



AGENDA

Regular Council Meeting
4:30 PM – Monday January 10, 2022

ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

1. CALL TO ORDER

2. OPENING REMARK

2.1 Deputy Mayor for January and February 2022 – Councillor Patrick Kolafa

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for January 10, 2022 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the January 10, 2022 Regular Council meeting as presented.

5. MINUTES AND COUNCIL MEETINGS

5.1 Minutes for the December 13, 2021, Regular Council Meeting as presented.
[Minutes Regular Council Meeting – December 13, 2021](#)

Proposed Motion: That Council approve the minutes for the December 13, 2021 as presented

6. ADMINISTRATION REPORTS

6.1 DIRECTOR OF INFRASTRUCTURE

6.1.1 2022 January Drumheller Bridge Briefing
[Presentation](#)

6.1.2 Drumheller Lead Management Program Update

6.2 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

6.2.1 Request for Decision – Drumheller Police Advisory Committee Policy C-01-22
[RFD + Policy](#)

Proposed Motion: That Council approve the Drumheller Police Advisory Committee Policy C-01-22 Terms of Reference as presented.

7. CLOSED MEETING

- 7.1 Land transaction and Third-Party Contract Update – FOIP 16 – Disclosure harmful to business interests of a third party.
Labour – Emergency Services - FOIP 24 – Advice from Officials

Proposed Motion: That Council close the meeting to discuss matters related to labour, land transaction and third-party contract update as per FOIP 16 and FOIP 24.

8. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



AGENDA

Regular Council Meeting

4:30 PM – Monday December 13, 2021

Council Chambers, ZOOM Platform & Live Stream on Drumheller Valley YouTube Channel

Drumheller Valley YouTube Link: <https://www.youtube.com/watch?v=FGaO7Qk48cl>

IN ATTENDANCE

Councillor Hansen-Zackaruk – Deputy Mayor
Councillor Patrick Kolafa
Councillor Tony Lacher
Councillor Stephanie Price
Councillor Crystal Sereda
Councillor Tom Zariski

Online
Councillor Lacher

Regrets
Mayor Colberg

Chief Administrative Officer (CAO):
Darryl Drohomerski
Director of Corporate Services: Mauricio Reyes
Manager of Recreation, Arts and Culture:
Darren Goldthorpe
Resiliency and Flood Mitigation: Deighen Blakely
Communications Officer: Erica Crocker
Director of Infrastructure: Dave Brett

Legislative Assistant: Denise Lines
Reality Bytes IT: Riddel Wiebe

1. CALL TO ORDER

The Deputy Mayor called the meeting to order at 4:30pm

2. OPENING REMARK

2.1 Upcoming Council Meetings

Dyke D and Traffic Impact Survey
Holiday Waste Collection Information online
Winterfest – Thank you to the volunteers on that committee
Strategic Planning – December 20th – 21st
Next Regular Meeting - Monday January 10th

Proposed Council Meeting Schedule for 2022

3. ADDITIONS TO THE AGENDA – N/A

4. ADOPTION OF AGENDA

4.1 Agenda for December 13, 2021 Regular Council Meeting

M2021.269 Moved by Councillor Kolafa, Councillor Zariski; that Council adopt the agenda for the December 13, 2021 Regular Council meeting as presented.

Carried unanimously

5. MINUTES

M2021.270 Moved by Councillor Zariski, Councillor Price; that Council approve the minutes for the December 6, 2021 as presented.

Carried unanimously

6. DELEGATIONS

Time Stamp: <https://youtu.be/FGaO7Qk48cl?t=961>

6.1 Apex Utilities – Shane Milner, Regional Manager

S. Milner presented information and changes to Apex Utilities as well the company's place within the community and Alberta. For more information, please visit the Apex Utilities website at <https://www.altagasutilities.com/>

6.2 Drumheller Public Library – Emily Hollingshead, Executive Director and Samantha Haddon, Board Chair

Subject matter included:

Explanation of the Restrictions Exemption Program and the Library

Starting Teen Programming at the Library – in January the library will be updating the hours of operation

Having the Library Society present to Council

Introduction of Food Pantry program

Library Memberships continue to be free; it is sustainable due to the funding of the Town.

Sponsorship opportunities for spaces in the library are available

Curbside Service – this is a successful program that the library would like to continue

7. ADMINISTRATION REPORTS –

Time Stamp: <https://youtu.be/FGaO7Qk48cl>

7.1 CHIEF ADMINISTRATIVE OFFICER

7.1.1 2022 Committees and Boards – Travel Drumheller Representation

M2021.271 Moved by Councillor Sereda, Councillor Price; moves that a member of Town of Drumheller administration act as a representative at the Travel Drumheller meetings on behalf of Council.

