

Cochrane Municipal Policing Committee Policy Manual

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SECTION 1: FRAMEWORK

Guidelines, policies and direction to the Cochrane RCMP Officer in charge, Detachment Commander, to provide for efficient and effective policing and public safety services to the citizens of Cochrane.

1.1 Intent

This policy manual includes policies decided to assist the Cochrane Municipal Policing Committee (Committee) in:

- (1) carrying out their responsibilities and obligations,
- (2) conducting its own business as effectively, efficiently, and transparently as possible, and
- (3) providing direction to the Cochrane RCMP Officer in Charge, Detachment Commander (OIC).

While the *Police Act* outlines the legal obligations of the Committee, as a “local government body”, the Committee may be subject to a variety of other pieces of legislation/regulations depending on the nature of police service agreement. A limited alphabetical list includes:

- a) *Access to Information Act* (ATIA)
- b) *Alberta Municipal Government Act*
- c) *Canadian Charter of Rights and Freedoms*
- d) *Criminal Code of Canada*
- e) *Protection of Privacy Act* (POPA)
- f) Municipal Bylaw
- g) Municipal Policing Services Agreement (MPSA)
- h) Provincial Policing Standards and Evaluations, and
- i) *RCMP Act*

Any queries regarding this Policy and Procedure Manual should be forwarded to the Chair, Cochrane Municipal Policing Committee at PolicingCommittee@cochrane.ca

DEFINITIONS

ATIA	<i>Access to Information Act, Statutes of Alberta. 2024, Chapter A-1.4</i>
Chair	Chairperson of the Cochrane Municipal Policing Committee
OIC	Officer in Charge, Detachment Commander for Cochrane RCMP
City	means the Town of Cochrane, a municipal corporation in the Province of Alberta
Committee, Policing Committee, CMPC	Cochrane Municipal Policing Committee, a statutory body created under the <i>Police Act, Cochrane Municipal Policing Committee Bylaw 03/2025</i>
Council	The elected council of Cochrane
Member	Member of the Policing Committee, appointed by Council
Detachment	RCMP Detachment in the Town of Cochrane
<i>Police Act</i>	<i>Police Act, Statutes of Alberta, P-17 RSA 2000</i>
<i>POPA</i>	<i>Protection of Privacy Act, Statutes of Alberta. 2024, Chapter P-28.5</i>
Sworn Member	Police officer employed by the Cochrane RCMP Detachment
Non-Sworn Personnel	Civilian and volunteer staff of the Cochrane RCMP Detachment
PSES	Public Safety and Emergency Services

1.2 Policing Committee Legislative Obligations

The Cochrane Municipal Policing Committee (Policing Committee or Committee) is a committee established by Council pursuant to the *Police Act*.

Council, in the Policing Committee Bylaw 03/2025, has:

- prescribed the rules governing the operations of the Committee; and
- allowed for the appointment of members to the Committee.

1.3 Mission Statement

To ensure the Cochrane RCMP will respond to the needs of the citizens of Cochrane to create and maintain a safe community.

1.4 Vision Statement

For the citizens of Cochrane to live in a safe community facilitated by a policing model that promotes community participation, establishes and maintains effective partnerships, and excels in police service delivery.

1.5 Values

- To act at all times with respect, honesty and integrity
- To promote the principles of equality, diversity and inclusion
- To govern with excellence and commitment to the community
- To establish trust through transparency, accountability and fiscal responsibility
- To form and maintain positive cultural connections within the community

SECTION 2: POLICIES FOR THE COMMITTEE

Policies, adopted by the Committee to govern its members, relationships, staff and activities and guidelines used by members and staff of the Cochrane Municipal Policing Committee in carrying out the Committee's responsibilities and obligations under the Police Act, the Access to Information Act and the Protection of Privacy Act and the Cochrane Municipal Policing Committee Bylaw 03/2025.

2.1 Policy Review

- (1) Policies and procedures of the Cochrane Municipal Policing Committee shall be reviewed annually by the Committee. Changes will be reported in Appendix 'E'.
- (2) Modifications must receive Committee approval.
- (3) In the event the Cochrane Municipal Policing Committee is dissolved, the Director, Community Safety is required to notify administration at Public Safety and Emergency Services.

2.2 Policing Committee Member Conduct

- (1) Members of the Committee must exercise their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the Committee are conserved and enhanced. All members will abide by their oath of office and Code of Conduct and Ethics in Appendix 'A'.
- (2) Committee member action will respect the dignity of individuals in accordance with the:
 - (a) *Alberta Human Rights, Citizenship and Multiculturalism Act;*
 - (b) *the Canadian Charter of Rights and Freedoms;* and
 - (c) *Access to Information Act and Protection of Privacy Act.*
- (3) Committee members will not share information deemed sensitive or confidential. Such information will not be used for personal gain, or to benefit friends, relatives or associates. Breaches may be cause for dismissal from the Committee.
- (4) All members of the Committee have a responsibility to attend all scheduled Committee and sub-committee meetings, participate in discussions and exercise their voting rights. Should a member be unable to attend a meeting he or she is expected to advise the Chair of the Committee. Non-attendance of three consecutive meetings shall be cause for dismissal from the Committee unless such absence is authorized by resolution of the Committee and recorded in its minutes.
- (5) Since the receipt of gifts can result in a perceived conflict of interest, members shall not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- (6) With the exception of tokens of appreciation and minor gifts, having an estimated value under three hundred (\$300.00) dollars, Members shall provide

written notification to be registered with the Chair detailing the acceptance of any gifts, including the estimated value of the gift and the name of the donor of the gift.

