the DPAC shall not be held liable for any actions of claims or claims arising out of the exercise of the powers granted to the DPAC pursuant to these Terms of Reference.

Adopted by Council:

Date: January 10, 2022

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## **References**

***Municipal Government Act***, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

***Province of Alberta Police Act*** RSA 2000, C-P-17, Section 23 provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of municipal policing services by the Royal Canadian Mounted Police (R.C.M.P.) may, by bylaw, establish a Policing Committee.

***Alberta Human Rights Act***, Section 16 (1.a) to forward the principle that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.