Carried unanimously

7.1.2 2022 Utility Rate Bylaw 23.21 – Second Reading + Third Reading

M2021.272 Moved by Councillor Lacher, Councillor Kolafa; that Council give second reading to the 2022 Utility Rate Bylaw 23.21 as presented.

Carried unanimously

M2021.273 Moved by Councillor Kolafa, Councillor Zariski; that Council give third reading to the 2022 Utility Rate Bylaw 23.21 as presented.

Carried unanimously

7.2. DIRECTOR OF CORPORATE SERVICES
Time Stamp: <https://youtu.be/FGaO7Qk48cl?t=2778>

7.2.1 2022 Service Fee Schedule

Based on previous discussions, updates were made to the 2022 Service Fee Schedule. The 2022 Service Fee Schedule is available online:
<https://www.drumheller.ca/public/download/files/196913>

Council Discussion Items:

Public Skate & Public Swim: could Administration research corporate sponsorship opportunities for these events?

Drop-In Rates for the Badlands Community Facility, Arena and Aquaplex

Corporate Rate Memberships for the Multi Facility Family Pass are still available.

M2021.274 Moved by Councillor Zariski, Councillor Price; that Council approve the 2022 Service Fee Schedule as presented.

Amendments: Councillor Kolafa, Councillor Lacher; that Council approve the 2022 Service Fee Schedule as amended; that the Recreation Membership model have the following changes:

The Activation fee will be changed to \$20.00.

Current and active 1 month, 3 month, 6, month and annual memberships will automatically roll over to the new membership model upon expiry and will not have to pay the \$20.00 activation fee.

Carried unanimously

7.2. COMMUNICATIONS OFFICER
Time Stamp: <https://youtu.be/FGaO7Qk48cl?t=5839>

7.2.1 Ethelo – Drumheller Citizen Budget 2022 - Simulation Tool

Council Discussion Items:

E. Crocker can circulate the full report to Council

Is there a way to include information that reflects the disenfranchised?

7.3 DIRECTOR OF INFRASTRUCTURE

Time Stamp: <https://youtu.be/FGaO7Qk48cl?t=6886>

7.3.1 Request for Decision – 2022 Community Clean Up + Presentation

M2021.275 Moved by Councillor Zariski, Councillor Kolafa; that the Town of Drumheller implement the 2022 Community Clean Up, by continuation of the voucher program, the “Kick-It-To-The-Curb” event on the weekend following Labour Day, followed by a two-week Community Clean Up carried out in the period of September 12, 2022, to September 23, 2022.

Carried unanimously

7.4 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

Time Stamp: <https://youtu.be/FGaO7Qk48cl?t=8656>

7.4.1 Request for Direction – Policing Committee Terms of Reference – Policy

RCMP member, Staff/Sgt E. Bourque and G. Peters have worked together to create a terms of reference for a Drumheller based Policing Committee.

Council Discussion Items:

The application process seems onerous, could this be simplified?

There is application process for volunteers.

Councillor Kolafa left Chamber 6:42pm returned 6:45pm

7.1.2 Request for Decision - Safety Policy C-09-21

M2021.276 Councillor Kolafa, Councillor Zariski; that Council adopts the Safety Policy C-09-21 as presented.

Carried unanimously

7.5 RESILIENCY AND FLOOD MITIGATION PROJECT MANAGER

Time Stamp: <https://youtu.be/FGaO7Qk48cl?t=9515>

7.5.1 Request for Decision - Drumheller Resiliency and Flood Mitigation

Out of four applications, the recommendation is that Alchemy Communications is awarded the contract

Council Discussion Item:

Alchemy Communications could work with the Town on other projects but not under this contract. A separate agreement would have to be created.

M2021.277 Moved by Councillor Zariski, Councillor Lacher; that the 2022 Communications and Public Engagement for the Drumheller Resiliency and Flood Mitigation be awarded to Alchemy Communications Inc. for the amount of \$ 330,000 (excluding GST).