- (7) A breach, or breaches, of the Code of Conduct and Ethics may result in the dismissal of a member from the Committee. A breach may include, but is not limited to:
- (a) attending a meeting while impaired by the influence of drugs or alcohol,
 - (b) behaving in a disrespectful, impolite, discriminatory, or harassing manner while carrying out Committee business,
 - (c) sharing confidential or sensitive information,
 - (d) publicly sharing information that is deemed to be inappropriate by members of the Committee, or that lacks integrity (example: social media posts, etc.),
 - (e) non-Compliance with Municipal, Provincial, or Federal laws,
 - (f) non-Compliance with Committee Policies.
- (8) Complaints may be received against a member of the Cochrane Municipal Policing Committee for breaches of the Committee's Code of Conduct and Ethics.
- (a) Conduct complaints made against members of the Committee will be received and investigated by the Chair. Complaints against the Chair will be received and investigated by the Vice-Chair.
 - (b) Complaints must be in writing and include the name, address and contact information of the complainant. Anonymous complaints will not be accepted.
 - (c) Once a complaint is made, the Chair will review the complaint and determine its merits. If the matter may be considered criminal in nature, the Chair will notify the OIC. All other complaints will be dealt with by the Chair or Vice-Chair as may be the case.
 - (d) Steps should be taken to mediate or informally resolve complaints against Committee members.
 - (e) If the Chair is unable to informally resolve a complaint, or if the complaint is of a serious nature, the Chair will cause it to be investigated.
 - (f) The Chair may cause an investigation into the matter by striking a committee of three non-involved Committee members to undertake that investigation. The Chair of the Committee may

involve the assistance of an outside agency to assist with the investigation.

- (g) Once an investigation is complete, an investigative report will be generated. The Chair shall bring the complaint to the Committee to conduct a vote, with the Chair's vote counting as two votes in the event of a tie.

The Chair may:

- Dismiss the complaint, or
 - Find the complaint founded in part or in its entirety.
- (h) On disposing of the complaint, the Chair may issue counseling to the Member, verbally or in writing. The Chair will retain a written record of the counselling and may ask Council to revoke the appointment of the Member for cause.
- (i) The complainant will be notified in writing of the outcome of the complaint and may appeal the decision of the Committee to the Chair within 30 days of receipt of their notification.
- (j) An appeal to the Chair must be in writing, and the reasons for the appeal clearly made out within its contents. An appeal will not be initiated or accepted based solely on the fact that the complainant disagrees with the outcome; there must be a substantive reason for the appeal. The Committee will deliberate on the matter and render a decision. The decision of the Committee is final, and the complainant will be notified in writing of that decision within 30 days of receipt of appeal.

2.3 Conflict of Interest

Conflict of interest means a conflict between a member's personal and/or business interests and the member's responsibility as a committee member.

- (1) Committee members, personally or in relation to their colleagues, must declare all potential or perceived conflicts of interest. The Committee will discuss the matter and determine whether the member will be excluded from voting or discussions on the matter. Where a Committee member has declared a conflict in a matter or a majority of the Committee has voted that a conflict of interest exists for a specific Committee member in the matter, the affected Committee member shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, shall not attempt to personally influence the outcome, and shall not vote on the matter.

- (2) All declarations of conflict of interest and actions taken regarding them must be entered into the minutes.
- (3) A conflict may exist whether a financial advantage has been, or may be conferred, on the member.
- (4) A member of the Committee has a conflict of interest when the member exercises an official authority, or performs an official duty or function, in the execution of the member's office while knowing that in doing so there is the opportunity to further the member's own interest.
- (5) A member of the Committee has an apparent conflict of interest where there is a perception, which a reasonably well-informed person could properly have, that a member's ability to exercise official power or perform an official duty may have been affected by the member's private interest.
- (6) Members of the Committee representing clients or aligned with other interests must ensure any conflict of interest as defined above is fully disclosed and the members exclude themselves from all activities relative to matters that fall within the definition.
- (7) Members concerned that another member may have a conflict of interest must bring the matter to the attention of the Chair as soon as is practicable.
- (8) Conflicts brought to the attention of the Chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the Committee.
- (9) Committee Members will be expected to conduct themselves with the highest ethical standards and appropriate behaviour while conducting their committee duties and private business. Failure to abide by this policy may result in the matter being referred to the appointing council for resolution. A 2/3 majority of Committee members is required to refer the matter to the council.
- (10) Undisclosed conflict of interest may result in dismissal from the Committee as per the final decision of Council.

2.4 Remuneration and Expenses

- (1) Expenses will be reimbursed in accordance with the municipal travel and expense policy. Expenses must be authorized by the Chair before being incurred.
- (2) Money for reimbursement of expenses will be obtained from the Director, Community Safety annual budget as granted by Council following the municipal budgetary cycle.
- (3) Committee members are not eligible for an honoraria.

2.5 Orientation of New Members

- (1) It is imperative that all Committee Members receive orientation regarding their roles and responsibilities as members. A member of Town of Cochrane administration will arrange for swearing-in and an orientation session for new members, as soon as practicable after their respective appointment to the Committee.
- (2) Upon appointment, a member of the Town of Cochrane administration will contact appointees and circulate a package of background information including:
 - A letter of welcome requesting contact particulars and any other relevant information that may be required,
 - an outline of the orientation procedure; and
 - a schedule of significant Committee events in the coming term.
- (3) Orientation outline:
 - (a) Provide copies and understanding of the legislation and policies governing the role and the mandate of the Committee including:
 - Cochrane Municipal Policing Committee Bylaw 03/2025,
 - The Policing Committee Policy Manual, and
 - The *Access to Information Act* and Regulation
 - The *Protection of Privacy Act* and Regulations
 - (b) Advice on Committee practices and expectations, which may include:
 - mission and vision of the Committee,
 - organizational structure of Council,
 - attendance at events,
 - communication among the Committee, Committee office, Committee members,
 - communication strategies and policies (with the public; the media; City Council and City Administration; the RCMP; and external agencies and stakeholders),
 - meeting procedures and schedules,
 - current goals of the Committee,
 - organizational structure of the RCMP detachment,

- past annual reports (Policing Committee and RCMP),
 - structure and function of sub-committees and advisory groups,
 - time commitments, and
 - travel and expense policy.
- (c) Orientation continues as necessary. The OIC and Committee Chair will arrange for further orientation as required, as well as RCMP observational tours and information sessions at the Member's convenience. All Committee Members will complete the online training modules provided by the Ministry of Public Safety and Emergency Services.

