

BYLAW 2025-01

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF ESTABLISHING THE MUNICIPAL POLICING COMMITTEE**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as “Municipal Policing Committee Bylaw 2025-01”.

INTERPRETATION

- 2 Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.

ESTABLISHMENT

- 3 The Municipal Policing Committee is hereby established.

DUTIES AND RESPONSIBILITIES

- 4 Municipal Policing Committees shall carry out the duties and responsibilities set out in *Police Governance Regulation 156/2024*.

MEMBERSHIP AND TERM

- 5 The committee shall be comprised of
 - a) one member of council,
 - b) up to four members of the public, and
 - c) the manager of protective services (non-voting).
- 6 Council shall appoint public members and the council member at the annual organizational meeting.
- 7 The term of membership for new public members shall be 2 years, and incumbent public members shall be 3 years, beginning on the date following the annual organizational meeting.
- 8 The number of consecutive terms served by a public member shall not exceed 8 years.

ELIGIBILITY

- 9 To be eligible for public membership on the committee, a person must
 - a) be a resident of Canmore,
 - b) be at least eighteen years of age, and
 - c) meet all eligibility requirements set out in *Police Governance Ministerial Regulation 174/2024*.

Bylaw approved by:

- 10 A public member is not eligible for continuing a term on the committee and/or for reapplying for the next subsequent term on that committee if the public member
 - a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the committee, or
 - b) ceases to meet the eligibility requirements set out in this bylaw.

RESIGNATIONS AND REMOVALS

- 11 Any public member may resign from the committee at any time by sending written notice to the committee chair.
- 12 If a vacancy occurs before the annual organizational meeting, council may appoint a replacement for the remainder of the term.

MEETING SCHEDULE AND PROCEDURES

- 13 Quorum is three voting members.
- 14 The committee must meet at least once a year.
- 15 Public notice of a meeting must be provided on the Town's website at least 24 hours prior to the meeting.
- 16 The committee must conduct its meetings in public except where authorized by the *Municipal Government Act* to close a meeting to the public.
- 17 The committee chair shall be selected in accordance with *Police Governance (Ministerial) Regulation 174/2024*.
- 18 Matters are decided by majority vote. A tied vote is defeated.

MEETING RECORDS

- 19 Agendas must be made available to committee members at least three days prior to a meeting and made available to the public at least one day prior to a meeting.
- 20 Minutes must be prepared for every committee meeting and contain the following:
 - a) the date, time and location of the meeting,
 - b) the names of all committee members present,
 - c) the name of anyone other than a committee member who participated in the meeting, and
 - d) any motions made at the meeting, along with the results of the vote on the motion.

- 21 Questions and debate shall not be recorded in committee minutes.
- 22 Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent, including, but not limited to, action items accepted by individual committee members.
- 23 Minutes shall be signed by the committee chair and the manager of protective services.

ENACTMENT/TRANSITION


- 24 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 25 This bylaw comes into force on the date it is passed.

FIRST READING: February 4, 2025

SECOND READING: February 4, 2025

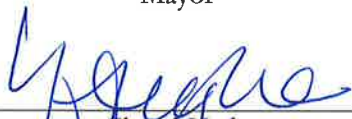
THIRD READING: February 4, 2025

Approved on behalf of the Town of Canmore:



Sean Krausert
Mayor

February 4, 2025
Date



Cheryl Hyde
Manager, Municipal Clerk's Office

February 4, 2025
Date

Bylaw approved by:  