



**Committee of the Whole Meeting
Regular and Closed Agenda
For Monday, February 3, 2025, at 1 p.m.
to be held in the Council Chambers,
Town Office at 4512 – 46 Street Olds, AB**

The Committee of the Whole Meeting will be conducted in Council Chambers at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and will be live streamed out via the Town of Olds website.

Chair Deputy Mayor – Councillor Wilson

1. Call To Order

1A) Added Items

1B) Adoption of the Agenda

2. Adoption of Previous Minutes

Page 2 2A) Committee of the Whole Minutes of December 2, 2024

3. Presentations and Delegations

Page 5 3A) Procedural Bylaw Review Committee Recommendations

Page 33 3B) Secondary Suites Presentation

4. New Business

Page 41 4A) Policy 232C Special Events & Repeal Bylaw 2025-01

Page 47 4B) Policy 131C Family and Support Services

5. Closed Session

Item #1

FOIP 16 Disclosure harmful to business interests of a third party

FOIP 17 Disclosure harmful to personal privacy

(User Group Contract)

6. Rise and Report

7. Adjournment

CLOSED SESSION INFORMATION:

When Council goes into a **CLOSED SESSION**, for continued participation in the virtual Council meeting: stay online in the live stream meeting platform, and the meeting stream will be replaced by a graphic. When the graphics are removed, that will indicate that the meeting is ready to reconvene.

Minutes of the Town of Olds Committee of the Whole (CotW) meeting that was held on Monday, December 2, 2024, at 1:00 p.m. in the Council Chambers, at the Town of Olds Municipal Office, 4512 – 46 Street, Olds, Alberta with the public body present.

ELECTED OFFICIALS:

In the Chair, Deputy Mayor James Cummings
 Mayor Judy Dahl, Councillor Wanda Blatz, Councillor Dan Daley, Councillor Heather Ryan, Councillor Harvey Walsh and Councillor Darren Wilson

ABSENT– ELECTED OFFICIALS:

ADMINISTRATIVE STAFF:

Brent Williams, Chief Administrative Officer; Sheena Linderman, Director of Corporate Services, Adrian Pedro, Director of Instructure; Justin Andrew, Director of Protective Services; Guy Lapointe, Director of Community Services and Marcie McKinnon, Legislative Clerk.

1. Call to Order

Deputy Mayor Cummings called the meeting to order at 1:00 p.m.

1A) Added Items

Nil

1B) Adoption of the Agenda

Deputy Mayor Cummings confirmed the Committee’s unanimous consensus to adopt the Committee of the Whole Meeting agenda for the Monday, December 2, 2024, at 1:00 p.m. meeting, as presented
Motion Carried CW24-65

2. Adoption of Previous Minutes

2A) Committee of the Whole Meeting Minutes

Deputy Mayor Cummings confirmed the Committee’s consensus to adopt the

- **Committee of the Whole Meeting Minutes of October 7, 2024**

The minutes were adopted as presented by unanimous consensus of the Committee.
Motion Carried CW24-66

3. Presentations and Delegations

3A) RCMP Quarterly Report

S/Sgt. Wright was in attendance and presented highlights of the quarterly report as contained in the agenda package. Director Andrew and S/Sgt. Wright fielded the committee’s questions.

Moved by Councillor Wilson, “that the Committee direct the CAO to bring the SCAN Team to Council for a presentation.”
Motion Carried CW24-67

Moved by Councillor Ryan, “that the Committee accepts the Royal Canadian Mounted Police quarterly report as presented.”
Motion Carried CW24-68

3B) Highway 27 Signalization Study

Mr. James Crozier, Town of Olds Manager of Planning & Infrastructure, presented the highlights of the recently completed signalization study to the Committee and fielded questions.

Moved by Councillor Blatz, "that the Committee accepts the Highway 27 Operational Review as presented."

Motion Carried CW24-69

3C) Protective Services Quarterly Report

Director Andrew presented the Protective Service quarterly report and responded to the Committee's questions.

Moved by Councillor Wilson, "that the Committee accepts the Protective Services third quarter report as presented."

Motion Carried CW24-70

Director Lapointe joined the meeting at 2:18 p.m.

4. New Business

4A) Rates Bylaw 2024-14 & Rates Policy 233C

Director Linderman presented the revised rates bylaw 2024-14 and the new rates policy 233C.

Moved by Councillor Wilson, "that the committee accept the bylaw and policy as presented; and request they be brought to a regular council meeting for consideration."

Motion Carried CW24-71

Deputy Mayor Cummings recessed the meeting at 2:19 p.m.

Deputy Mayor Cummings reconvened the meeting at 2:30 p.m.

4B) Election Bylaw 2024-46

CAO Williams introduced the election bylaw to the Committee.

Moved by Mayor Dahl, "that the Committee accept the Municipal Election Bylaw 2024-46 as presented; and request the Chief Administrative Officer bring to the next regular council meeting for consideration."

Motion Carried CW24-72

4C) Community Services Policies (119C Naming Rights)

Moved by Councillor Blatz, "that the committee accepts as presented with minimal material changes recommended and requests policy 119C Naming Rights be brought to a future council meeting for final approval."

Motion Carried CW24-73

4D) 2025 Operating and Capital Budget

CAO Williams spoke about the Town Office Move / Renovation (PowerPoint will be held within minutes.)

Director Lindman presented the revised budget. (PowerPoint will be held within minutes.)

Director Andrew left the meeting at 4:06 p.m.

Moved by Councillor Blatz, "that the Committee accept the 2025 Operating and Capital budgets as recommended and request that it be brought the December 9, 2025, regular council meeting for consideration."

Motion Carried CW24-74

5. Closed Session

Item #1 FOIP Section 16 – Disclosure harmful to business interests of a third party (Economic Development)

Councillor Ryan sought the Committee’s consensus to table *Item 5 – Closed Session Item #1*, and move to the December 9, 2025, regular council meeting for discussion. The Committee gave unanimous consent.

6. Adjournment

Deputy Mayor Cummings adjourned the meeting at 4:25 p.m.

Darren Wilson,
Deputy Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the ____ day of February 2025.

Prior to adoption



COMMITTEE OF THE WHOLE COVER SHEET

Date: February 3, 2025

Author: Marcie McKinnon

Department: Office of Chief Administrative Officer

SUBJECT: **Procedural Bylaw Review Committee Recommendations**

COMMITTEE DIRECTION

Accept the **Procedural Bylaw Review Committee Recommendations** as presented and direct the Chief Administrative Officer to bring forward to a future Council meeting upon completion of legal review.

BACKGROUND

Establishing a procedural bylaw, is not a legal requirement but rather a best practice. Section 145 of the *MGA* provides that a municipality may pass a bylaw in relation to the procedure and conduct of council, council committees, and other bodies established by council. Having a good, functional procedural bylaw which meets the needs of the council, administration, and even the general public is an integral part of holding effective meetings. Procedural bylaws should be customized by each municipal council to suit the unique dynamics and circumstances of that council.

The Procedural Bylaw Committee was established in August of 2024 to review and make recommendations to Council on the current Council & Council Committee Procedural Bylaw 2022-19 that was approved in October 2022. Reviewing the procedural bylaw every term ensures that council operates effectively, transparently, and in alignment with the evolving needs of the municipality and its residents.

The guiding documents for legislative and procedural governance include the Municipal Government Act, Robert's Rules of Order, Municipal Affairs Procedure Bylaw and Agenda Guide, and Governance Fundamentals (Todd Brand Consulting, May 2023).

Recommendations being provided are to improve the procedural bylaw, with comparisons drawn from municipalities such as Blackfalds, Chestermere, Didsbury, Fort Saskatchewan, Lacombe, Morinville, Mountain View County, St. Albert, Sunde, Vulcan, and Wheatland County.

The Procedural Bylaw Review Committee met 6 times to complete the review of the Council and Council Committee Procedural Bylaw and have prepared a draft bylaw.

On the draft bylaw 2025-03 being presented today, please note the following:

1. The comments with the reference **"TBC Recommendation"** are from the governance training Council took with Todd Brand Consulting in 2023. These recommendations are supported by the committee and are for council discussion and direction.
2. **Proposed edits are highlighted red throughout the document.**
3. **Housekeeping Items included:**
 - spelling, grammar, punctuation, & formatting.
 - ALL numbering will be corrected once the review is complete, and prior to sending out for legal review.

4. **The following Definitions were removed from the bylaw:**

- "Authority' and the "A" from any ABC points.

Rationale: the Town is not a member of any authorities and is to be consistent with other language within bylaws and policy.

- "Media Scrum" means following each Council Meeting, the media will have an opportunity to speak with and/or ask questions of the elected officials and staff.

Rationale: elected officials and staff are always available for Media queries.

