

TOWN OF OLDS BYLAW NO. 2026-23

A BYLAW OF THE TOWN OF OLDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL POLICING COMMITTEE

WHEREAS the Police Act (Alberta) provides that municipalities receiving policing services from the Royal Canadian Mounted Police may establish a municipal policing committee to provide civilian governance and oversight of policing services.

AND WHEREAS, the Town of Olds receives policing services under a Municipal Police Service Agreement (MPSA) between the Government of Canada, the Province of Alberta, and the Municipality.

AND WHEREAS, Council wishes to establish a Municipal Policing Committee to strengthen accountability, transparency, and community engagement in policing services delivered to the Town of Olds.

NOW THEREFORE, the Council of the Town of Olds, duly assembled, enacts as follows:

PART 1 - TITLE

1. This Bylaw may be cited as the **"Municipal Policing Committee Bylaw."**

PART 2 - DEFINITIONS

2. In this Bylaw:
 - a) **"Act"** means the *Municipal Government Act*, RSA 2000 cM-26, and amendments thereto.
 - b) **"Committee"** means the Municipal Policing Committee established by this Bylaw.
 - c) **"Council"** means the Council of the Town of Olds elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21 and amendments thereto.
 - d) **"MPSA"** means the Municipal Police Service Agreement governing RCMP policing services provided to the Town of Olds.
 - e) **"Chief Administrative Office "** or **"CAO"** means the Chief Administrative Officer, as appointed by Council pursuant to section 205 of the *Municipal Government Act*, RSA 2000, c. M-26.
 - f) **"Municipality"** means the Town of Olds.

PART 3 - ESTABLISHMENT OF THE MUNICIPAL POLICING COMMITTEE

3. Council hereby establishes a committee to be known as the Municipal Policing Committee (MPC).

4. The MPC shall function as the civilian governance and oversight body for RCMP policing services delivered to the Town of Olds under the Municipal Police Service Agreement.
5. The Committee shall operate in accordance with:
 - a) The Police Act (Alberta).
 - b) Applicable provincial regulations.
 - c) The Municipal Government Act.
 - d) The Municipal Police Service Agreement; and
 - e) This Bylaw.
6. The Committee shall not direct day-to-day police operations, investigations, arrests, enforcement decisions, or operational deployments.

PART 4 – COMPOSITION

7. The Municipal Policing Committee shall consist of three (3) to five (5) members appointed by Council.
8. A majority of members must be members of the public at large.
9. No more than two members of Council may serve on the Committee at one time.
10. Council shall endeavor to appoint members who collectively represent the diversity, experience, and perspectives of the community.
11. The RCMP Officer in Charge and the Director of Protective Services (or designates) shall attend meetings as resource persons and advisors and are non-voting participants.
12. The Government of Alberta reserves the right to appoint a representative to the committee in the future if (as) required.

PART 5 – ELIGIBILITY

13. Members must:
 - a) Be at least 18 years of age.
 - b) Reside within the Town of Olds; and
 - c) Successfully complete required background screening.
14. Background screening will include:
 - a) Criminal record check.
 - b) Vulnerable sector check where applicable; and
 - c) Enhanced Reliability Check conducted through the RCMP.
15. Individuals are not eligible if they are:
 - a) Serving members of the RCMP.
 - b) Employees of any police service; or

- c) Employees of justice ministries where a conflict of interest may arise.
- 16. Former police officers may serve following a minimum two-year cooling-off period.
- 17. Members shall swear the Oath of Office required under the Police Act.

PART 6 - TERM OF OFFICE

- 18. Members shall serve two or three-year terms, as determined by Council.
- 19. Terms shall be staggered, where possible, to maintain continuity.
- 20. Members may be reappointed but shall not serve more than eight consecutive years.
- 21. Council may remove a member for cause, including:
 - a) Breach of confidentiality.
 - b) Conflict of interest.
 - c) Failure to attend three consecutive meetings without approval.
 - d) Conduct inconsistent with the Committee's Code of Conduct.
 - e) Loss of residency in the municipality; or
 - f) Conviction of a criminal offence.