2.6 Roles and Responsibilities of Chair and Vice-Chair

- (1) The Chair, (*Police Act*), is elected by the membership at the commencement of each Committee year and presides over Committee meetings. Should the Chair not be present, or vacate the position either temporarily or permanently, the Vice-Chair will act in the Chair's place.
- (2) Neither a member of Council nor an employee of the municipality may be Chair or Vice-Chair. (*Police Act*).
- (3) Should neither the Chair nor vice-Chair be available, the Committee shall elect an acting Chair for the meeting until such time the Chair or Vice-Chair is available.
- (4) The Chair is the signing authority for all contracts representing the business of the Committee.

2.7 Formation of Sub-Committees

- (1) The function of a sub-committee is to assist the Committee in completing its responsibilities.
- (2) The Committee may form either standing or ad hoc committees to examine and report on issues that fall under the authority and responsibility of the Committee.
- (3) The Committee sets the terms for the sub-committee, appoints its Chair and participating members. Any Committee member may attend a sub-committee meeting.
- (4) The Committee may appoint subject matter experts from the public or policing committee staff to assist in sub-committee business.

- (5) The sub-committee must provide copies of its agenda and minutes of its meeting to the Chair for storage by the Committee.
- (6) The sub-committee provides options and recommendations for the Committee to consider.
- (7) The sub-committee may not speak or act for the Committee unless it has formally been given authority and then only for a specific or time-limited purpose.
- (8) The sub-committee shall report regularly to the Committee, the schedule to be determined by the Committee.

2.8 Meetings

- (1) The Committee's schedule of regular meetings must be established annually, at the first meeting in each year. Meetings may be amended from time to time as the need arises.
 - (a) The Committee will ensure the public is made aware of any changes to the schedule,
 - (b) the OIC or designate will attend all meetings as directed,
 - (c) the Chair or Vice Chair may, at any time, convene a special meeting of the Committee,
 - (i) A Special Meeting may be called at the request of three or more members of the Committee and shall be held within three business days of the request.
 - (d) special meetings of the Committee may be held at any time without formal notice if all the members are present or if those absent have waived notice and consented to the meeting being held in their absence,
 - (e) the Committee may, by a two-thirds (2/3) vote of members present at a regular meeting, direct that the date, time or location of a subsequent meeting be changed,
 - (f) the Committee may cancel any meeting if the circumstances require, and
 - (g) the annual meeting schedule is available on the Cochrane website (www.cochrane.ca) under City Government – Mayor and City Council – Boards and Committees – Cochrane Municipal Policing Committee.

- (2) The Cochrane Municipal Policing Committee Bylaw 03/2025 requires that meetings of the Committee be conducted in accordance with the Town of Cochrane Procedural Bylaw 01/2026.
- (3) The Chair, chairs Committee meetings and votes on every resolution.
- (4) In the absence of the Chair, the Vice-Chair or any member of the Committee, other than a member of Council or municipal employee, chairs the meeting.
- (5) Each Committee member has one vote.
- (6) A motion is lost when the vote is tied.
- (7) The OIC, staff and other attendees have an advisory capacity and therefore no voting privileges.
- (8) A majority of Committee members will form quorum. A meeting of the Committee, where notice has been given, and at which a quorum is present, is competent to exercise all or any of the authorities, powers and discretion vested in or exercisable by the Committee generally.
- (9) All members of the Committee have a responsibility to attend meetings, participate in discussion and exercise their voting rights.
 - (a) Should a member be unable to attend they are expected to advise the Chair of the Committee.
 - (b) The Chair shall impose a time limit on discussions to ensure efficiency.
- (10) Where practicable, the Committee Office must be advised of any matter to be brought before the meeting by a Committee member, at least fourteen (14) days prior to the meeting.
- (11) The agenda for each meeting is set by the Chair in consultation with a member of the Town of Cochrane administration and the OIC, and if necessary, Committee members. The agenda is to be finalized five (5) days prior to the meeting, accompanied by supporting materials.
 - (a) Agenda materials are distributed to: Committee members, the OIC, RCMP Executive and media as they request; and
 - (b) It is expected that members review all material prior to the meeting and be prepared to discuss in detail at that time.
- (12) Meetings of the Committee shall be open to the public but matters as listed shall be conducted in closed session respecting the *Access to Information* and *Protection of Privacy Acts*.
 - (a) Security of the Committee's property,

- (b) personal information of an individual, including an employee of the Committee or RCMP,
 - (c) a proposed or pending acquisition or disposition of property by or for the Committee,
 - (d) labour relations or employee negotiations,
 - (e) a law enforcement matter,
 - (f) litigation or potential litigation, including appeals to the Committee or matters before administrative tribunals affecting the Committee, or
 - (g) the consideration of a request for access to information under the *Access to Information Act*.
- (13) The conduct of all participants will be respectful, using appropriate language and following the rules as outlined by the Chair. Attendees displaying poor conduct may be asked by the Chair to leave the meeting.
- (14) Members of the Committee may advance a point of order to the Chair if they deem the meeting is out of conduct. The Chair will accept the point of order and pause the meeting to address the point of order before continuing with the meeting.
- (15) The general order of business for Committee meetings as coordinated by the Chair will be as follows:
- I. Call to Order
 - II. Land Acknowledgement
 - III. Declaration of Conflict
 - IV. Business Arising
 - V. New Business
 - VI. Inquiries by the Policing Committee
- (16) Minutes of meetings are an honest expression of the group's opinions and a summary of what was discussed and decided. Unbiased, accurate minutes will include:
- Time the meeting was called to order.
 - Names of attendees and those sending regrets.
 - Persons who motioned, adoption of the agenda, approval of previous minutes, abstentions, and all decisions made during the meeting.
 - Concise summaries of discussions and presentations.