Discussions Points for Council:

1. Point #39... in definitions, the Committee recommendation is to remove "TABLE" and replace with "POSTPONE" and have provided a definition for Postpone
2. Point 43... which wording is supported of the two options presented.
3. Point 44... Committee suggests deletion of point, as it covered in point 43.
4. Point 49... 1st question is does the point remain or is it to be removed.
2nd - if keeping determine verbiage.
5. Point 73... Attendance by Electronic Communication Means
Information to consider:
Section 199 of the Municipal Government Act governs attendance at meetings by electronic means. Subsection (2) provides that a council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

Council can enforce physical attendance at meetings of Council and Council Committees; a councillor has no right to attend remotely unless it's authorized by council by bylaw.

Committee questions are:

- a) Does Council support member attendance by electronic means?
 - b) What criteria will the Council use to evaluate a councilor's request to attend through Electronic Means.
 - c) Does Council wish to add reasons for when attending remotely is and is not acceptable.
 - d) Is approval needed in advance of an extended absence.
 - e) How and when Council approval may be obtained.
6. Point 100... Committee recommends deletion as this point is covered in the MGA. *Section 199(5) After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.*
7. Point 123... Recording of every vote: Is this something council is interested in implementing to happen on every vote? Currently, when meetings are streamed a members', vote is seen. Further, in 2025 as we move forward with electronic meeting management software, recording votes and electronic voting will be an option for consideration at that time.

ATTACHMENTS

1. Council & Council Committee Procedural Bylaw 2025-03
2. Council Procedural Reference Guide 2025

TOWN OF OLDS
Bylaw 2025-03

**BEING A BYLAW OF THE TOWN OF OLDS TO REGULATE THE PROCEEDINGS OF
MUNICIPAL COUNCIL MEETINGS AND COUNCIL COMMITTEE MEETINGS AND
OTHER BODIES ESTABLISHED BY THE TOWN OF OLDS COUNCIL**

WHEREAS under the authority of and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26, and amendments thereto (hereinafter referred to as the "MGA") a Municipal Council is authorized to pass bylaws.

NOW THEREFORE: The Council of the Town of Olds, in the Province of Alberta, duly assembled, hereby enacts to establish the following rules and regulations to provide for the orderly conduct of all Meetings of Council and Council Committees:

BYLAW TITLE

This bylaw may be cited as the "**Procedural Bylaw.**"

DEFINITIONS

1. "BCC" means an, board, committee, or commission to which members of the public and elected officials are appointed to at the Town of Olds Annual Organizational Meeting, and/or as required throughout the year.
2. "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended or repealed and replaced from time to time.
3. "Adjourn" used in relation to any Meeting, except a Public Hearing, means to terminate the Meeting.
4. "Administration" means the employees of the Town of Olds.
5. "Agenda" means the items of business of a Meeting and the associated reports, bylaws or other documents and includes the order of business and time for said Meeting.
6. "Alternate" means a member appointed to a BCC to Act in the absence of its primary member.
7. "Annual Organizational Meeting" means Council shall hold an Annual Organizational Meeting not later than two (2) weeks after the 3rd Monday in October.
8. "By-Election" means an Election not held at the same time as other constituencies and is held to fill the vacancy caused by death or resignation of a member.
9. "Call the Question" means to request debate be ended and a vote called.
10. "Chair or Chairperson" means the Mayor, Deputy Mayor or other Person who has authority to preside over a Meeting.

11. "Chief Administrative Officer" (CAO) means the Person appointed to the position of Chief Administrative Officer by the Council of the Town of Olds and includes any Person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under this Bylaw, and further includes any Person that may be appointed to Act in the absence of the Chief Administrative Officer.
12. "Council" means elected officials of the Town of Olds, including Mayor and Councillors.
13. "Councillor" means a member of Council and includes the chief elected official.
14. "Council Committee" means a committee consisting entirely of Councillors or a combination of Councillors and other Persons. Council Committee does not include an assessment review board established under section 454 or a Subdivision and Development Appeal Board established under section 627.
15. "Council Meeting" means any regular, special, or other Meetings of Council or of a committee.
16. "Closed Session" means a portion of the Meeting at which only members of Council and other Persons designated by Council may attend.
17. "Delegation" means a Person or group of Persons wishing to appear before the Council to address a specific matter.
18. "Deputy Mayor" means the Person appointed to function as Mayor in the absence or incapacity of the Mayor.
19. "Electronic Communications" shall mean that members of Council may attend a Council or Council Committee Meeting through electronic communication, which may include using a telephone with the use of the speaker, via a Personal computer, or other means as technology advances.
20. "Legislative Coordinator" means the Person assigned to record Minutes of Meetings.
21. "Mayor" means the Person elected as the chief elected official.
22. "Meeting" means a Meeting of Council where all members are eligible to attend, and Quorum is maintained throughout the Meeting.
23. "Minutes" means the record of decisions of any Meeting recorded in the English language without note or comment.
24. "Motion" means an Action presented by a Councillor or member of committee and made through the Chair that requests some consideration of Action by Council or committee. (Motions should contain the who, what, when where and why questions.)
25. "Municipality" means the Town of Olds, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
26. "MGA" means the Province of Alberta Municipal Government Act and any amendments thereto.
27. "Notice of Motion" means a member of Council wishing to reconsider, alter or rescind a Motion already passed, or an Action taken at a previous Meeting that does not appear on the Agenda, shall bring the matter forward by a Notice of Motion.
28. "Oath of Office or Solemn Affirmation" "" means the official oath prescribed by the Act.

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29. "Pecuniary Interest" means something of which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse, or a business in which employs you or in which you have an interest.
30. "Person" means any Person, firm, partnership, association, corporation, company, or organization of any kind.
31. "Point of Information" means a member can ask a question that is not related to the procedure. The goal of the question should be to gain more information or to bring up information that must be considered before other Motions.
32. "Point of Order" means a demand by a Councillor that the Chair enforce the rules of procedure and call to attention any departure from the Procedural Bylaw.
33. "Point of Privilege" refers to all matters affecting the rights and immunities of the Council collectively or the position and conduct of members of the Council on their respective character as elected representatives.
34. "Public Hearing" means a public Meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the MGA, or any other Act, or any other matter at the direction of Council.
35. "Quorum" means the minimum number of members that must be present at a Meeting for business to be legally transacted as set out in the MGA. If there is a vacancy on Council and the Council is not required to hold a By-Election under the MGA, a Quorum shall consist of the majority of the remaining Councillors that comprise Council.
36. "Recess" means an intermission or break within a Meeting that does not end the Meeting and after which, proceedings are immediately resumed at the point where they were interrupted.
37. "Robert's Rules of Order" is a manual of parliamentary procedures.
38. "Special Council Meeting" means a Meeting called by the Mayor whenever the Mayor considers it appropriate to do so, and in accordance with the Act.
39. "Table" means to set a matter aside until a majority decides to address the item again by means of a Motion to take from the Table.
40. "Urgent Items" shall mean if an item is to be added to a previously distributed Agenda, then the Addendum shall pass a test of "urgency." If the addendum is time-sensitive or where failure to provide immediate Action may cause financial or other distress to the Municipality, Council, or a Committee, then the Chair may authorize the addition of the addendum to the Agenda. All additions must be supported by written background information.

STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

41. The purpose of this bylaw is to establish clear, ~~transparent~~, consistent, and accessible rules for conducting business at Meetings, for Council members, Administrations, and the public to follow and participate in governing the Municipality, and for Council in establishing Council Committees.

Commented [MM1]: TBC suggests replacing Table with Postpone

Commented [MM2R1]: The committee supports this recommendation.

Definition...

"Postpone" means to set a matter aside to be addressed at a time later than first scheduled. "

* the document will have to be edited -depending on council's direction.

GENERAL RULES AND SPECIAL PROVISIONS

42. This Bylaw shall govern all regular Meetings, special Meetings, Public Hearings, Annual Organizational Meetings, Council Committee of the Whole Meetings and any other Meetings as may be directed by Council.

43. Council Committees shall be established and governed by ~~policy or~~ bylaw approved by Council. Where appropriate, authority is delegated to a Council Committee and such committee, and its mandate shall be established by bylaw.
OR
Council committees shall be established, mandated, given any necessary authority and be governed by Bylaw.

~~44. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a 2/3 majority vote of Council for the duration of the Meeting.~~

~~44. A Motion to waive any provision of this Bylaw may be brought at any time, and if unanimously accepted, the resolution waiving the strict application of the Bylaw will only be effective for the Meeting during which it was passed and is only in order if it does not conflict with the MGA.~~

45. The precedence of the rules governing the procedure of Council is:
i. The Province of Alberta MGA
ii. Other Provincial Legislation and Regulations
iii. Town of Olds Procedural Bylaw and any amendments thereto
iv. Robert’s Rules of Order

46. The Mayor, when present, shall preside as Chair over all Meetings of Council, unless otherwise provided for in this Bylaw.

47. The Deputy Mayor shall Chair Council Meetings when the Mayor is absent or unable to function as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.

48. In the absence or inability of the Mayor and Deputy Mayor to Act, the next Councillor scheduled to be Deputy Mayor shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.