PART 7 - CHAIR AND VICE-CHAIR

- 22. The Committee shall elect a Chair and Vice-Chair annually from among its members.
- 23. The Chair shall:
 - a) Preside over meetings.
 - b) Approve meeting agendas with administration; and
 - c) Act as spokesperson for the Committee.
- 24. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

PART 8 - POWERS AND DUTIES

- 25. The Committee shall perform the duties described in Schedule A – Terms of Reference, attached to and forming part of this Bylaw.
- 26. The Committee may provide advice and recommendations to Council regarding policing services.
- 27. The Committee shall not:
 - a) Direct operational policing matters.
 - b) Investigate individual complaints against RCMP members.
 - c) Authorize expenditures on behalf of the Town; or
 - d) Direct the work of municipal or RCMP personnel.

PART 9 – MEETINGS

28. The Committee shall meet at least quarterly.
29. Meetings shall be conducted in accordance with:
- a) The Town of Olds Procedure Bylaw; and
 - b) Applicable provisions of provincial legislation governing public meetings.
30. Quorum shall be three members.
31. Decisions shall be made by majority vote.

PART 10 – ADMINISTRATION

32. Municipal Administration shall provide administrative support to the Committee.
33. Administrative support includes:
- a) Preparation of agendas.
 - b) Recording and maintaining meeting minutes.
 - c) Records management; and
 - d) Assistance with public communication.

PART 11 - CONFIDENTIALITY AND ETHICS

34. Members shall comply with:
- a) Municipal conflict of interest rules; and
 - b) The Committee Code of Conduct.
35. Confidential information obtained through Committee activities:
- a) Must not be disclosed; and
 - b) May only be used for Committee purposes.
36. Members acting in good faith within the scope of their duties shall not be personally liable for actions arising from their participation on the Committee.
37. **Access to Information** All records, communications, notes, and documents created, received, or maintained by Committee members in relation to Committee business are subject to the custody and control of the Town and governed by the Access to Information Act (ATIA). Members shall promptly provide any requested records to the Town's Designated Officer upon request for the purpose of processing access requests.
38. **Protection of Privacy** Committee members shall collect, use, disclose, and protect personal information strictly in accordance with the Protection of Privacy Act (POPA) and the Town of Olds Privacy Management Program. Confidential or personal information obtained through Committee activities shall not be disclosed, reproduced, or used for any purpose other than authorized Committee duties.

PART 12 – REPORTING

39. The Committee shall provide an Annual Report to Council summarizing:

- a) Committee activities.
- b) Policing trends.
- c) Community safety concerns; and
- d) Recommendations to Council.

40. The Annual Report may be made publicly available.

PART 13 – REVIEW

41. This Bylaw shall be reviewed:

- a) Once per Council term; or
- b) Upon significant changes to relevant legislation or policing agreements.

PART 14 - SEVERABILITY

42. If any portion of this Bylaw is declared invalid, the remaining portions shall remain in force.

PART 15 - REPEAL

43. Town of Olds Bylaw 2026-08 all amendments thereto are hereby repealed.

PART 16 - EFFECTIVE DATE

44. This Bylaw comes into force on the date it receives third reading and is duly signed.

Read for the first time on the 14 day of September 2026.

Read a second time on the 14 day of September 2026.

Unanimous consent given for third reading given on the 14 day of September 2026.

Read a third and final time on the 14 day of September 2026.



Dan Daley,
Mayor



Brent Williams,
Chief Administrative Officer

This bylaw was signed by the Chief Elected Official and the Chief Administrative Officer on the 15 day of September 2026.

SCHEDULE "A"

MUNICIPAL POLICING COMMITTEE TERMS OF REFERENCE

The Committee shall:

1. Oversight of the MPSA

- a) Monitor compliance with service expectations in the MPSA.
- b) Review reports regarding staffing, response times, and service pressures; and
- c) Advise Council on contract policing concerns.