- Items that have been held over to another meeting with deadlines.
 - Time the meeting was adjourned.
- (17) Notes kept to prepare the official minutes of the Committee are considered transitory records and are destroyed upon approval of the minutes.
- (18) All records of the Committee are stored and archived as per the policies and procedures of the City.

2.9 Records Management, Access to Information Act & Protection of Privacy Act

- (1) The Cochrane Municipal Policing Committee supports the principle of reasonable public access to records in its custody or control that facilitates public participation in the development and maintenance of a safe city.
- (2) The Committee, as a statutory body under the *Police Act*, is designated as the head of the local public body pursuant to the *Access to Information Act* for the purposes of the Act.
- (3) Pursuant to the *Access to Information Act*, the Committee delegates the Cochrane Access and Privacy Coordinator as the Access to Information and Protection of Privacy Coordinator for the Committee.
- (4) Pursuant to the *Access to Information Act*, the Committee delegates its responsibilities in accordance with the Delegation Table (**Appendix 'B'**), subject to the Committee's right to over-ride the noted delegation and make decisions under the *Access to Information Act* that are normally delegated.
- (5) Pursuant to the *Access to Information Act*, the Committee and staff make every reasonable effort to assist applicants, and to respond to each applicant openly, accurately, and completely.
- (6) Pursuant to the *Protection of Privacy Act*, Committee records management policies and procedures comply with the manner in which personal information can be collected, used and disclosed.
- (7) Pursuant to the *Protection of Privacy Act* and the *Access to Information Act*, the Committee's Directory of Records and Personal Information Bank (**Appendix 'C'**) and the Committee Policy and Procedure Manual are available, at the Committee office and on the Committee's website (www.cochrane.ca), for inspection or copying by the public.
- (8) All records of the Committee are stored, archived and destroyed as set out in the Committee's Classification System and Retention Schedule. An assigned member from Town of Cochrane Administration is responsible for storing, classifying and archiving the Committee's records. Any destruction of records

will be done in accordance with the Schedule and in conjunction with the Cochrane Records Management Team.

- (9) Committee staff record minutes of Committee meetings without note or comment. Upon Committee approval of the minutes as recorded, notes of Committee staff are destroyed under the direction of the Recording Secretary of the Committee. Notes kept to prepare the official minutes of the Committee are considered transitory records.
- (10) Transitory records are defined as recorded information that is not required to meet legal obligations or to sustain administrative or operational functions of the Cochrane Municipal Policing Committee. Policing Committee transitory records may include (but are not limited to): notes taken to prepare official records or minutes; duplicates; drafts and working materials; personal messages and announcements; e-mail which does not solely document a decision or transaction of the Committee; and voicemail messages.
- (11) Under the *Access to Information Act*, material considered in a public meeting of the Committee is available without making a request under the Act. This includes agendas, minutes and reports made to the Committee by the Cochrane RCMP Detachment.
- (12) Requests for information not routinely available at public meetings are subject to the Committee Fee Schedule (**Appendix 'D'**).
- (13) Disclosure of records of public meetings that contain personal information is subject to the provisions of the *Access to Information Act*.
- (14) Requests for Disclosure of Committee Records under the *Access to Information Act*:
 - (a) Applications for disclosure of Cochrane Municipal Policing Committee records that are not considered in public meetings are processed according to the provisions of the *Access to Information Act*.
 - (b) Exceptions to disclosure are made in accordance with the provisions of the *Access to Information Act*.
 - (c) The Committee Access and Privacy Coordinator determines whether a request can be processed informally or as a request under the *Access to Information Act*.
 - (d) Informal requests are for records that are available without a request under the *Access to Information Act*. Fees for processing informal information requests are as given in the Committee Fee Schedule. (**Appendix 'D'**)

- (e) Fees for requests under the *Access to Information Act* and for informal requests must be paid before the information will be provided. Fees are assessed in accordance with the Committee Fee Schedule. (**Appendix 'D'**)
 - (f) If the request is determined to be under the *Access to Information Act*, the City's Access and Privacy Coordinator determines if the request is for personal or general information.
 - (g) An administration fee as set out in the Committee Fee Schedule (**Appendix 'D'**) must accompany requests for general information. Processing of a request does not commence until this fee has been paid.
 - (h) Upon receipt of the initial fee, the City's Access and Privacy Coordinator provides the applicant with an estimate of the total fees to process the request. Processing of the request ceases until the applicant agrees to pay the fees as estimated; gives reasons why the fees should be waived; or asks for a review pursuant to the *Access to Information Act*.
 - (i) If the applicant chooses to cancel or abandon the request, the initial fee is non-refundable; and
 - (j) The balance of any fees owing is payable when the information is delivered to the applicant.
- (15) Unless otherwise specified, the records of the Committee shall be kept in a secure, segregated container, under the supervision of an assigned member from Town of Cochrane Administration.

2.10 Communication

- (1) The Chair of the Cochrane Municipal Policing Committee is the official spokesperson for the Committee and represents the Committee in all matters before municipal, provincial and federal government. Municipal Council inquiries about the Police Service may be addressed to those Councillors who sit on the Committee, they can provide information to the Council or arrange for information sessions deemed necessary.
- (2) All correspondence addressed to the Chair or the Committee, that is not a public complaint under the Police Act, is processed by the Chair or designate.
- (3) All correspondence sent or received directly by the Chair, or Committee members, is forwarded to the Committee for information, response and filing.
- (4) Formal communication between the RCMP and the Committee is conducted through the Chair and the OIC.

