

Town of Cochrane

Mayoral Directive to Staff MD-2025-05

TO CREATE AND IMPLEMENT AN OPERATIONS COMMITTEE

Under the Authority: *Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Sections 284.8 (Power to Create Committees) and 284.3 (Power to Direct Staff) the Mayor may:*

For the purposes of exercising powers or performing duties under this Part, the head of council may, in writing, exercise the powers of the municipality to direct municipal employees to,

- (a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and
- (b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part. 2022, c. 18, Sched. 2, s. 1.

Subject to the regulations, if any, the following powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees, are assigned to the head of council:

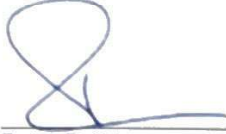
- (a) The power to establish or dissolve committees.
- (b) The power to appoint chairs and vice-chairs of committees.
- (c) The power to assign functions to committees. 2022, c. 18, Sched. 2, s. 1.

THE MAYOR DIRECTS AS FOLLOWS:

1. THAT an Operations Committee be created.
2. THAT the Operations Committee be comprised of the following:
 - a. Councillor, Marck Recoskie
 - b. Councillor, Rod Reimer
 - c. Manager of Infrastructure Services, Sumair Gomez
 - d. Chief Administrative Officer, Chris Wray
3. THAT the Operations Committee meet monthly and conduct communications between monthly meetings via email in accordance with applicable rules.
 - a. The first meeting commences before September 24, 2025.
 - b. Communications can begin immediately.
 - c. Acting reasonably, attendance at this monthly meeting will be treated as a priority.
4. AND THAT the committee elect a chair from either of the two councillors involved who will report to council on the activities, communications, outcomes and any other appropriate matter, on a quarterly basis.
5. AND THAT The purpose of the Operations Committee is to:
 - a. Allow for day to day bridging of operational and governance needs.
 - b. Act as the primary vetting layer for both operational and governance needs.
 - c. Effectively facilitate communications of the key decision makers in the municipality thereby providing both the operational and governance levels with collective awareness and focussed decision making.
 - d. Pool the expertise and skills of the municipality to collectively identify needs and problem solve together.
 - e. Ensure reporting and recommendations to council are thoroughly thought out, prepared, focussed, and presented with the highest level of credibility.

6. AND THAT this committee will be advisory in nature and not have authority to make decisions or create direction. Decisions and direction remain with the operation, council, and the mayor where applicable, who may choose to take their own appropriate direction based on the communications created by this committee.

Executed this 10th day of September 2025 by:



Peter Politis
Mayor | Maire | Ogima