2. Community Policing Priorities

Work with the RCMP OIC and Council to identify local priorities including:

- a) Crime trends.
- b) Traffic safety.
- c) Vulnerable populations.
- d) Mental health and addiction issues; and
- e) Monitor progress through RCMP reporting and planning documents.

3. Complaints and Accountability

The Committee shall:

- a) Understand the RCMP complaint framework.
- b) Review aggregate complaint data; and
- c) Refer individuals to the Civilian Review and Complaints Commission (CRCC) where appropriate.

The Committee shall not investigate individual complaints.

4. Community Engagement

The Committee may:

- a) Host public meetings.
- b) Receive community input; and
- c) Promote public understanding of policing and accountability processes.

SCHEDULE "B"

POLICING GOVERNANCE STRUCTURE

The governance structure for policing services in the Town of Olds operates as follows:

Town Council

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Establishes Municipal Policing Committee
Approves budgets and policing agreements

Municipal Policing Committee

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Provides civilian oversight and advice
Reviews policing priorities and community concerns

RCMP Officer in Charge

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Maintains full operational control of policing services
Implements policing priorities and operational strategies

Community

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Provides feedback and input through public engagement and Committee processes

SCHEDULE "C"

TOWN OF OLDS

MUNICIPAL POLICING COMMITTEE CODE OF CONDUCT

1. Purpose

This Code of Conduct establishes standards of behaviour for members of the Municipal Policing Committee (MPC) to ensure the Committee operates with integrity, transparency, and accountability.

2. Guiding Principles

Members shall conduct themselves in accordance with the following principles:

- Integrity;
- Accountability;
- Transparency;
- Respect;
- Fairness; and
- Public service.

Members shall act in a manner that maintains public confidence in the Committee and in the governance of policing services.

3. Duty to the Public

Members shall:

- Act in the best interests of the community;
- Consider community safety and wellbeing in decision-making; and
- Promote public trust in policing oversight.

4. Respect for Operational Independence

Members shall respect the operational independence of the RCMP.

Members shall not:

- Attempt to influence investigations;
- Direct operational policing activities; or
- Interfere in enforcement decisions.

5. Collective Decision-Making

The Committee functions as a collective governance body.

Members shall:

- Support decisions made by the Committee;
- Avoid representing personal views as official Committee positions; and

- Respect the authority of Council.

6. Professional Conduct

Members shall:

- Treat other members, staff, and RCMP personnel respectfully;
- Avoid disruptive or inappropriate conduct; and
- Contribute constructively to discussions.

Harassment, discrimination, or intimidation is not permitted.

7. Confidentiality

Members must protect confidential information obtained through their role.

Members shall not:

- Disclose confidential information outside the Committee;
- Use confidential information for personal benefit; or
- Use confidential information to harm the municipality or individuals.

8. Conflict of Interest

Members must disclose any conflict of interest where they have:

- A pecuniary interest; or
- A personal or professional relationship that could affect impartiality.

Members must withdraw from discussions and decisions where conflicts exist.

9. Use of Position

Members shall not use their position to:

- Obtain personal benefit;
- Provide advantage to others; or
- Influence municipal staff or police improperly.

10. Communication with the Public

Members shall:

- Direct official media inquiries through the Committee Chair or municipal administration; and
- Ensure public statements accurately reflect Committee decisions.

11. Attendance and Participation

Members must attend meetings regularly and participate actively in Committee work.

Members who miss three consecutive meetings without approval may be subject to removal by Council.

12. Breaches of the Code

Alleged breaches may be reviewed by Council.

Council may take actions including:

- Informal resolution;
- Formal reprimand; or
- Removal from the Committee.

13. Acknowledgement

All MPC members shall acknowledge that they have:

- Read this Code of Conduct;
- Understand its requirements; and
- Agree to comply with its provisions.

Members must sign the acknowledgement upon appointment.