Carried unanimously

7. CLOSED MEETING

7.1 Labour - FOIP 24 – Advice from Officials

M2021.278 Moved by Councillor Lacher, Councillor Price; that Council close the meeting to discuss labour as per FOIP 24 – Advice from Officials. Time 7:06pm

Carried unanimously

M2021.279 Moved by Councillor Lacher, Councillor Zariski; that Council open the meeting to the public. Time 8:07pm

Carried unanimously

8. ADJOURNMENT

M2021.280 Moved by Councillor Kolafa, Councillor Price; that Council adjourn the meeting. Time 8:07pm

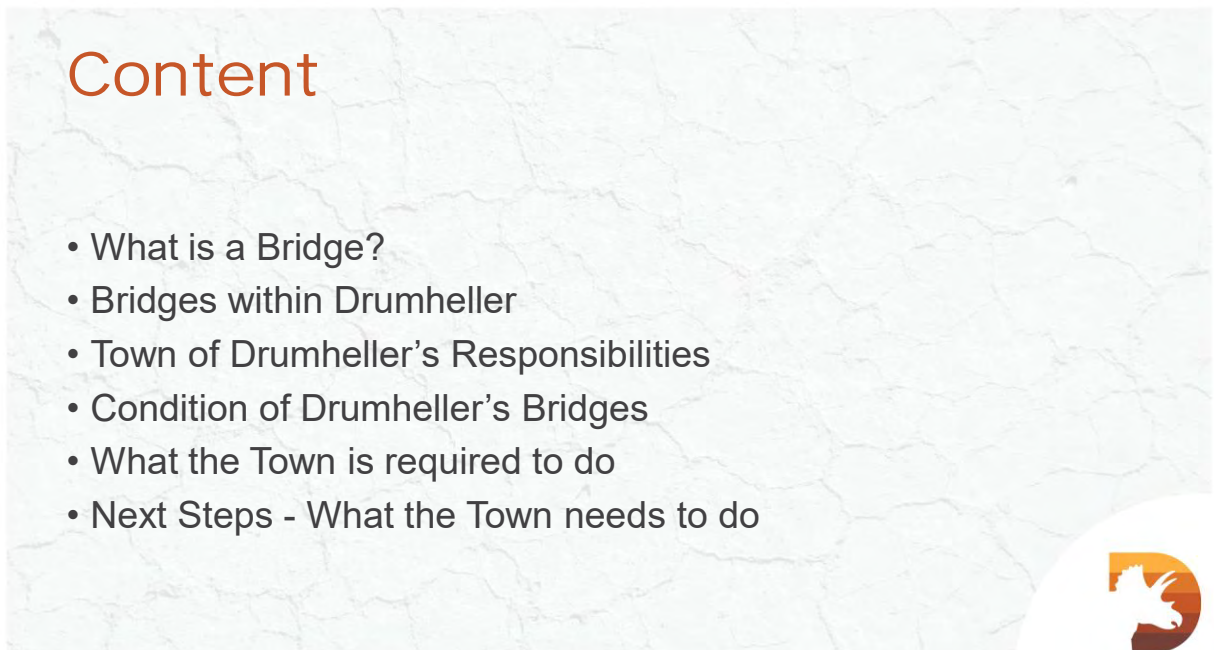
Carried unanimously

MAYOR

CHIEF ADMINISTRATIVE OFFICER



1



2

What is a Bridge?

- General Definition:
 - A structure that carries a road, path, railroad, or canal across a river, ravine, road, railroad, or other obstacle
- Alberta Transportation includes within this any 1500mm diameter culvert or equivalent as a Bridge Sized Culvert



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Local Examples



4

Local Examples



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Bridges within Drumheller

- Highway Bridges – i.e. Gordon Taylor Bridge
- Railway Bridges – i.e. Midland Railway Bridge
- Local Road Bridges – i.e. Bridge 9 on Highway 10X
- Bridge Size Culverts – i.e. culvert on Newcastle Trail at 10 St W
- Railway Bridge Size Culverts – i.e. Culverts on CN Right of Way
- Pedestrian Bridges – i.e. Starmine Suspension Bridge



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Bridges within Drumheller

- NOT all bridges inside Drumheller fall under the authority of the Town of Drumheller
- Owners of Bridges within Drumheller:
 - Town of Drumheller;
 - Alberta Transportation – Highway 10, 9, 56 and Bridges 1-8 on Highway 10X;
 - Canadian National (CN) Rail;
 - Canadian Pacific (CP) Rail, and;
 - Private Organizations.



7

Town of Drumheller's Responsibilities

- Municipal Government Act places local road bridges “under the direction, control and management of the Municipality”
- No legislated definition of what this means
- Town should follow standard industry practice in order to meet Due Diligence requirements
- As the majority of the Town’s bridges and bridge size culverts are for water bodies Alberta Environment regulations also apply



8

Town of Drumheller Responsibilities Industry Standard Practice

- Industry Standard Practice is represented by Alberta Transportations Bridge Inspection Manual and guidelines
- Summary
 - New bridges are built to industry codes and specifications;
 - Existing bridges inspected on a regular basis to ensure they are safe for public use and identify on going issues;
 - Maintenance and repairs are completed to optimize service life;
 - Existing bridges in poor condition are actively managed to ensure public safety until repaired, replaced or closed;
 - Advise the appropriate organizations if the legal loading on a bridge is being reduced.