~~49. As a rule, the Chair does not make any Motion, but shall be able to voice what they see as a useful Motion and seek someone to move the Motion.~~

Commented [MM3]: TBC -Consider wording to reflect the idea that the 'procedural rules' found in the bylaw may be suspended by a 2/3 vote for duration of the meeting.

Commented [MM4R3]: The committee supports this recommendation.

Commented [MM5]: This point is being recommended to be deleted as it is covered in the point above.

Commented [MM6]: TBC suggests removing this point. As the Chair has the right to make motion.

Commented [MM7R6]: HR Suggests wording of: All members of council including the Chair are able to make motions and the Chair is encourage to assist other members of Council in the working of motions.

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50. Direction to Administration by Council shall be limited to Council as a whole directing the CAO only.
51. A Meeting ~~will be may be~~ Adjourned by consensus Motion ~~or by declaration~~ by the presiding Chair. Adjournment may be ~~A declaration by the presiding Chair to Adjourn a Meeting may be~~ appealed through a Motion decided by a 2/3 majority of members.

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FIRST MEETING OF TOWN COUNCIL

Oath of Office

52. The first Meeting of Council after a general election shall be held on the date and time established at the previous year's Organizational Meeting.
53. A Councillor does not carry out any power, duty or function until that Person has taken the official oath prescribed by the Oath of Office Act or Solemn Affirmation.
54. The CAO shall call the Meeting to order and shall preside over the Meeting until all members of the Council have made and subscribed to the official oath as prescribed by the Oath of Office Act or Solemn Affirmation.
55. Upon completion of every member of Council present making and subscribing the official oath or solemn affirmation, the CAO shall immediately retire from the Chair, and the Mayor shall take the position of the Chair.

By-Election

56. In the event of a By-Election, the newly elected ~~incumbent~~member(s) will be sworn in at the next schedule Regular Council Meeting, as determined at the previous year's Annual Organizational Meeting, following the By-Election.
57. In the event of a By-Election, newly elected officials will be ~~offered~~required to complete 'orientation' within 90 days of completion of the By-Election.
58. In the event of a By-Election, the Elected Official that was appointed as "Alternate" to the respective BCC will assume the primary seat and the newly Elected Official will be fully trained and assume the "Alternate" seat.
59. If no "Alternate" is named/required by an BBC, Council may appoint an Elected Official to assume the seat until the next Council Annual Organizational Meeting held in October, if required.

Notice of Regular Council Meetings

60. The time and date of all regular Council Meetings shall be established at the Annual Organizational Meeting.

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61. The Annual Organizational Meeting shall be held on the fourth (4th) Monday in October of each year, unless otherwise authorized by resolution of Council.
62. ~~If a Meeting date falls on a statutory holiday, it shall be rescheduled for the next working day, unless otherwise authorized by resolution of Council.~~
63. Changes by way of resolution can be made to the date, time, or place of a regularly scheduled Meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not in attendance at the Meeting at which the change was made and that notice is given to the public, if possible.

Commented [MM8]: Committee feels not necessary, as this is best practices.

Special Council Meeting

64. Whenever the Mayor deems it appropriate to do so, a Special Council Meeting may be called. At least twenty-four (24) hours' notice shall be provided in writing, to each Councillor and the public, ~~if possible,~~ stating the purpose of the Meeting and the date, time, and place at which the special Meeting shall be held.
- a) Written notice of a Special Council Meeting called under section 194 of the MGA, providing 24 hours' notice is attached as Schedule 'A'.
 - b) Written notice to the public shall mean the notice is posted on the Town of Olds website at www.olds.ca and ~~further, that written notice is provided to the local print and radio media, when possible, advertised in accordance with the Town of Olds Advertising bylaw.~~
 - c) A Special Council Meeting as called under section 194 of the MGA, which waives 24 hours' notice to all Councillors and without notice to the public can be held if at least two-thirds of the whole Council agrees to this in writing, before the beginning of the Special Council Meeting.
 - e)d) Written notice of a special Council Meeting called under this section is attached as Schedule 'B'.
65. If the Mayor receives a written request for a Special Council Meeting stating its purpose from a majority of the Councillors, a Special Council Meeting shall be held within fourteen (14) days after the date that the Mayor received the written request.
66. No matter other than that stated in the notice calling the Special Council Meeting, may be transacted at the Meeting unless the whole Council is present at the Meeting and the Council agrees to deal with the matter in question.

Commencement of Meeting/Quorum

67. Should a member of Council arrive late to a Meeting or depart prior to the completion of the Meeting, the CAO, or their designate, shall record the time of arrival and departure of the Councillor.
68. In the case where the Mayor or Deputy Mayor is not in attendance within fifteen (15) Minutes after the time set for a Meeting and a Quorum is present, the next Councillor scheduled to be Deputy Mayor shall assume the Chair of the Council Meeting until the

arrival of the Mayor or Deputy Mayor.

69. If a Quorum is not present within thirty (30) Minutes after the time set for regular or Special Council Meetings, the CAO, or designate, shall record the names of the members of Council present, and the Council shall stand Adjourned until the next regular or Special Council Meeting. The Agenda for the Adjourned Meeting will be dealt with at the next regular Meeting unless a special Meeting is called before or after the next regular Meeting to deal with the business of the Adjourned Meeting. A Meeting cannot proceed without Quorum.

Attendance

70. Pursuant to the MGA, Councillors are to attend and participate in Council Meetings and Council Committee Meetings.

71. Council may attend a Council or Council Committee Meeting through Electronic Communication, which may include using a telephone with the use of the speaker, via a Personal computer, or other means as technology advances.

72. A Council member attending a Meeting through Electronic Communication is deemed to be present at the Meeting for whatever period of time the connection via electronic communication remains Active.

~~72.73. A Councillor attending more than two consecutive council or committee meetings through Electronic Communication must obtain approval by Council.~~

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Resignation

~~73.74. A resignation of a Councillor must be in writing and given to the CAO; the CAO is required to report the resignation at the first Council Meeting after receiving the resignation.~~

Commented [HR9]: Any member of Council who plans to attend two or more consecutive council and/or committee meetings through Electronic Communication must obtain approval by Council. (Look to legal to suggest legal criteria for extended meetings through electronic means)

Agenda

~~74.75. The Agenda for each Meeting is established by the CAO in consultation with the Mayor and is the Legislative Coordinator. Agendas are subject to final approval by Council near the beginning of a Council Meeting. The Mayor has final approval of the Agenda.~~

Commented [MM10]: TBC recommends rewording to add something like 'subject to approval by council near the beginning of a council mtg.'
Committee supports

~~75.76. All items for inclusion in the Agenda must be submitted to the Legislative Coordinator by noon on the Wednesday before the Meeting.~~

77. The Legislative Coordinator will prepare and distribute the Agenda electronically to Council, Administration, and the public (via the Town's website) prior to the Meeting, no later than 12:00 p.m. (noon), no less than three (3) days before the date on which the Meeting is scheduled.

~~76-78.~~ Council ~~may remove an item from an~~ Agenda in the Meeting, with 2/3 majority vote of Council ~~members supporting the item be removed.~~

Commented [MM11]: TBC Training

Commented [MM12R11]: The committee supports this recommendation.

Added / Urgent Items

~~77-79.~~ Reports and supplementary materials that are received too late to be included with the regular Agenda may, at the discretion of the CAO or designate, ~~and the~~ Legislative Coordinator ~~or designate~~, be provided to members in methods determined for dissemination of Meetings Agendas for as handouts at the Meeting and those materials will be held with the Meetings Minutes.

Commented [MM13]: TBC clarify wording and consider making it clear that council, not the chair determines the urgency

Commented [MM14R13]: The committee supports this recommendation.

~~78-80.~~ If an item is to be added to a previously distributed Agenda, then the addendum shall pass a test of "urgency" by Council.

~~79-81.~~ During the Meeting, should a member of Council deem that an item be added to the Agenda for Council's consideration, the member shall propose the addendum by Motion, after which the Chair-Council shall ~~rule-vote~~ on the urgency

- a. If ~~the~~ Council rules that the Motion stands, the item shall be added to the item to the end of the pertinent section of the Agenda as noted and agreed to.
- b. If ~~the~~ Council rules that the Motion does not meet the test of urgency, or no written supporting documentation is presented, the item shall be **Tabled** and added to the next regular Council Meeting Agenda.

ORDER OF BUSINESS

MEETINGS – Regular

~~80-82.~~ Typically, the business of the Council intended to be dealt with shall be stated in the Agenda in the following order:

Commented [MM15]: TBC recommendation

Commented [MM16R15]: The committee supports this amendment.

