



REQUEST FOR DECISION

Meeting: October 24, 2025

CPO PROGRAM – POLICY UPDATES

The province has reviewed the Town's application to employ Peace Officer's and they have made some requests/recommendations on policy changes and updates.

Policy 5.3.04 Notebook Policy – meets legislation, but the Peace Officer program did recommend considering additional language in regards to expectations for their notebooks. That has been added to the attached policy.

Policy 5.3.25 CPO Use of Force Policy – Within the newly adopted reporting policy 24hrs to report the use of a weapon is the current legislation. The Use of Force Policy requires updating to that timeframe as well.

Policy 5.3.30 – CPO Complaint Process Policy – The complainant paragraph uses old language. They require updated language as presented.

The Town's Records Management & Retention Bylaw No. 1675 requires two minor change for the Multi-media records and Tickets (after closed) being kept for 3 years, legislation now requires they are kept for 5 years. That change has been noted in Schedule A attached to this Bylaw. As per section 4.1 of the Bylaw changes made to the schedules can be done so by resolution of Council, however we recommend three readings of the bylaw (see attached Draft Bylaw No. 1817 to enact the changes within the schedule to ensure validity (no other changes have been made within the Bylaw).

The updates have been completed noted in red (see attached).

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy 5.3.25 CPO Use of Force Policy v2, effective October 24, 2025, as presented.

Moved by Councillor _____ to adopt Policy 5.3.30 CPO Complaint Process Policy v1.2, effective October 24, 2025, as presented.

Moved by Councillor _____ to adopt Policy 5.3.04 Notebook Policy v1.2, effective October 24, 2025, as presented.

Moved by Councillor _____ to give first reading to Bylaw No. 1817, the Town of Claresholm's Records Management & Retention Bylaw.

Moved by Councillor _____ to give second reading to Bylaw No. 1817, the Town of Claresholm's Records Management & Retention Bylaw.

Moved by Councillor _____ to give unanimous consent to give third and final reading to Bylaw No. 1817.

Moved by Councillor _____ to give third and final reading to Bylaw No. 1817, the Town of Claresholm's Records Management & Retention Bylaw as presented.

ATTACHMENTS:

- 1.) Policies 5.3.25 & 5.3.04 & 5.3.30 & Bylaw 1817 & Schedule "A"

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: October 9, 2025
