



**TOWN OF COCHRANE**  
**Bylaw 03/2025**

**Being a Bylaw of the Town of Cochrane, in the Province of Alberta to establish a Policing Committee.**

**WHEREAS:** Pursuant to the *Municipal Government Act* RSA 2000, c.M-26 and regulations as amended, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

**WHEREAS:** the *Police Act* RSA 2000, c-P-17 and regulations as amended, provide that a municipality which has entered into an Agreement with the Federal Government for the provision of police services through the Royal Canadian Mounted Police, may by Bylaw establish a Policing Committee;

**AND WHEREAS:** the Council of the Town of Cochrane deems it advisable to establish a Policing Committee;

**AND WHEREAS:** The Council by the Bylaw shall prescribe the rules and regulations governing proceedings and meetings of the Committee;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF COCHRANE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1.0 TITLE**

- 1.1 That this Bylaw may be referred to as the "Municipal Policing Committee Bylaw".

**2.0 INTERPRETATION**

- 2.1 In this Bylaw, unless the context otherwise requires:
- (a) "Act" means the *Police Act*, S.A. 2000, c. P-17.
  - (b) "Agreement" means the agreement between the municipality and the Government of Canada for the provision of police

services for the municipality.

- (c) "Chair" means the individual elected as per the *Police Act* Section 23(9).
- (d) "CAO" means the *Chief Administrative Officer of the Town* or delegate within the meaning of the *Municipal Government Act*.
- (e) "Committee" means the Town of Cochrane Policing Committee.
- (f) "Council" means the Municipal Council of the Town of Cochrane.
- (g) "Councillor" means an elected member of Council.
- (h) "Member" means a person appointed pursuant to the Policing Committee.
- (i) "Officer in Charge" means the Officer in Charge of the local RCMP detachment in the Town of Cochrane.
- (j) "Town" means the municipal corporation of the Town of Cochrane.
- (k) "RCMP" means the Royal Canadian Mounted Police or any member of that police service as the case may require.

### 3.0 **DUTIES AND RESPONSIBILITIES**

#### 3.1 The Policing Committee shall:

- (a) oversee the agreement between the Town of Cochrane and the Government of Canada for the services of the RCMP; and
- (b) assist in selecting the Officer in Charge; and
- (c) represent the interests of the Council to the Officer in Charge; and
- (d) in consultation with the Officer in Charge, develop a yearly plan of priorities and strategies for municipal policing; and
- (e) issue instructions to the Officer in Charge respecting the implementation and operation of the yearly plan; and
- (f) represent the interests and concerns of the public to the Officer in Charge; and
- (g) assist the Officer in Charge in resolving public complaints; and
- (h) appoint a Public Complaint Director; and
- (i) maintain a Policy Manual further detailing the actions and responsibilities of the Committee; and
- (j) submit a yearly budget to Council for ratification; and

- (k) submit an annual report to Council.

**Note:** Council is liable for any legal liability that is incurred by the Committee.

#### **4.0 MEMBERSHIP**

- 4.1 The Policing Committee shall be comprised of 7 members. The membership shall include:
  - (a) 1 member of Town Council; and
  - (b) 6 residents of the Town of Cochrane (1 may be a youth between the ages of sixteen and eighteen attending school in the Town of Cochrane).
- 4.2 The Officer in Charge of Cochrane detachment or her/his designate, the CAO, Executive Director of Community Safety and Well Being, or her/his designate, Director of Legislative, Administrative & Information Services or her/his designate, Director of Community Safety, or her/his designate, are considered committee members in an advisory, non-voting capacity.
- 4.3 The Mayor is an ex officio member of the committee.
- 4.4 The Committee, as a public body, must comply with *Freedom of Information and Protection of Privacy (FOIP)* Legislation and have a designated Coordinator. The Town of Cochrane's FOIP Office will act as the FOIP Coordinator for the Town of Cochrane Municipal Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Cochrane's FOIP Office subject to their fees and policies.
- 4.5 Each Member shall be appointed to the Committee for a three (3) year term commencing upon the date of their appointment by Council.
- 4.6 The term of any member shall not exceed six (6) consecutive years.
- 4.7 A Councillor may be a member of the Committee only so long as they remain a Councillor.
- 4.8 Where a member ceases to be a member of the Committee before the expiration of her/his term, Council may appoint another eligible person for a three (3) year term.
- 4.9 Members shall remain in office until their respective successors are appointed.
- 4.10 A former Member is eligible for re-appointment after a minimum of one (1) year's absence.

- 4.11 Members other than Councillors or employees of the Town may be paid remuneration by the Committee as may be fixed from time to time by Council.
- 4.12 All persons appointed to the Policing Committee shall:
- (a) be eighteen (18), except for the youth representative who shall be at least sixteen (16); and
  - (b) be a Canadian Citizen or Landed Immigrant and a resident of the Town of Cochrane for six (6) consecutive months immediately preceding the date of advertising for receipt of applications; and
  - (c) take the Oath as Officer as prescribed in *The Police Act*; and
  - (d) undertake a criminal records review and suitability screening through the RCMP; and
  - (e) not be hired in any capacity with Cochrane RCMP any Provincial or Municipal Police Service, the Provincial Attorney General's Department, the Department of the Solicitor General of Alberta or an employee of or contracted with the Town of Cochrane; and
  - (f) be recommended to Council by Administration as a suitable candidate for Committee membership in consideration of the above referenced requirements along with reference checks and interview results.
- 4.13 When Council is considering appointments for membership on the Committee, cultural diversity of the community shall be considered.