1. Call to order
 - a) Added Items
 - b) Adoption of the Agenda
 - ~~c) Proclamations and Announcements~~
2. Adoption of Previous Minutes
- ~~3- Business Arising from the~~ Minutes
- ~~4-3~~ Public Hearings
- ~~5-4~~ Delegations ~~and Presentations~~
- ~~6-5~~ Bylaws
- ~~7-6~~ New Business

~~8-7. Council Reports from Council, Authorities, Boards, Commissions and Committees~~

~~- All reports should be provided in writing and will come forward at the second regular Council Meeting of each month and will provide Elected Officials an opportunity to update Council on the Activities of the Boards, Commissions, and Committees they sit on, as well as provide updates on community events which a Councillor may be involved in.~~

~~9. Financial~~

~~- reports will come forward at the second regular Council Meeting of each month following the financial quarter being reported on and will include cash balances and operating and capital budgets.~~

~~10-8. Correspondence and Information~~

~~- this section contains all correspondence and information directed to Council ~~as a whole~~ which meets the requirements as defined in Council Communication and Response Policy'~~

~~11-9. Chief Administrative Officer Report and Action List~~

~~12-10. Closed Session (if necessary)~~

~~-any Closed Session documents should be provided and collected within the Closed Session.~~

~~13-11. Rise and Report~~

~~-should be made whenever Council exits a Closed Session.~~

~~14-12. Notice of Motion~~

~~15-13. Adjournment~~

~~-the Chair may Adjourn the Meeting at the conclusion of the Agenda or call for a Motion if Agenda is not completed.~~

~~81-83. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.~~

~~82-84. If there is no item for the Agenda section listed above, then that section shall not be listed on the Agenda.~~

MEETINGS – Organizational

~~83-85. Immediately prior to the Call to Order of the Annual Organizational Meeting, the seating arrangements of Council shall be determined.~~

~~84-86. The seating of Councillors shall be determined by each Councillor secretly drawing a number between 1 and 6. The Councillor Chairs are also numbered from 1 through 6.~~

~~85-87. The Mayor shall occupy the center seat at the head of the Council Table with the Chief Administrative Officer to the immediate left of the Mayor.~~

~~86-88. Council members will Alternate between odd and even seats on the north (right) and south (left) side of the Council Table.~~

~~87~~89. The Legislative Coordinator will fill the west side of the Council Table.

~~88~~90. At an Annual Organizational Meeting at which all of Council is present, or at the first regular Council Meeting where all of Council is present, Council shall, by resolution, decide to hold regularly scheduled Council Meetings on specific dates, times, and place for the next twelve-month period. Council does not typically meet from mid July to mid August to allow for summer break.

91. At the Annual Organizational Meeting, Council shall appoint one member of Council per month to function as Deputy Mayor in the absence or incapacity of the Mayor. Deputy Mayors ~~will be assigned at the Annual Organizational Meeting~~. The rotation will begin each November.

92. Council ~~may, by resolution, at a Council Meeting, amend the~~ Deputy Mayor ~~schedule~~.

~~89~~93. Deputy Mayor ~~appointment may be waived if Councillor does not wish to hold position~~.

~~90~~94. ~~At the annual organizational meeting, Council shall either review the Council Code of Conduct Bylaw and the Council and Council Committee Procedural Bylaw or direct the CAO on a review of these bylaws.~~

94~~95~~. The order of business at the Annual Organizational Meeting shall be stated in the Agenda in the following order:

1. Call to Order
2. Adoption of the Organizational Meeting Agenda
3. Date, Time, and Location of regular Council Meetings for the next twelve-month period
4. Date, Time and Location of Policies and Priorities Committee Meetings for the next twelve-month period
5. Deputy Mayor’s Schedule for the next twelve-month period
6. Appointments of Council Members to Authorities, Boards, Commissions and Committees
7. Appointments of Public at Large
- ~~7~~8. Bylaw Review (Code of Conduct and Procedural)
- ~~8~~9. Adjournment

96. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

MEETINGS – Closed Session

Commented [MM17]: JD recommendation

Commented [MM18R17]: Committee supports this recommendation.

97. All Meetings of Council and Council Committees must be held in public, though a portion of a Meeting may be closed to the public.

{MGA, s 197}

98. Council and Council Committees may close all or part of their Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

{MGA, s197 (2)}

99. Before holding a closed Meeting, Council or a Council Committee must adopt a Motion in a public Meeting, and the Motion must include:

- a. A brief description of the topic which will be discussed in Closed Session.
- b. A listing of the specific section(s) under Part 1, Division 2 Exceptions to Disclosure of the FOIP Act, which provides the legislative authority to discuss the matters in a closed Meeting;
 - Section 16** Disclosure harmful to business interests of a third party
 - Section 17** Disclosure harmful to Personal privacy
 - Section 18** Disclosure harmful to individual or public safety
 - Section 19** Confidential evaluations
 - Section 20** Disclosure harmful to law enforcement
 - Section 21** Disclosure harmful to intergovernmental relations
 - Section 22** Cabinet and Treasury Board confidences
 - Section 23** Local public body confidences
 - Section 24** Advice from officials
 - Section 25** Disclosure harmful to economic and other interests of a public body
 - Section 26** Testing procedures, tests and audits
 - Section 27** Privileged information
 - Section 28** Disclosure harmful to the conservation of heritage sites, etc.
 - Section 29** Information that is or will be available to the public
- c. the time-of-day the Motion is being made; and
- d. ~~the attendees who will remain in the closed Meeting;~~

95: No Motion will be passed at a closed Meeting, excluding a reconvening motion. If an item being considered at a closed Meeting requires a decision by Council, after returning to the open Meeting, Council shall pass a resolution embodying its decision.

~~100. Council or a Council Committee must call a five (5) minute (or at the Chair's discretion) Meeting Recess to allow the return of the public. Council will advise the public of the time the public Meeting will reconvene by way of the Town's website/social media.~~

101. There is no requirement to take notes or Minutes during Closed Sessions. If notes have been prepared, they may be requested as part of a FOIP request. The Municipality has the discretion to refuse to

Commented [MM19]: We are not required to do this any longer..

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disclose these notes under section 23 of the FOIP Act, Local Public Body Confidences.

When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council. A Council shall have an employee or contractor in attendance for all Closed Sessions. This includes but is not limited to:

- i. The Chief Administrative Officer;
- ii. Auditor; or
- iii. Solicitor; or
- iv. Ethics Advisor.

Cancellation of Meetings

102. Council Meetings may be cancelled:

- a) by a majority vote of Council at a previous Meeting; or
- b) with written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and to the public; or,
- c) with the written or oral consent of two-thirds (2/3) of Council if twenty-four (24) hours' notice is not provided to the public.

103. Special Meetings may be cancelled:

- a) by the Mayor, if twenty-four (24) hours written notice is provided to Councillors and the public; or,
- b) by the Mayor, if less than twenty-four (24) hours' notice is provided, provided that written or oral consent of two-thirds (2/3) of the Councillors has been obtained.

Conduct of Meetings

~~1-~~104. Every delegate to Council and each member of Council shall address the Chair but shall not speak until recognized by the Chair.

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~~2-~~105. Issues may be debated prior to putting a Motion/resolution on the floor. No matter may be voted on by Council unless it is in the form of a Motion/resolution.

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~~106.~~ The Council may agree to limit debate on any matter before it. A limit may be formalized by a majority vote of Council.

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~~3-~~107. A member may move a Motion/resolution whether or not they intend/intend to support it.

~~4-~~108. The Mayor or other presiding Chair may, upon request of a member of Council, Council may authorize by consensus of Council a Person in the public gallery to address Council, but only regarding the topic being debated at that time

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during the Meeting and with time limits specified by the Mayor or other presiding officers, or Agenda.

~~5-109.~~ A ~~Member Motion~~ may ~~be~~ withdrawn their motion at any time before voting, subject to there being no objection from any member of Council.

~~6-110.~~ The following Motions are not debatable by Council:

- Adjournment
- Recess
- Question of privilege (call the question)
- Point of Order
- Tabling the matter to another Meeting

~~7-111.~~ Where a Motion/resolution under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests or when the Mayor or other presiding Chair so directs.

~~8-112.~~ A Motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.

~~9-113.~~ Motions containing a negative statement shall be avoided whenever possible.

~~10-114.~~ To the extent that a matter is not addressed within the MGA or this Bylaw, Council shall refer to "Robert's Rules of Order." In such cases, the decision of the Mayor or other presiding officer shall be final and accepted without debate.

Voting

~~11-115.~~ A Councillor has one (1) vote each time a vote is held at a Council Meeting at which a Councillor is present.

~~116.~~ Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.

~~12-117.~~ When a vote is called, Council members attending the Meeting by means of Electronic Communication shall be asked to state their name and vote.

~~13-118.~~ If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

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Commented [MM20]: TBC - Revise to change authority to Council not the chair

Commented [MM21R20]: The committee supports this recommendation.

Could consider wording as follows:
"At the request of a Council member and with the consensus of Council, a person from the public gallery may be permitted to address Council, but only on the topic currently under debate and within the time limits set by Council."

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~~14-119.~~ A Councillor attending a Council Meeting must vote on a matter put to a vote unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.

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~~15-120.~~ If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the Minutes of the Meeting.

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~~16-121.~~ A Councillor must abstain from voting on a bylaw or resolution if the Councillor was absent from the entire Public Hearing.