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Town of Drumheller Responsibilities Record Keeping

- In order to prove that the Town is following Industry Standard Practice the Town should keep a record of the:
 - Bridge design, including legal load limits;
 - Bridge Inspections;
 - Bridge maintenance activities, and;
 - Construction, rehabilitation and end of life dates.



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Town of Drumheller Responsibilities Record Keeping

NAME	ADDRESS	CATEGORY / COMMENTS	PROPERTY	STATUS	ADDRESS	DESCRIPTION	CONTRACT	RESPONSIBILITY			INVESTMENT		PROVISIONS / COMMENTS	DATE	AMOUNT	DATE	REMARKS
								LAND	SEWER	CAPITAL	LAST PAID DATE	LAST PAID					
Residential Bridge																	
Woodsview Bridge	10000-10000	Residential	Residential	Open	10000-10000	Woodsview Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Golden Eagle Bridge	10000-10000	Residential	Residential	Open	10000-10000	Golden Eagle Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Industrial Bridge																	
Woodsview Bridge	10000-10000	Industrial	Industrial	Open	10000-10000	Woodsview Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Golden Eagle Bridge	10000-10000	Industrial	Industrial	Open	10000-10000	Golden Eagle Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Public Works Bridge																	
Woodsview Bridge	10000-10000	Public Works	Public Works	Open	10000-10000	Woodsview Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Golden Eagle Bridge	10000-10000	Public Works	Public Works	Open	10000-10000	Golden Eagle Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000

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Town of Drumheller Responsibilities Record Keeping – Town Owned

NAME	ADDRESS	CATEGORY / COMMENTS	PROPERTY	STATUS	ADDRESS	DESCRIPTION	CONTRACT	RESPONSIBILITY			INVESTMENT		PROVISIONS / COMMENTS	DATE	AMOUNT	DATE	REMARKS
								LAND	SEWER	CAPITAL	LAST PAID DATE	LAST PAID					
Residential Bridge																	
Woodsview Bridge	10000-10000	Residential	Residential	Open	10000-10000	Woodsview Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Industrial Bridge																	
Woodsview Bridge	10000-10000	Industrial	Industrial	Open	10000-10000	Woodsview Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Golden Eagle Bridge	10000-10000	Industrial	Industrial	Open	10000-10000	Golden Eagle Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Public Works Bridge																	
Woodsview Bridge	10000-10000	Public Works	Public Works	Open	10000-10000	Woodsview Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000
Golden Eagle Bridge	10000-10000	Public Works	Public Works	Open	10000-10000	Golden Eagle Bridge	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000	10000-10000

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Condition of Drumheller's Bridges Overall Condition - 2021 December

- Alberta Transportation's bridges and culverts are inspected and maintained as per AT recommendations
- CN's bridges and culverts – unknown when last inspected or maintained; several with issues have been identified
- Privately owned bridges and culverts – unknown when last inspected or maintained



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Condition of Drumheller's Bridges Overall Condition - 2021 December

- Town Bridges
 - Starmine Suspension Bridge – Closed – Awaiting repair, pending land access issues
 - Wayne Bridge #11 – Weight Restricted – Replacement Design underway –STIP LRB Grant received
 - Wayne Bridge #10 – End of life 2025 – STIP LRB Grant applied for 2021 Nov 30 – predicted to be \$4.5Million
 - Wayne Bridge #9 – End of life 2035, recoating and repair needed in 2026 – predicted to be ~\$5Million
 - Roper Road Bridge – Inspections being carried out in cooperation with AT



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Condition of Drumheller's Bridges Overall Condition - 2021 December

- Town Bridge Size Culverts
 - April 2020 Inspection by Flood Office
 - 12 inspected, 1 actually owned by private land owner
 - 4, including the one owned by private land owner, found to be scoring below 40%, which is the level at which something must be done
 - Of the remaining 3, one will result in load restriction on NewCastle Trail at 10 St W
 - The other 2 are being reassessed as this is the first inspection record we can find
 - Additional culverts may have been inspected by Flood office
 - Record search being done



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Bridges within Drumheller Overall Condition - 2021 December

- Town Bridge Size Culverts
 - Unable to find records of any previous inspections that were done, except those that were submitted to the province
 - No record of complete list of bridge size culverts found



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Condition of Drumheller's Bridges Other Issues

