

Town of Cochrane

Mayoral Directive to Staff MD-2025-03B

**TO CREATE AND IMPLEMENT A POLICY REVIEW
WORKING COMMITTEE**

Under the Authority: *Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Sections 284.8 (Powers Re Committees)* the Mayor may establish prescribed committees:

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:

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

WHEREAS notwithstanding the authorities vested in the Mayor under the Municipal Act, as Mayor I reaffirm the steadfast commitment to collaborative governance—recognizing the vital importance of effectively engaging Council in the decisions that shape the community's future. Together, we embrace a shared responsibility to seek inclusive, thoughtful solutions that reflect the collective wisdom of elected leadership and serve the best interests of the public with unity, purpose, and integrity.

AND WHEREAS council passed by-law 1525-2022 (Mandate and Directive) requiring the municipality, amongst other things, to simplify policies, make them easier for the public to navigate, establish more transparency and accountability, and build them around adding value to the public service.

AND WHEREAS the council has been long attempting to have municipal polices updated to be in compliance with the Mandate and Directive in By-law 1525-2022.

AND WHEREAS staff have indicated the current approach is not productive and wish to establish a working committee to assist in functional development and proposal of revised policies to council.

AND WHEREAS this directive is amending the previous directive MD 2025-03

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AND WHEREAS discussions have been held with members of council, of which the majority have indicated support.

THE MAYOR DIRECTS AS FOLLOWS:

1. **THAT** a prescribed policy review working committee be established.
2. **AND THAT** the committee be comprised of the following:
 - a. Mayor / CEO
 - b. Councillor Rod Reimer
3. **AND THAT** the following act as participating resources to the committee:
 - a. CAO
 - b. Clerk
4. **AND THAT** the CAO may propose to the committee the inclusion of other staff members from time to time as added resources.
5. **AND THAT** the committee have it's first meeting by the end of July 2025, at which point they can schedule future meetings and directions.
6. **AND THAT** The purpose of the committee is to:
 - a. Review municipal policies and revise in draft form in accordance with bylaw 1525-2022.
 - b. Recommend any revised draft policies to council for official ratification.
 - c. The committee has no authority to ratify and bind any policies. This authority remains with council.
 - d. Act as a working group bridging both operational and governance needs.
 - e. Pool the expertise and skills of the municipality to collectively refine and draft updated modern policies for council to consider.
 - f. Ensure reporting and recommendations to council are thoroughly thought out, prepared, focussed, and presented with the highest level of credibility.
7. **AND THAT** notwithstanding an alternate terms of reference being proposed by the CAO and accepted by the mayor, this directive act as the terms of reference for this committee.
8. **AND THAT** directive MD 2025-03 be repealed.

Executed this 10th day of July 2025 by:



Peter Politis
Mayor | Maire | Ogima



*Town of Cochrane | Office of the Mayor
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