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~~17-122.~~ A Councillor may choose to abstain from voting on the bylaw or resolution if the Councillor was only absent for a part of the Public Hearing.

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~~18-123.~~ Before a vote is taken, a Councillor may request that the vote be recorded. When a vote is recorded, the Minutes shall record the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.

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~~19-124.~~ If a resolution cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with at the next regular Meeting. If Council is unable to achieve Quorum at any Meeting on an issue due to allowable abstentions, then Council must request from the Minister of Municipal Affairs an order to deal with the issue as outlined in the Municipal Government Act.

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~~20-125.~~ Where a Councillor declares a Pecuniary Interest or conflict of interest under the MGA, that Councillor will remove himself or herself from ~~Council Table the room~~ while the matter is being discussed and voted upon. Prior to leaving the ~~Council Table the room~~, the Councillor will describe in general terms the nature of the Pecuniary Interest or conflict of interest, which will be captured as part of the Minutes.

~~126.~~ The Chair of a Meeting should make both in favor and opposed call when calling for a vote on a Motion on the floor.

~~24-127.~~ The Chair of a Meeting must verbally announce the results & Action that will or will not be taken. ~~outcome~~ of all votes of Council.

General Consent

~~104-128.~~ Council may approve the following items by general consent.

- Agenda
- Minutes
- Correspondence & Information

- Policy with no material changes
- Adjournment
- Reports

Call the Question

- ~~22~~129. A member must have the floor to make this Motion.
- ~~23~~130. This Motion cannot be discussed or debated.
- ~~24~~131. Two-thirds support is required for a call the question Motion to pass.
- ~~25~~132. The Chair shall take the vote by show of hands.
- ~~26~~133. If two-thirds (2/3) of members vote in favor, then the Chair immediately takes the vote on the pending Motion. No further discussion is permitted.
- ~~27~~134. If there is more than one pending Motion, the Chair shall take a vote on each Motion that is before the group, one after another.
- ~~28~~135. A Call the Question Motion is not permitted to be made during committee Meetings.

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Notice of Motion

- ~~136~~. A member of Council wishing to reconsider, alter or rescind a Motion already passed, or an Action taken at a previous Meeting that does not appear on the Agenda, shall bring the matter forward by a Notice of Motion only at a regular Council Meeting.
- ~~29~~137. The Notice of Motion shall:
- ~~30~~138. be considered at a regular Council Meeting preceding the Meeting at which reconsideration of the matter is requested.
- ~~105~~139. specify the Meeting proposed to bring the matter to, for reconsideration.
- ~~106~~. indicate, in the substantive portion of the Motion, the Action which is proposed to be taken on the matter.
- ~~140~~. be recorded in the Meeting's Minutes.
- i. _____
- i. _____
- ii. _____

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A template for a Notice of Motion outlined in this section is attached as Schedule 'C'.

- ~~34~~141. Notwithstanding the other provisions of this section, no Motion made, or Action taken shall be reconsidered unless:
- a) it is a Motion made or an Action taken at a Meeting held six (6) months or more before its reconsideration; or
 - b) approval for reconsideration of a Motion made or an Action taken less than six (6) months earlier is given by a two-thirds (2/3) majority vote prior to reconsideration.

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- c) Only a member of Council who voted with the ~~prevailing~~ side may move to reconsider an item. When a Motion is lost on a tie vote, the prevailing side are those who voted against the Motion.

~~32.142. Prior to Council Adjourning a regular Council Meeting, a Councillor can bring a Notice of Motion, other than a request to reconsider, alter or rescind a Motion already passed, or an Action taken at a previous Meeting, by reading into the Minutes of the Notice of Motion and by providing the CAO with a written copy of the Notice to be included on the next regular Council Meeting Agenda.~~

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143. ~~A~~ The Notice of Motion ~~will be placed on the next given at one~~ regular Council Meeting Agenda ~~that the elected official who made the~~ Notice of Motion ~~is present, to vote whether the matter will proceed.~~

~~33.144. will automatically appear on the Agenda of the next regular Council Meeting unless otherwise stated. Once approved by Council, a Notice of Motion given at a regular COuncio Meeting will be addressed in a time frame not beyond the end of the third month from when it was presented unless Council directs otherwise.~~

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~~34.145. A Notice of Motion cannot be made at a Special Council Meeting.~~

Commented [MM22]: Duplicated covered in point 130

~~35.146. Where the Town has Contractual liability or obligation, Council shall not reconsider vary, revoke, or replace any Motion except to the extent that it does not avoid or interfere with such liability or obligation.~~

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36.147. Notwithstanding the other provisions of this section, if a Notice of Motion was not provided, the requirement for notice contained in this section may be waived on a two-thirds (2/3) majority vote and the item is considered as urgent business.

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Delegations

37.148. A Person, or a representative of any Delegation, or a group of Persons who wish to bring any matter to the attention of the Council, or who wish to have any matter considered by the Council, shall address a letter or other communication outlining the subject to be discussed. The letter shall be written, signed by the name of the writer, delivered, or mailed to the office of the Chief Administrative Officer so that it arrives at least at 1 p.m. in the afternoon at least five (5) days before the date of the scheduled Meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it must be stated in the communication.

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~~38-149.~~ Delegations shall be granted fifteen (15) Minutes to present the matter outlined in their communication. Where the Mayor or other presiding officer determines that additional time shall be granted to a Delegation, additional time shall be granted in the length specified by the Mayor or other presiding officer.

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~~39-150.~~ Where the Mayor or other presiding officer determines that sufficient time has been granted to a Delegation to present the matter, the Mayor or other presiding officer may limit the length of time granted to the Delegation.

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~~40-151.~~ Delegations who have not submitted a written letter may be granted by the Mayor or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the Delegation is to be granted time to present the matter as outlined.

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~~44-152.~~ Council or any Council Committee may require a Person appearing before it or making any claim or submission to it, to do so under oath.

Public Conduct in Council Chambers

The Mayor has the authority to preserve order at all Council Meetings and may call for Recess and/or removal or cause the removal of any Person from any Meeting of Council.

A member of the public who disrupts and is ordered removed from a Council Meeting shall be excluded from the remainder of that Meeting.

Public Hearing

~~42-153.~~ Council shall hold a Public Hearing when:

- a) Required by the MGA
- b) Required by any other legislative or regulation
- c) Road Closure Bylaws
- d) Or any other matter at the direction of Council

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~~43-154.~~ Council, shall by resolution, set a time, date and location of a Public Hearing.

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~~44-155.~~ Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a Public Hearing:

- a. The Chair of a Public Hearing shall declare the Public Hearing open.
- b. A background shall be provided on the proposed bylaw or resolution.
- c. Presentations shall be limited to five (5) Minutes.
- d. Persons speaking will be given an opportunity to speak only once.
- e. Order of presentations shall be as follows:
 - i. Those in support

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- ii. Those opposed
- iii. Those deemed affected
- f. Council shall not allow cross examination of Persons giving information and it will not be necessary for the Persons giving information to verify his or her qualifications.
- g. Persons [wishing to speak must state their name and address](#).
- h. For clarification purposes, Council may ask questions of the speakers after each presentation.
- i. No verbal or written submissions shall be received after the hearing has been deemed closed.
- j. The Chair of a Public Hearing shall declare the Public Hearing closed.

Where there are no Persons present as Delegations, the hearing procedure shall eliminate items c, d, e, f, and g, as listed above.

- ~~45-156.~~ After the close of the Public Hearing, the process of Council is as follows:
- a. Council may pass the bylaw or resolution.
 - b. Council may make any amendment to the bylaw or resolution as it considers necessary and proceed to pass it without further advertisement or hearing.
 - c. Council may defeat the bylaw or resolution.

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Minutes

~~46-157.~~ All Minutes of Council Meetings shall be recorded in the English language, without note or comment.

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~~47-158.~~ The names of the Councillors present at the Meetings shall be recorded as present and the names of the Councillors absent shall be recorded as absent.

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~~48-159.~~ The Minutes of each Council Meeting shall be presented to Council for adoption at the next Council Meeting.

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~~49-160.~~ The name of any Councillor leaving or joining the Meeting shall be recorded along with the time the Councillor left or joined the Meeting.

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~~50-161.~~ The CAO, or designate, is responsible for recording and preparing the Minutes of Council.

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~~51-162.~~ A withdrawn Motion or resolution will not be recorded.

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~~52-163.~~ Amended Motions/resolution will show as one Motion or resolution complete with amendments. The Motions or resolutions will not be split to show the original and amending Motions or resolutions separately.

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Severability

~~53:164.~~ Should any provision of the Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

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Repeal

~~54:165.~~ Procedural Bylaw ~~2020-15~~2022-19 and all amendments thereto are hereby repealed.

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Effective Date

~~55:166.~~ This Bylaw shall come into effect at such time as it has received third reading and has been signed in accordance with the MGA, as amended from time to time.

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Read for a first time on the ____ day of ____ 2024.