- (5) Formal communication between the Committee and the Council and Administration of Cochrane is conducted through the Chair.

2.11 Policing Committee Annual Plan

Annually, the Cochrane Municipal Policing Committee, in consultation with the OIC, will develop a Strategic Plan for the Committee that includes the Committee's goals and objectives for the year, as well as the identification of any long-term goals that the Committee deems appropriate.

2.12 Complaints

- (1) Complaints against the RCMP policies, procedures or members are dealt with through the Police Review Commission (December 2025) which operates under the guidance of the Police Act for police complaints, investigations and coordination of disciplinary hearings.

- (2) **Serious Incidents and Complaints**

Serious incidents or complaints (including issues of a sensitive nature), as defined by Public Safety and Emergency Services are managed according to the *Police Act*. Note: The RCMP complies with this provincial legislative directive.

- (a) The criminal operations officer (CROPS Officer) shall notify the Minister as soon as practicable of incidents or complaints involving serious injury or death of any person that may have resulted from the actions of a police officer as per the *Police Act*. The OIC shall inform the policing committee of same as soon as practicable.
- (b) The CROPS Officer shall notify the Minister as soon practicable of situations of a serious or sensitive nature that may have related to the actions of a police officer as per the *Police Act*. The OIC shall inform the policing committee of same as soon as practicable.
- (c) The Minister via his/her designate, the Director of Law Enforcement, will decide how the matter is investigated as per the *Police Act*. This may include:
 - assistance of a police officer from another police service,
 - investigation by another police service,
 - appointing of the public as overseers, or
 - as per the *Police Act*, direct the Alberta Serious Incident Response Team to investigate, assist in the investigation, or take over the investigation.

(d) Copies of documentation provided to the complainant during the investigation will also be provided to the policing committee in the spirit of the *Police Act*. The investigation findings will be shared with the policing committee in the spirit of the *Police Act*.

(e) **Complaint Analysis**

As per the *Provincial Policing Standards*, the police service shall analyze all complaints annually to evaluate and resolve any trends that may adversely affect public confidence in either the conduct of an individual member or the quality of service delivered. The results of the analysis shall be reported annually to the policing committee by the OIC with identification of strategies to address concerns.

SECTION 3: POLICIES FOR THE GOVERNANCE AND OVERSIGHT OF THE POLICE SERVICE

Guidelines, policies and directions for the provision of efficient and effective police services.

3.1 Approach to Policing

- (1) The Cochrane Municipal Policing Committee endorses a community-based approach to policing and adopts the following definition:

A Community based Police Service Delivery Model defines the way a Police organization conducts its business. It is based on four key pillars/foundations:

Partnerships: The Police must be a community catalyst and advocate in resolving community problems. Forming partnerships with community agencies is essential to the enhancement of quality of life in Cochrane.

Ownership: Police Officers must be given ownership of the neighbourhoods they police and of the problems in those neighbourhoods. Police Officers must feel empowered to resolve problems with the cooperation of the public they serve.

Problem Solving: Problem solving is the foundation of Community Policing. The Cochrane RCMP Detachment is committed to identifying root causes of community problems and to developing strategies designed to have a sustainable impact.

Quality Customer Service: A strong commitment to quality customer service will result in enhanced public trust and confidence in the Police. Quality customer service internally and externally is a basic tenet of professionalism in policing.

- (2) The OIC must lead the detachment in a manner that will uphold the Committee's commitment to community-based policing.

3.2 Management of the Police Service

- (1) For the purposes of the Municipal Policing Services Agreement (MPSA), the OIC will act under the direction of the Committee (i.e. policing committee bylaw).
- (2) The OIC has command of the police service subject to the policies and general supervision outlined in the MPSA.
- (3) If the OIC is unable to fulfill his or her assigned duties, the RCMP shall be responsible for appointing an interim OIC.
- (4) Annually, the policing committee (as the designate of the CAO/Council), in consultation with the OIC set the objectives, priorities and goals of the police service in concert with the annual RCMP planning cycle (**MPSA**).
- (5) The detachment will follow the professional police standards and procedures as determined by the RCMP (**MPSA**).

3.3 Operation of the Police Service

- (1) The OIC will:
 - a) implement the objectives, priorities, and goals as determined, and
 - b) report to the Committee as reasonably required on matters of law enforcement in the municipality and on the implementation of the objectives, priorities and goals that have been set.
- (2) When applicable, the policing committee will have one committee member participate in the selection and appointment process of the OIC (**MPSA**).
- (3) The policing committee may discuss the removal of any member of the municipal service with the OIC and the Chief Public & Protective Services Officer (as delegated by the CAO). A written request for such removal will be forwarded to the OIC by the CAO (**MPSA**).
- (4) Each year, the OIC will provide annual statements including an explanation of changes since the previous statement, of the composition of the municipal police service that show or include (**MPSA**):
 - a) a current organizational chart of the police service,
 - b) the location and function of all members and support staff,
 - c) the location and function of all casual employees and temporary employees,
 - d) the number of vacancies which represents positions with no-one assigned to the positions (vacant, special leave, backfill, etc.), and
 - e) The number of members being deployed in surplus to the established strength.
- (5) The OIC will consult with and obtain approval, or approval in principle, from the policing committee and Chief Public & Protective Services (as delegated by the CAO) on or prior to September 1st each year, for the number of members required to maintain the level of policing service provided by the municipal police service as determined by the Chief Public & Protective Services Officer (as delegated by the CAO pursuant to sub-article 6.3 of the MPSA (**MPSA**)).
- (6) The OIC will provide the policing committee with any additional information, to the extent possible, relating to human resource and organizational planning of the police service (**MPSA**).

