



BYLAW #3273

Clairmont Municipal Policing Committee Bylaw

A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to establish a Municipal Policing Committee.

WHEREAS: pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, a Council may pass bylaws for the governance of the municipality; and

WHEREAS: pursuant to the *Police Act*, RSA 2000, c. P-17, municipalities which have entered into an agreement with the Government of Canada for the provisions of police services through the Royal Canadian Mounted Police, shall by bylaw establish a Regional Policing Committee or with approval of the Minister may establish a Municipal Policing Committee instead of a Regional Policing Committee; and

WHEREAS: the Minister of Public Safety and Emergency Services has approved the establishment of a Municipal Policing Committee for the County of Grande Prairie No. 1; and

WHEREAS: a Municipal Policing Committee is required to fulfill obligations under the *Police Act* and related regulations.

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This Bylaw shall be cited as the “Clairmont Municipal Policing Committee Bylaw.”
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.

DEFINITIONS

5. In this Bylaw:
 - 5.1. “CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for the County or designate.
 - 5.2. “Chair” means the Member elected by the Committee to preside over meetings.
 - 5.3. “Chief Elected Official” means the Reeve of the County.

- 5.4. "Committee" means the Clairmont Municipal Policing Committee established under this Bylaw.
- 5.5. "Council" means the duly elected Council members of the County of Grande Prairie No. 1.
- 5.6. "County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the *Municipal Government Act* and other applicable legislation.
- 5.7. "Detachment Commander" means the individual identified to run the administrative and operational activities of the local RCMP Detachment.
- 5.8. "Enhanced Security Check" means the vetting and background checking of an individual as determined by the Government of Alberta.
- 5.9. "Member" means an individual appointed to the Committee by Council (County Member) or by the Minister under the *Police Act* (Provincial Member).
- 5.10. "Minister" means the Minister of Public Safety and Emergency Services of the Province of Alberta.
- 5.11. "Municipal Police Service Agreement" means the agreement entered into between the County and the Government of Canada for the provision of police services by the RCMP to the County.
- 5.12. "Organizational Meeting" means the Meeting held annually not later than 2 weeks after the 3rd Monday in October at which appointments are made to County Boards and Committees.
- 5.13. "RCMP" means the Royal Canadian Mounted Police.
- 5.14. "Vice-Chair" means the Member(s) elected by the Committee to act in the Chair's absence.

APPLICATION

- 6. Unless otherwise noted, this Bylaw applies to the Committee, its Members and meetings.
- 7. When any matter relating to the conduct of the Committee during any meeting is not addressed in this Bylaw or the *Municipal Government Act*, reference shall be made to the County's Procedural Bylaw.
- 8. The precedence of the rules governing the procedures of the Committee is:
 - 8.1. The *Police Act*;
 - 8.2. The *Municipal Government Act*;
 - 8.3. Other provincial legislation; and
 - 8.4. This Bylaw.

COMMITTEE ESTABLISHMENT AND AUTHORITY

- 9. The Clairmont Municipal Policing Committee is hereby established.

10. The Committee shall:
 - 10.1. Oversee the administration of the Municipal Police Service Agreement.
 - 10.2. Represent the interests and concerns of the public and Council to the Detachment Commander.
 - 10.3. Assist in selection of the Detachment Commander.
 - 10.4. Carry out such duties as required by the Police Act or the Police Governance Regulation, as amended from time to time.

MEMBERSHIP

11. The Committee shall consist of:
 - 11.1. 7 Members, appointed by a resolution of Council, representing the County, as follows:
 - 11.1.1. 2 members of Council
 - 11.1.2. The Reeve (ex-officio as per County's Procedural Bylaw)
 - 11.1.3. 4 Members of the public who are residents of the County, appointed by a resolution of Council.
 - 11.2. 3 Members appointed by the Minister under the *Police Act*.
12. The following may attend the Committee meetings in a non-voting, advisory capacity:
 - 12.1. The Detachment Commander, or their designate.
 - 12.2. The County Manager, or their designate.
13. The Committee shall appoint a Chair and a Vice-Chair at the first meeting of the Committee following the Organizational Meeting each year, from amongst the members of the Committee.
14. The Chief Elected Official (the Reeve) is not eligible to be appointed as the Chair or Vice-Chair of the Committee.
15. The term of office of a Member appointed to the Committee shall be 2 years.
16. All Members appointed to the Committee must:
 - 16.1. Be at least 18 years of age;
 - 16.2. Be a resident of the County for a minimum of 6 consecutive months immediately preceding the date of advertisement for receipt of applications;
 - 16.3. Pass an Enhanced Security Check;
 - 16.4. Take an oath as set out in the *Police Act*;
 - 16.5. Not be hired in any capacity with the County, RCMP, any Provincial or Municipal Police Service, Alberta Justice or Alberta Public Safety and Emergency Services.