Read for a second time on the ____ day of ____ 2024.

Presented for unanimous consent for third reading on the ____ day of ____ 2024.

Read for a third and final time on the ____ day of ____ 2024.

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

Signed by the Chief Elected Official and Chief Administrative Officer the ____ day of ____ 2024.

SCHEDULE 'A'
TOWN OF OLDS

**WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER THE
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

TO: MAYOR _____

COUNCILLORS _____

The Mayor has requested that a special Meeting of Council be held in the (location) of the Town of Olds on (date), commencing at (time) for the purpose of discussing and Acting upon the following item(s) of business:

- 1. _____
- 2. _____
- 3. _____

SCHEDULE 'B'
TOWN OF OLDS

**WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

We, the undersigned members of the Council of the Town of Olds, hereby waive notice of a special Meeting of Council to be held in the (location) of the Town of Olds on (date), commencing at (time) for the purposes of discussing and Acting upon the following item(s) of business:

- 1. _____
- 2. _____
- 3. _____

SIGNED: (2/3 of the whole of Council must agree to this in writing)

Name	Date

Town of Olds Bylaw 2025-03 Procedural Bylaw
Page 22 of 23

Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____

SCHEDULE 'C'
TOWN OF OLDS
NOTICE OF MOTION

Reference: Procedural Bylaw: **Notice of Motion**, Section 1:

A member of Council wishing to reconsider, alter, or rescind a Motion already passed, or an Action taken at a previous Meeting that does not appear on the Agenda, shall bring the matter forward by a Notice of Motion.

The Notice of Motion shall:

- i. Be considered at a regular Council Meeting preceding the Meeting at which reconsideration of the matter is requested.
- ii. Specify the date of the Meeting when the matter will be brought for reconsideration.
- iii. Indicate, in the substantive portion of the Motion, the Action which is proposed to be taken on the matter.

NOTICE OF MOTION:

- i. Member of Council bringing the Notice of Motion forward: _____
(name)

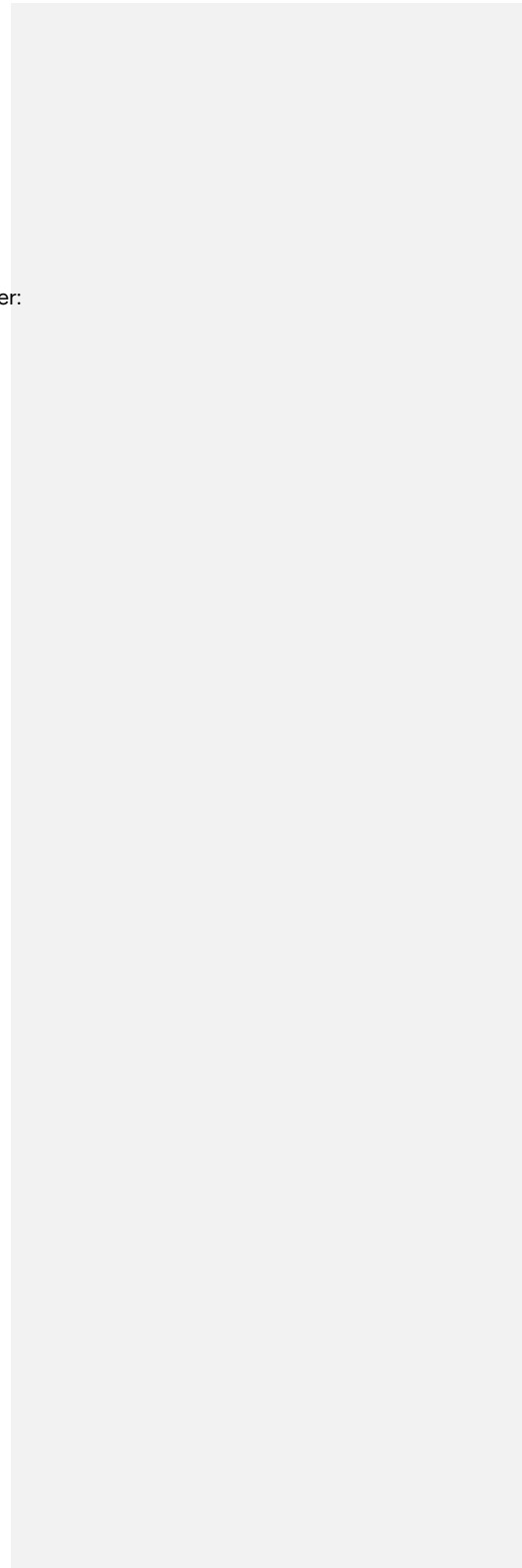
Town of Olds Bylaw 2025-03 Procedural Bylaw
Page 23 of 23

ii _____ to bring the following for reconsideration:

(Specify the Meeting date)

iii. The substantive portion of the Motion, the Action which is proposed to be taken on the matter:

DRAFT



Best Practices

1. Direction to Administration

Council may direct the CAO; no individual direction is permitted.

2. Role of the Chair

The Chair does not typically make motions but may suggest motions for others to move.

3. Speaking Rules

All delegates and members must address the Chair and wait for recognition before speaking.

4. Motions and Resolutions

Issues may be debated before introducing a motion.

Only motions/resolutions can be voted on, and they must be concise and unambiguous.

5. Handling and Withdrawal of Motions

A motion may be moved without intending to support it and may be withdrawn before voting unless objected to by another member.

6. Non-Debatable Motions

The following motions are not debatable: adjournment, recess, question of privilege, point of order, limiting debate, or postponing matters.

7. Public Participation and Separate Votes

The public may address Council during a debate on the topic being debated with council authorization and time limits.

Council can require separate votes on distinct propositions within a motion.

Added Item – Urgency Test

Defined Urgency Categories

- **Urgent (High Priority):** Must be addressed immediately due to legal, regulatory, or operational deadlines.
- **Moderate (Medium Priority):** Important for upcoming projects, strategic planning, or has a deadline within the month.
- **Low (Standard Priority):** No immediate impact if delayed, can wait for future Meetings.

Key Questions to ask if urgent are:

- **Is there a deadline?** If yes, what is the date?
- **Is it time-sensitive due to external factors?** (e.g., funding windows, contract expiration, or policy changes)
- **Does it affect critical operations or public safety?**
- **Is there a legal or compliance requirement?**
- **Is it a follow-up from a previous Meeting?**

Motions

Motions should contain the who, what, when, how much, how many times, etc.... more details for clarity!

Examples:

I so move that Council requests that the Chief Administrative Office (xx insert direction here xx) OR

I move that... OR

Council directs the Chief Administrative Officer to prepare a progress report on the land use bylaw review and provide that report to council by (xx date).

FOIP

Section 16 Disclosure harmful to business interests of a third party

Section 17 Disclosure harmful to personal privacy

Section 18 Disclosure harmful to individual or public safety

Section 19 Confidential evaluations

Section 20 Disclosure harmful to law enforcement

Section 21 Disclosure harmful to intergovernmental relations

Section 22 Cabinet and Treasury Board confidences

Section 23 Local public body confidences

Section 24 Advice from officials

Section 25 Disclosure harmful to economic and other interests of a public body

Section 26 Testing procedures, tests and audits

Section 27 Privileged information

Section 28 Disclosure harmful to the conservation of heritage sites, etc.

Section 29 Information that is or will be available to the public

Closed Motion example:

I move that Council move to closed session to discuss (**FOIP section # & title**) at (**time am/pm**).

Council should rise and report after a closed session and should include topic(s) of discussion.

General Consent

The following items may be accepted by council in a council or council committee meeting by general consent:

- Minutes
- Reports
- Correspondence & Information
- Policy with no material changes
- Adjournment
 - At the end of a meeting when all agenda items have been addressed the chair may adjourn the meeting by general consent with no vote necessary.

Process for general consent

- ❖ Items for general consent will come forward without any 'request for decisions' (RFDs).
- ❖ The chair of the meeting will seek approval by general consent of each item.
- ❖ The chair will ask:
If there is any objection to accept/approve the item as presented in the agenda package.

- ❖ If no objections, the items are accepted/approved by general consent and no vote is needed.
- ❖ If there is an objection, the member opposing acceptance or adoption will state reason(s) of objection.
- ❖ Council will then vote on item as amendment(s), as necessary.

Organizational Meeting

- Held annually on the 4th Monday of October.
- Members are to provide their choice of BCCs in advance of the meeting.
- Picking seats immediately in advance of the meeting.

Deliberations

- Members should be respectful with deliberating.
- One round each with one rebuttal.



COMMITTEE OF THE WHOLE COVER SHEET

Date: February 3, 2025
Author: James Crozier
Department: Planning & Infrastructure
SUBJECT: Secondary Suites Incentives Update

COMMITTEE DIRECTION

That the Committee accepts for information the Secondary Suites Incentives Update.

BACKGROUND

In July 2023, Council approved several incentives to motivate homeowners with illegal secondary suites to bring them into compliance. As the incentives are set to expire in July of 2025, Administration felt it prudent to provide an update on the effectiveness to date.