- Due to the terrain and history of development within Drumheller the bridge size culverts have developed in such way that some of them are owned by multiple owners.
 - Example - Culvert at NewCastle Trail at 10 St W, the southern portion is owned by CN and the northern portion is owned by the Town
 - Example – Culvert on Highway 10 at the WTP, the southern portion is owned by Alberta Transportation and the northern portion by CN, with a 2m gap and then a culvert owned by the Town



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Condition of Drumheller's Bridges Critical Infrastructure

- Due to nature of the ownership of various bridges and bridge size culverts there are various items that are critical to the Town's transportation and drainage infrastructure which the Town does not own or have authority
- Examples
 - Gordon Taylor Bridge – owned and operated by Alberta Transportation – Critical to the Town's road network
 - CN bridge size culvert north east of Highway 9 & 10 intersection – critical to the Town's drainage system as the catchment area from 11 St E to 4th St W, south of Highway 9/10 all drains to through this culvert



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What is the Town Required to Do?

- Meet Town of Drumheller's responsibilities as owner of the Local Road Bridges, this includes:
 - 1) Conduct Bridge inspections on the recommended cycles as per BIM or more frequent if identified in the inspections
 - 2) Carry out maintenance activities such as cleaning, painting and repairs as identified in the bridge inspections
 - 3) Ensure no "deleterious material" enter the associated water bodies; this includes debris, rust, chemicals, etc
 - 4) Ensure drainage pathways remain clear



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Next Steps What the Town Needs to Do?

- 1) Identify all of the bridges and bridge size culverts that we are responsible for
- 2) Identify the bridges and bridge size culverts that are critical infrastructure that are outside our authority, what agency has authority and what maintenance is being carried out
- 3) Identify last inspection date of all Town's bridge assets
- 3) Carry out any required inspections
- 4) Develop maintenance plans as required for work identified in the inspections
- 5) Develop annual and bi-annual maintenance plans for activities such as bridge cleaning, culvert flushing and etc.



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Next Steps

What the Town Has Done

- 1) Record Keeping
 - Infrastructure Services have created the list shown in this presentation to identify and track our assets
 - Infrastructure Services have created a GIS file layer, based on the Bridge list, to map the bridge assets and associated information
- 2) Operating Budget Changes
 - Administration has created a separate budget account code for Bridges and will be allocating funds annually to bridge inspections, cleaning and maintenance
- 3) Capital Bridge Expenditures in 10 year plan
 - Major Capital expenditures, replacement or rehabilitation, are identified in the 10 year plan
 - Identify grants and other sources of funding available for bridge work
- 4) Bridge and Bridge Size Culvert Inspections
 - Infrastructure Services is coordinating with Town's engineering consultant for inspections of bridge size culverts and create appropriate inspection cycles



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REQUEST FOR DECISION

TITLE:	Police Advisory Committee Terms of Reference
DATE:	04 January 2022
PRESENTED BY:	Greg Peters
ATTACHMENT:	Police Advisory Committee Terms of Reference Draft

SUMMARY:

The Drumheller Police Advisory Committee (DPAC) is a committee established by the Council of the Town of Drumheller 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.

Community organizations and individuals that wish to voice their concerns about policing matters would be encouraged to contact and make a presentation to the DPAC for support, input, or information.

RECOMMENDATION:

That Council adopt the Terms of Reference for the Police Advisory Committee.

DISCUSSION:

To create an effective and valuable Police Advisory Committee, the terms of reference need to be applicable and beneficial to the community. As a Committee of Council, it is important that the actions of the Committee reflect the values of the Town and contribute to the flow of information to the proper authorities for the enhancement of security and well-being of all citizens of the Town of Drumheller. The S/Sgt and the Director have reviewed the draft after the receipt of council direction last month and agree that the draft as attached is the version to go forward with.

FINANCIAL IMPACT:

There will be costs to the Protective Services budget unknown at this time.

STRATEGIC POLICY ALIGNMENT:

Safety and good government to aid in public security of all citizens.

COMMUNICATION STRATEGY:

Information for the committee will be on the town website and local media. The Director of Protective and Emergency Services in concert with the S/Sgt of the local RCMP detachment will provide additional information to interested persons and may hold a town hall.

MOTION:

Councillor _____ moves that Council adopt the Drumheller Police Advisory Committee Policy C-01-22 Terms of Reference as presented.

SECONDED:

Prepared By:
Greg Peters,
Director of Protective Series



Approved By:
Darryl Drohomerski
Chief Administrative Officer

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
- vii. minorities
- viii. 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;
 - a. Take the Oath of Office as prescribed in Schedule 2 of the *Police Act*;
- c) 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: _____, 2021

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.