3.4 Annual Plans and Priorities

- (1) The OIC will present to the policing committee, the Community Performance Plan annually detailing police services, programs and priorities designed to best meet the community needs.
- (2) In consultation with the policing committee, the OIC determines if community conditions, and general community welfare, warrant the addition, elimination, reduction, continuation or expansion of specific programs or the level of police service for the municipality.
- (3) The policing committee chair along with the OIC presents the final annual policing plan and budget to council for approval.
- (4) The OIC will present quarterly reports on the implementation of the annual policing plan and priorities, as well as the budget of the police service to the policing committee.

3.5 Police Service Policies

The policies and procedures for the police service must adhere to provincial policing standards developed by Public Safety and Emergency Services. The Committee is responsible for ensuring that the police service has policies that address the standards in the Provincial Policing Standards Manual, as amended.

APPENDIX A

COCHRANE MUNICIPAL POLICING COMMITTEE

101 RancheHouse Road, Cochrane, Alberta, T4C 2K8

Email: PolicingCommittee@cochrane.ca

CODE OF CONDUCT AND ETHICS

The purpose of this Code of Conduct and Ethics is to outline the minimum standard of conduct expected and to guide appointed members of the Cochrane Municipal Policing Committee (Committee). The expectation is that Committee Members carry out their entrusted duties in a way that displays respect, integrity, transparency, accountability, and to acknowledge that the function of the Cochrane Municipal Policing Committee is, at all times, to serve its community and the public.

Cochrane Municipal Policing Committee members shall govern their conduct in accordance with the requirements and obligations set out in the Province of Alberta Police Act and Regulations, and the bylaws and policies enforced by Cochrane. This Code of Conduct and Ethics supplements the Cochrane Municipal Policing Committee Policy Manual and Cochrane policies referred to in the Committee Policy.

Therefore, Committee members shall:

1. At all times conduct themselves at the highest standard on both a personal and professional level. They are to be respectful and courteous of other Committee members, Committee staff, members of the Cochrane RCMP Detachment, and the public in order to demonstrate the values of the Cochrane Municipal Policing Committee, retaining the trust, respect, and confidence of the public.

A breach may include, but is not limited to:

- Attending a meeting while impaired by the influence of drugs or alcohol
 - Behaving in a disrespectful, impolite, discriminatory, or harassing manner while carrying out Committee business
 - Sharing confidential or sensitive information
 - Publicly sharing information that is deemed to be inappropriate by members of the Committee or that lacks integrity (example: social media posts, etc.)
 - Non-Compliance with Municipal, Provincial, or Federal laws
 - Non-Compliance with Committee Bylaws, Policies, and Procedures
2. Abide by their Oath of Office to preserve the integrity of the Committee and retain the trust, respect, and confidence of the community.

3. Ensure they are available for orientation, training, and educational opportunities that are offered or required that would assist them in effectively and successfully carrying out their duties.
4. Committee members will abide by, and adopt Cochrane Bylaws, Policies, Procedures, and Code of Conducts, where they are not at odds with relevant provincial legislation.
5. Attend and actively participate in all Committee meetings and report absences to the Chair prior to the meeting. Nonattendance may be cause for dismissal from the Committee.
6. Not share information deemed sensitive or confidential discussed or disclosed at in-camera or closed meetings.
7. Declare all potential or perceived conflicts of interests to the Chair. In the case that the breach is related to the Chair, it must be reported to the Vice-Chair. Conflicts of interest can be but are not limited to:
 - (a) personal interests (financial or other),
 - (b) professional/occupational interests (financial or other),
 - (c) interest that may or appear to affect their objectivity,
 - (d) interests that may or appear to affect their judgement,
 - (e) interests that may or appear to affect their ability to act in the best interest of the Committee.
- 7.1 Conflicts, personally or in relation to a colleague, must be brought to the attention of the Chairperson and handled in a manner that preserves the public confidence, integrity, and impartiality of the Committee. Failure to disclose a conflict of interest may result in dismissal from the Committee.
- 7.2 If a Committee member is not certain whether there is a potential, real or perceived conflict of interest, they must bring it forward to the Committee.
- 7.3 The Committee will determine by majority vote if a conflict exists. The Committee member potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a conflict exists.
- 7.4 Where a Committee member has declared a conflict in a matter or a majority of the Committee has voted that a conflict of interest exists for a specific Committee member in the matter, the affected Committee member shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, shall not attempt to personally influence the outcome, and shall not vote on the matter.
8. Not use their position to advance their interests or the interests of any person or organization that they are associated with.

9. Not interfere with Cochrane RCMP Detachment's operational decisions, responsibilities, and day to day operations of police services. Committee members will not attempt to exercise individual authority over the Committee or the Cochrane RCMP Detachment. Committee members have no individual authority over the OIC or other Cochrane RCMP members.
10. Not speak to the media on behalf of the Committee unless delegated to do so by the Committee Chair. The Chair will be the spokesperson for the Committee. Delegation of this authority may be made as required to designated members of the Committee.
 - (a) If speaking to the media in their individual capacity, individual Committee members must notify the media that they are not speaking as a spokesperson for the Committee.
 - (b) A Committee member who expresses disagreement with a decision of the Committee shall make it clear that the member is expressing a personal opinion, and not the opinion of the Committee.
11. Any unbecoming conduct, either personal, electronic, professional, or otherwise, from a member of the Policing Committee may be grounds for dismissal as evaluated by either Council, as it relates to the Cochrane Municipal Policing Committee Bylaw, or the Policing Committee, after assessment by the Chair or designate, upon recommendation to Council.
12. Report themselves or a colleague of the Committee if they have breached their Oath of Office or Code of Conduct and Ethics, real or alleged, and shall bring that information forward to the Committee.
13. Withdraw as a member of the Committee for the duration of an investigation or inquiry if their conduct or performance is being investigated by the Committee without prejudice.
14. If a Committee member is aware they are being criminally investigated by a police agency they shall take a leave of absence from their Committee duties without prejudice until the investigation ceases or criminal prosecutions are resolved.
15. For a period of twelve months after leaving the Committee, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Committee members should not assume that any unethical actions not specifically prohibited in the Cochrane Municipal Policing Committee Code of Conduct and Ethics are therefore tolerated. If in doubt about specific action(s) Committee members are encouraged to seek advice from the Chair or from legal counsel.