ATTACHMENTS

Secondary Suites Incentive Slideshow



Secondary Suites Incentive Program

Feb. 3, 2025 // Planning & Infrastructure

Update and Next Steps

Overview

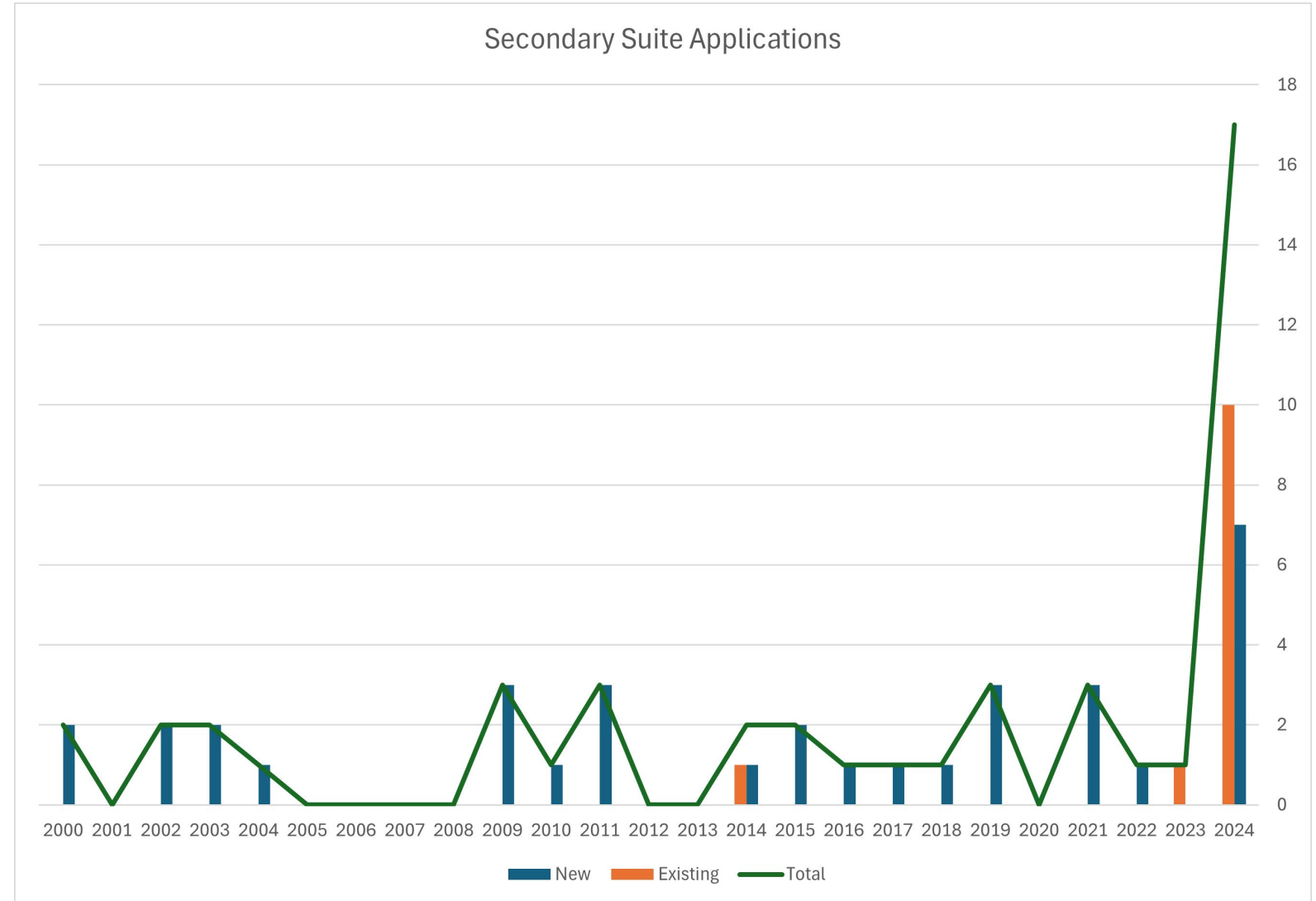
- Implemented in July 2023
 - Currently set to conclude in July 2025
- Waiving of development fees for existing secondary suites
 - Fees would normally cost \$200
- Relaxation of parking requirements for secondary suites
 - Normally would require one additional off street parking stall
- Relaxation of square footage for secondary suites
 - LUB states they may not be more than 80 m² and not more than 40% of total floor area
- Allowance for existing secondary suites developed prior 2007 to comply with 2006 AFC requirements
 - Primary difference is requirements related to independent HVAC systems, and sound attenuation

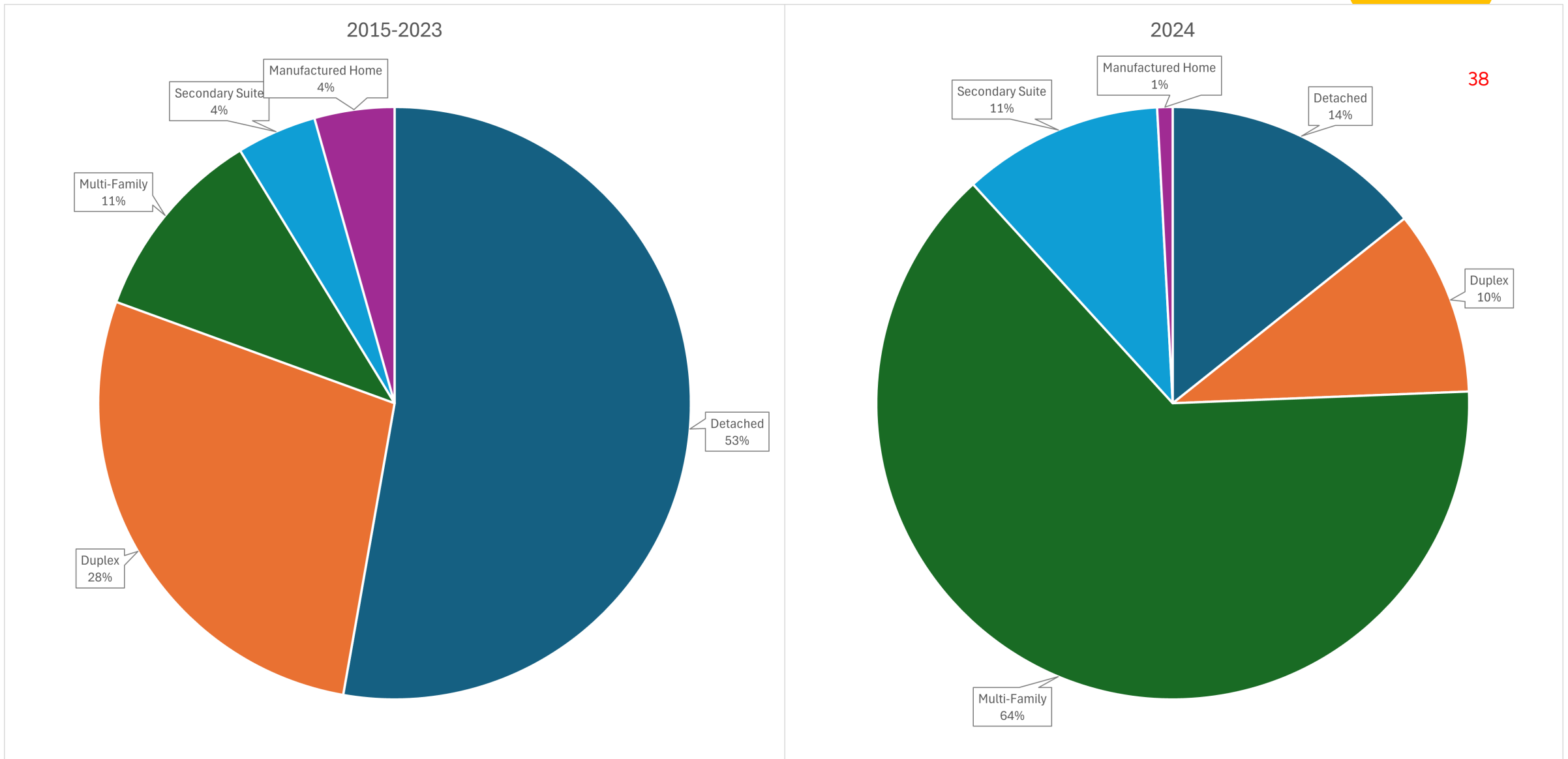
Purpose

- Increase safety
 - Proper egress, smoke alarms, fire separation, handrails, etc.
- Reduce red tape
 - Make it as easy as possible to get existing suites improved
- Allow for compliance
 - It is not possible for many older homes with existing suites to comply with current codes
 - Current code has provisions for existing suites provided that
 - Life safety is not reduced, and acceptable to authority having jurisdiction
 - The construction or occupancy does not create an unsafe condition
 - The Authority may accept construction with conditions
- Improve safe housing affordability
 - Secondary suites are one of the fastest ways to get housing options on the market.