17. Members may resign from the Committee at any time upon providing written notice to the Committee.
18. Council may not revoke the appointment of a Member to the Committee except where sufficient cause exists. Examples of sufficient cause include:
 - 18.1. Being absent from 3 consecutive meetings unless such absence is by reason of illness or is authorized in advance by the Committee.
 - 18.2. Ceasing to be a resident of the County.
 - 18.3. Being hired by the County, RCMP, any Provincial or Municipal Police Service, Alberta Justice or Alberta Public Safety and Emergency Services.
 - 18.4. Being convicted of a crime under the Criminal Code of Canada.
 - 18.5. Failing to keep the Oath of Office or disclose any privileged information.
19. A member of Council appointed to the Committee shall cease to be a Member of the Committee upon ceasing to be a member of Council.
20. Members appointed to this Committee will receive remuneration in accordance with Policy F10 - Council and Board Member Honoraria and Expense Reimbursement.

MEETINGS PROCEDURE

21. Meetings shall be held a minimum of 4 times a year or as often as required to carry on the business of the Committee.
22. Each appointed Member shall have 1 vote.
23. Each Committee Members present at the meeting shall vote on all matters before the Committee, unless prohibited from doing so by reason of pecuniary interest and shall be noted in the minutes of the meeting.
24. Quorum is constituted by a majority of the Members – 6 voting Members.
25. Quorum is required to pass any motion.
26. The Chair or the Vice Chair (when Chair is absent), may call a special meeting of the Committee by providing at least 24 hours' notice to Members of the Committee by email. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every Member of the Committee is present.
27. Committee meetings will be held in public unless the meeting is closed for reasons permitted by the legislation.
28. Notice of meetings will be posted on the County website, no additional notice of regularly scheduled meetings is required.
29. An agenda shall be prepared and circulated to the Committee Members before each meeting. Minutes shall be recorded for each Committee meeting and retained in accordance with the County's Records and Information Management.

ADMINISTRATIVE SUPPORT AND AUTHORITY

30. The CAO, or designate, will assign administrative resources as required to assist and fulfill the Committee's mandate.
31. Neither the Committee nor any Member shall have authority over County's administrative matters or functions.
32. The CAO shall ensure the Committee is provided with information in the County's possession to assist which is relevant to the Committee's mandate, to the extent the CAO deems such disclosure necessary and possible, to assist the Committee in carrying out its duties, functions and responsibilities.
33. The Committee and its Members, shall comply with all protocols, directives, and requirements established by the CAO regarding access to, use of, and disclosure of information in the County's possession or control, including any requirements respecting confidentiality.
34. The Chair of the Committee or the Vice Chair when acting in the absence of the Chair is the only Member of the Committee authorized to make public statements on behalf of the Committee.
35. No public statement shall be issued on behalf of the Committee that directly or indirectly references the County and/or the RCMP unless:
 - 35.1. The CAO has been consulted where the proposed public statement would reference the County directly or indirectly; and
 - 35.2. The Detachment Commander has been consulted where the proposed public statement would reference the RCMP, directly or indirectly.

COMMITTEE REPORTING

36. The Committee shall prepare an annual report to Council outlining its activities from the previous year and may also submit other reports or recommendations to Council, as it considers advisable, on matters within its duties, functions, and responsibilities.
37. Develop, in consultation with the Detachment Commander, an annual plan establishing municipal policing priorities and strategies.
 - 37.1. Develop a community safety plan, in collaboration with the local RCMP detachment and Chief Elected Official, that includes coordination between the community and community agencies, and provide the plan to the Minister annually or upon request.
 - 37.2. Report to the Minister annually, or upon request, on the implementation and status of programs and services supporting the priorities of the police service.
 - 37.3. Prepare and present to Council an annual budget outlining the costs associated with the operation of the Committee.

SEVERABILITY

38. Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

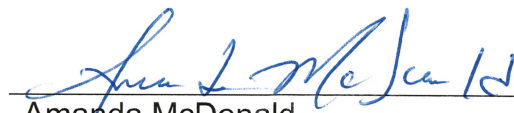
EFFECTIVE DATE

39. This Bylaw shall come into force and effect on the third and final reading thereof.

Read a FIRST time this 10th day of August, 2026.

Read a SECOND time this 10th day of August, 2026.

Read a THIRD time and finally passed this 10th day of August, 2026.



Amanda McDonald
Reeve



Joulia Whittleton
County Manager