I acknowledge that I have read and agree to abide by the Cochrane Municipal Policing Committee Code of Conduct and Ethics.

Signed this __12th__ day of __June____, 2026.

Committee Member Name (Print)

Committee Member Signature

Chair or Designate Name (Print)

Chair or Designate Signature

APPENDIX B

COCHRANE MUNICIPAL POLICING COMMITTEE

101 RancheHouse Road, Cochrane, Alberta, T4C 2K8

Email: PolicingCommittee@cochrane.ca

Access to Information Act and Protection of Privacy Act – DELEGATION TABLE

Description (Appendix 1 – Policies and Procedures)	Section number	Retained by head	Delegated to ATI co-ord.	Conditions on delegation
RIGHT OF ACCESS				
Information Rights	ATIA 6	No	Yes	None
Power to Disregard Requests	ATIA 9	No	Yes	Prior advice to CMPC
Abandoned Request	ATIA 10	No	Yes	Subsequent advice to CMPC
Authority to grant continuing requests	ATIA 11	No	Yes	Prior advice to CMPC
Time limit for responding	ATIA 13	No	Yes	None
Duty to assist applicants	ATIA 12(1) ATIA Reg 5	No	Yes	None
Duty to provide access to records	ATIA 12(2) ATIA Reg 6	No	Yes	None
Authority to decide on content of response	ATIA 14	No	Yes	Prior advice to CMPC
Authority to decide how access will be given	ATIA 15	No	Yes	None
Authority to extend time limit	ATIA 16	No	Yes	None
Authority to extend time limit for up to 30 business days	ATIA 16	No	Yes	None
Authority to transfer a request	ATIA 17	No	Yes	Subsequent advice to CMPC
EXCEPTIONS – Release and Refusal Decisions				
Business Interests of a third party	ATIA 19	No	Yes	Subsequent advice to CMPC
Personal privacy	ATIA 20	No	Yes	Subsequent advice to CMPC
Protection of individual or public health and safety	ATIA 21	No	Yes	Subsequent advice to CMPC
Confidential Evaluations	ATIA 22	No	Yes	Subsequent advice to CMPC
Law Enforcement	ATIA 23	No	Yes	Subsequent advice to CMPC
Workplace Investigations	ATIA 24	No	Yes	Subsequent advice to CMPC
Disclosure and complaints	ATIA 25	No	Yes	Subsequent advice to CMPC

Description (Appendix 1 – Policies and Procedures)	Section number	Retained by head	Delegated to ATI co-ord.	Conditions on delegation
Intergovernmental Relations	ATIA 26	No	Yes	Subsequent advice to CMPC
Local public body confidences	ATIA 28	No	Yes	Subsequent advice to CMPC
Advice from officials	ATIA 29	No	Yes	Subsequent advice to CMPC
Economic interests of a public body	ATIA 30	No	Yes	
Testing procedures, tests and audits	ATIA 31	No	Yes	Subsequent advice to CMPC
Privileged information	ATIA 32	No	Yes	Subsequent advice to CMPC
Information that is or will be available to the public	ATIA 34	No	Yes	Subsequent advice to CMPC
THIRD PARTY INTERVENTION				
Third party notice	ATIA 35	No	Yes	Subsequent advice to CMPC
Notice of decision third party	ATIA 36 ATIA Reg 7	No	Yes	Subsequent advice to CMPC
Other notice – Personal Information	ATIA 20	No	Yes	Subsequent advice to CMPC
Approval of disclosure in public interest	ATIA 37	No	Yes	Prior advice to CMPC
COLLECTION, PROTECTION, RETENTION, USE AND DISCLOSURE of PERSONAL INFORMATION				
Purpose of collection	POPA 4	Yes	No	None
Manner of collection	POPA 5	Yes	No	None
Accuracy and retention	POPA 6	Yes	No	None
Right to request correction of personal information	POPA 7	Yes	No	None
Protection of personal information	POPA 10	Yes	No	None
Sale of personal information	POPA 11	Yes	No	None
Use of personal information	POPA 12	Yes	No	None
Disclosure of personal information	POPA 13, Reg 3	Yes	No	None
Consistent purpose	POPA 14	Yes	No	None
Disclosure for research or statistical purposes	POPA 15, Reg 4	Yes	No	None
Disclosure for information in archives	POPA 16	Yes	No	None
Data matching	POPA 17	Yes	No	None
Data derived from personal information	POPA 18, 19, 20	Yes	No	None

Description (Appendix 1 – Policies and Procedures)	Section number	Retained by head	Delegated to ATI co-ord.	Conditions on delegation
Non-personal data	POPA 21, 22, 23, 24, Ministerial Reg 5	Yes	No	None
Sensitivity, Security and Classification	POPA Ministerial Reg 1, 2, 3, and 4	Yes	No	None
Consent	Reg 2	Yes	No	None
PRIVACY MANAGEMENT PROGRAMS, PRIVACY IMPACT ASSESSMENTS and PERSONAL INFORMATION BANKS				
Privacy Management Program (PMP)	POPA 25, Ministerial Reg 6	Yes	No	None
Privacy Impact Assessment (PIA)	POPA 26, Ministerial Reg 7	Yes	No	None
Duty to provide Personal Information Bank (PIB)	POPA 57	Yes	No	None
REVIEWS AND COMPLAINTS				
Authority to ask the Information and Privacy Committee (IPC) for advice	ATIA 49	No	Yes	Subsequent advice to CMPC
Review of decision by Commissioner	ATIA 58, 59, 60	No	Yes	Subsequent advice to CMPC
Make representations to the IPC	ATIA 61, 62	No	Yes	Prior advice to CMPC
Assert burden of proof	ATIA 63	No	Yes	Prior advice to CMPC
OIPC'S orders	ATIA 64, 65, 66	No	Yes	Subsequent advice to CMPC
GENERAL PROVISIONS				
Making requests	ATIA Reg 3	Yes	No	None
Mandatory training for employees of the public body	POPA Ministerial Reg 6(1)b	Yes	No	None
Specify categories of records available without a formal request	ATIA 90	Yes	No	None
Make manuals available	ATIA 91	Yes	No	None