## **5.0 PUBLIC COMPLAINTS DIRECTOR**

- 5.1 The Public Complaint Director may be:
- (a) a member of the policing committee other than a member of the council,
  - (b) an employee of the policing committee,
  - (c) another person, other than a member of the council, who in the opinion of the policing committee is qualified to serve in that capacity, or
  - (d) a former police officer if the position of Public Complaint Director is not in the same municipality where the former police officer was employed.
- 5.2 The Public Complaint Director shall not be a currently serving police

officer.

5.3 The Public Complaint Director shall:

- (a) receive complaints against police officers from the public and refer them to the chief of the police service under Police Act, RSA 2000, section 43(1); and
- (b) act as a liaison between the policing committee, the officer in charge of a police service and the complainant, as applicable; and
- (c) perform the duties assigned by the policing committee regarding complaints; and
- (d) review the investigation conducted in respect of a complaint during the investigation and at the conclusion of the investigation; and
- (e) offer an alternative dispute resolution process where, in the Public Complaint Director's opinion, that may be an appropriate way to resolve the complaint; and
- (f) if an alternative dispute resolution process is offered under clause (v.), review the way the alternative dispute resolution process is delivered; and
- (g) provide reports to the policing committee, as required by the policing committee.

**6.0 TRAINING AND EXPENSES**

- 6.1 Expenses will be reimbursed in accordance with the Business Expense Directive 801-01. Expenses must be authorized by the Chair before being incurred and must be approved by the Executive Director before being reimbursed.
- 6.2 Money for reimbursement of expenses will be obtained from the Policing Committee's annual budget as granted by Council following the municipal budgetary cycle.
- 6.3 Within budget, Committee Members are:
  - (a) eligible to attend or participate in training offered by the Solicitor General's Department;
  - (b) encouraged to attend the Alberta Association of Police Governance Conference and the Canadian Association of Police Governance Conference, and;
  - (c) may be eligible to attend other related training subject to review and approval of the Chair in consultation with the Director.
- 6.4 The Chair shall consult the Director of Community Safety about travel &

training funding before committing to an expense.

## **7.0 RESIGNATION AND REMOVALS**

- 7.1 Any member may resign from the Committee at any time upon sending written notice to the Council to that effect.
- 7.2 Council may revoke a member's appointment to the Committee for cause, and particularly when the member:
  - (a) is absent from three (3) consecutive meetings unless such absence is by reason of illness or is authorized in advance by the Committee; or
  - (b) ceases to be a resident of the *Town of Cochrane*; or
  - (c) is hired by the Town or the RCMP or any other police service or Municipal Police Service, the Provincial Attorney General's Department or the Department of the Solicitor General; or
  - (d) is convicted of a crime under the *Criminal Code of Canada*; or
  - (e) fails to keep the Oath of Office, or discloses any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, conduct contracts with the RCMP and security of police operations.

## **8.0 MEETINGS**

- 8.1 The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than quarterly or four (4) times per year:
  - (a) The members of a policing committee shall, at the first meeting of the policing committee in each year, elect from among their members a chair, one or more vice-chairs and a Public Complaint Director. Council members or municipal employees are not eligible for these positions.
  - (b) Each member shall have one vote. Proxies are not permissible.
  - (c) All members appointed to the committee must vote on all matters before the committee, unless the person is required or permitted to abstain from voting. The reason for the abstention must be noted in the minutes of the meeting.
  - (d) Voting by Email is not permissible.
  - (e) A majority of the members shall constitute a quorum.
  - (f) A majority of the quorum is required to pass any motion.

- (g) The Chair shall not vote unless there is a tie when she/he shall vote to maintain status quo.
- (h) No member shall participate in any discussion nor vote upon any matter that may involve a conflict of interest of the type referred to in Sections 170-174 of the Municipal Government Act.
- (i) Special meetings may be called by the Chair or in her/his absence, the Vice Chair by providing members with 24 hours' notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
- (j) Meetings of the Committee shall be open to the public but matters relating to discipline, personnel, conduct, management, employee relations and security shall be conducted in closed session respecting the Freedom of Information and Protection of Privacy Act (FOIP).
- (k) An agenda shall be prepared and circulated to the Committee Members for each meeting.
- (l) Minutes shall be kept for each meeting of the Policing Committee and any ad-hoc or standing committees formed at the discretion of the Policing Committee.
- (m) The agenda and minutes in their writing and storage shall respect all aspects of FOIP.

## **9.0 EFFECTIVE DATE**

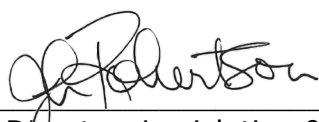
9.1 This bylaw shall come into full force and effect upon the date of third and final reading.

Read a first time: January 27, 2025

Read a second time: February 10, 2025

Read a third time: February 10, 2025

  
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Mayor

  
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Director, Legislative &  
Administrative Services