Description (Appendix 1 – Policies and Procedures)	Section number	Retained by head	Delegated to ATI co-ord.	Conditions on delegation
FEES (See Appendix D)				
Authority to assess and collect fees	ATIA 96	No	Yes	None
Authority to waive fees	ATIA 96(5)	No	Yes	Subsequent advice to CMPC

APPENDIX C

COCHRANE MUNICIPAL POLICING COMMITTEE

101 RancheHouse Road, Cochrane, Alberta, T4C 2K8

Email: PolicingCommittee@cochrane.ca

Access to Information Act and Protection of Privacy Act - RECORDS DIRECTORY and PERSONAL INFORMATION BANK

DESCRIPTION OF RECORDS

The following is a listing of the types of records summarized by subject matter:

Committee Oaths

Policing Committee Complaints, Requests, or Correspondence

Policing Committee Access to Information Act and Protection of Privacy Act

Policing Committee Grievances

Policing Committee Meeting Minutes and Agendas

Policing Committee Policy, Procedure

MANUALS

The manuals used by the Committee in carrying out its mandate are as follows:

Cochrane Municipal Policing Committee Policy Manual

Cochrane Bylaw 03/2025

COCHRANE MUNICIPAL POLICING COMMITTEE CLASSIFICATION SYSTEM AND RETENTION SCHEDULE

Cochrane Municipal Policing Committee Management Documents

Description: Records related to the management of the Policing Committee. Documents include board meeting minutes and agendas, Committee appointments, Oaths, Chief search and remuneration

Retention: Permanent

Trigger Event: Fiscal Year

Complaints, Requests, Correspondence

Description: All records that are produced in response to a specified request, complaint or correspondence made to the Cochrane Municipal Policing Committee. Records include actual request or complaint, responsive material, working papers, notes, correspondence, investigations and activities related to the satisfaction of the request or in response to the complaint.

Retention: 10 years

Trigger Event: Case Closed

Policies

Description: Policies passed by the Cochrane Municipal Policing Committee. Records relating to the formulation and implementation of Committee Policies. Each policy must identify the originating business function (e.g. legal, administrative, etc.). Records may include policy proposals, both approved and not approved, research, drafts and consultation documents and any other documents related to developing the policy

Retention: Records Relating - 10 years

Retention: Policy - Permanent

Trigger Event: Superseded

NAME	<i>Correspondence and Requests for Service</i>
LOCATION	Cochrane Municipal Policing Committee
INFORMATION MAINTAINED	Name, address, phone number of correspondent, correspondence or record of contact (if not written)
USE	To respond to requests for service or information
USERS	Cochrane Municipal Policing Committee
LEGAL AUTHORITY FOR COLLECTION	Police Act, Police Service Regulation, Municipal Government Act, Policing Committee Bylaw, Protection of Privacy Act
NAME	<i>Public Appeals</i>
LOCATION	Cochrane Municipal Policing Committee
INFORMATION MAINTAINED	Name, address, phone number of complainant, the written request for an appeal
USE	To provide an independent review of complaints against police service or policy
USERS	Cochrane Municipal Policing Committee
LEGAL AUTHORITY FOR COLLECTION	Police Act, Police Service Regulation, Municipal Government Act, Policing Committee Bylaw, Protection of Privacy Act
NAME	<i>Public Complaints</i>
LOCATION	Cochrane Municipal Policing Committee
INFORMATION MAINTAINED	Name, address, phone number of complainant, the complaint
USE	Audit of the citizen complaint process as required under the Police Act
USERS	Cochrane Municipal Policing Committee
LEGAL AUTHORITY FOR COLLECTION	Police Act, Police Service Regulation, Municipal Government Act, Policing Committee Bylaw, Protection of Privacy Act
NAME	<i>Employment Records – Committee Staff</i>
LOCATION	Cochrane Municipal Policing Committee
INFORMATION MAINTAINED	Hiring information, employment contract and details, performance evaluations
USE	Employment of Committee Staff
USERS	Cochrane Municipal Policing Committee, Cochrane Human Resources Department
LEGAL AUTHORITY FOR COLLECTION	Employment Standards Code, Protection of Privacy Act

APPENDIX D

COCHRANE MUNICIPAL POLICING COMMITTEE

101 RancheHouse Road, Cochrane, Alberta, T4C 2K8

Email: PolicingCommittee@cochrane.ca

Access to Information Act - **FEE SCHEDULE**

The Fee Schedule for the Cochrane Municipal Policing Committee is as outlined in the *Access to Information Act* **Section 96** and *ATIA Regulations* **Sections 12-16** and **Schedule 1**.

APPENDIX E

COCHRANE MUNICIPAL POLICING COMMITTEE

101 RancheHouse Road, Cochrane, Alberta, T4C 2K8

Email: PolicingCommittee@cochrane.ca

HISTORY OF POLICY AMENDMENTS AND APPROVALS

<u>Policy Section Revised/Amended</u>	<u>Date of Approval</u>
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Adoption

June 11, 2026

Policy Amended:

cochrane
HOW THE WEST IS NOW