Success So Far

- Incentives for approval of existing suites have been effective.
- Applications for new suites have increased dramatically as well, despite no incentives for their development.
- It is difficult to determine if the increase in new suites is due to the increased discussion about suites in Town press releases and newspaper.





- Secondary suites’ share of housing starts nearly tripled in 2024 compared to previous years.
- Suites can make affordable housing units available quicker than larger multi-family developments, going from application to occupancy in months rather than years.

Next Steps

- Continued communication
- Tracking of illegal suites
- Public map showing approved suites
- Increased enforcement
- Review of current LUB regulations



Reasons For Compliance

- Safety
 - Meet Fire safety standards
 - Proper egress and accessibility during emergencies
 - Reduce risk or tenant injuries
- Insurance coverage
 - Illegal suites may void policies or limit payouts in case of damage or accidents.
- Access to financial benefits
 - Ex: Federal Secondary Suites Loan
- Legal Protections
 - Avoid fines, penalties, or legal action from municipal authorities.
 - In the event of tenant disputes, landlords of legal suites have better access to protections under landlord-tenant laws.



COMMITTEE OF THE WHOLE COVER SHEET

Date: February 3, 2025
Author: Heather Dixon
Department: Community Services
SUBJECT: Special Events Bylaw & Policy Review

COMMITTEE DIRECTION

- That the Committee accepts for information Special Events Policy #232C and requests that it be brought to a future council meeting for consideration.
- That the Special Events Procedure #232P be accepted as presented, for information.
- That the Committee accepts for information the Repeal bylaw 2025-01 and requests it be brought to a future council meeting for consideration.

BACKGROUND

In an effort to streamline processes and enhance service delivery to our community, Community Services has developed Policy #232C for Council's approval. This policy is to replace the Special Events Bylaw 2007-33. The new policy has undergone thorough review by key departments, including Parks and Recreation, Community Development, Communications and Engagement, Fire, Emergency Management, and Planning and Development. Furthermore, it has been reviewed and endorsed by the Coordinating Team and the Leadership Team. Administration adjusted this policy to streamline the process by which community members and external event planners organize events within our town, thereby prioritizing economic development, and ultimately enhancing Olds' residents' quality of life and well-being.

ATTACHMENTS

DRAFT Policy 232C Special Events
DRAFT Procedure 232P Special Events
DRAFT Repeal Bylaw 2025-01

POLICY #232C

4512 – 46 Street, Olds, AB Canada T4H 1R5
 T 403-556-6981 F 403-559-6537

www.olds.ca



Policy Title:	Special Events
Policy Number:	232C
Approval:	Town Council
Effective Date:	February 1, 2025
Approved Date:	January 13, 2025
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds is committed to supporting Special Events within the community. This policy outlines how the Town will determine the support provided to events hosted by third parties utilizing any municipally-owned facilities or spaces

Purpose:

The purpose of this policy is to ensure the success of events by identifying and mitigating potential hazards, reducing risks to participants and the Town, and ensuring that users can fully enjoy the event.

Standards:

1. The Town of Olds recognizes its website as the primary platform for facilitating public access to essential documents for facilitating Special Events, this information can be found www.olds.ca/hostinganeventinolds
2. All event organizers must contact the Town 45 days in advance of a Special Event if they require the use of Town facilities or public spaces
3. For larger or more complex events that require a Special Event Permit, the organizers must contact the Town a minimum of 90 days in advance of the Event date if they require the use of Town facilities or public spaces
4. All events will require a booking contract and based on the criteria below, certain events will require a Special Event Permit.
5. Applicants requiring a Special Event Permit will be notified of the application status once the Designated Review Team completes the review.
6. All Special Events must adhere to all applicable legislation, town bylaws, and policies.

7. A complete Special Event application is required if the event includes:
 - a. Alcohol
 - b. Amusement Rides and / or Inflatables
 - c. Animals
 - d. Film / Video Production
 - e. Fireworks or Open-Air Burning
 - f. Food Service
 - g. More than 200 Attendees
 - h. Road Closure
 - i. Sound Amplification
 - j. Stages (more than 225 m2 in area)
 - k. Tents larger than 10 m2
 - l. Any other safety related item not listed above.

8. A fee schedule for Special Events may be found the Town of Olds Rates Policy.

DRAFT

PROCEDURE #232P

4512 – 46 Street, Olds, AB Canada T4H 1R5
T 403-556-6981 F 403-559-6537
www.olds.ca



Procedure Title:	Special Event Procedure
Procedure Number:	232P
Approval: Chief Administrative Officer	Date: December 19, 2024
Leadership Team Review Date:	December 19, 2024
Leadership Team Approval Date:	December 19, 2024
Supersedes Policy No.:	New

Purpose: To provide a clear and structured framework for planning, organizing, and executing Special Events on Town of Olds property. It aims to ensure that events are conducted safely, efficiently, and in compliance with all relevant regulations and guidelines.

1. Definitions:

- Special Event: An organized event that requires additional permits, approvals, or resources beyond standard facility bookings.
- Designated Review Team: A cross-functional team comprised of representatives from various departments within the Town of Olds and external agencies, including but not limited to: Alberta Health Services, RCMP, Community Services, etc.
- Administrative Support to Parks & Recreation (ASPR): This position is responsible for the efficient coordination of facility/green spaces booking and program registration, including Special Event coordination.

2. Responsibilities:

- Administrative Support – Parks & Recreation:
 - Responds to all inquiries about special events
 - Determines if a Special Event Application is required based on specified criteria
 - Issues booking contracts for all events
 - Sends the Special Event Applications to the Designated Review Team for review and feedback within 5-10 business days
 - Communicates approval or denial decisions to event organizers using the same method established in prior correspondence
 - Schedules site visits for outdoor events, as necessary
- Designated Review Team:
 - Reviews Special Event Applications within five-ten business days
 - Provides feedback and recommendations to the ASPR
 - Collaborates with event organizers to address any concerns or to complete booking requirements

4. Process

1. Event Organizer Inquiry:
 - The event organizer contacts the ASPR to determine venue availability and event requirements.
2. Initial Assessment:
 - The ASPR assesses the event based on the specific criteria as written in Policy 223C – Special Events, to determine if a Special Event Permit is required.
3. Special Event Application:
 - If a Special Event Permit is required, the ASPR sends the event organizer a Special Event Application for completion, submission and review.
4. Review and Feedback:
 - The ASPR submits the completed Special Event Application to the Designated Review Team.
 - The Designated Review Team reviews the application within 5-10 business days and provides feedback to the ASPR.
5. Decision and Communication:
 - The ASPR communicates the approval or denial decision to the event organizer.
 - ✓ If approved, the event organizer receives:
 - a facility booking contract in the same method established in prior correspondence; and
 - a Special Event Permit with a permit number, when applicable.
 - X If denied, the event organizer receives:
 - a written explanation of the reasons for denial.
6. Site Visit (if applicable):
 - For outdoor events, the Parks Supervisor schedules a site visit with the event organizer one week prior to the event to address any site-specific concerns and fulfill booking requirements.

Note:

The 5–10 business day timeframe for review and feedback by the Designated Review Team serves as a general guideline. Actual review periods may vary based on the complexity of the event and the availability of resources.

Record Management

All permit information will be maintained in the Town's CityWide permit system and in accordance with the Town of Olds Records and Information Management Bylaw.

**TOWN OF OLDS
BYLAW NO. 2025-01**

“REPEAL BYLAW”

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the *Municipal Government Act*, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto.

WHEREAS the *Municipal Government Act*, Section 63(1) states a council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section. (2) A bylaw under this section may (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

NOW THEREFORE the Council of the Town of Olds in the Province of Alberta, duly assembled, enacts that the following bylaws are repealed.

Bylaw No.	Bylaw Name	Approval Date	Reason
2007-33	Special Events	December 10, 2007	The bylaw will be replaced with a policy and procedure.

EFFECTIVE DATE

This Bylaw comes into force on the date it is passed and has been signed in accordance with the *Municipal Government Act*.

READINGS

Read for the first time on the ____ day of ____ 2025.

Read a second time on the ____ day of ____ 2025.

Unanimous consent given for third reading given on the ____ day of ____ 2025.

Read a third and final time on the ____ day of ____ 2025.

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Officer and the Chief Administrative Officer the ____ day of ____ 2025.



COMMITTEE OF THE WHOLE COVER SHEET

Date: February 3, 2025
Author: Heather Dixon
Department: Community Services
SUBJECT: Family and Community Supports Services (FCSS)

COMMITTEE DIRECTION

That the Committee accepts the Family and Community Supports Services (FCSS) Policy #131C as presented, for information and requests it be brought to a future Council meeting for consideration.

BACKGROUND

To improve efficiency and enhance service delivery, a new model for Family and Community Supports Services within the Town of Olds was created and implemented through a Community Connection Centre (CCC). This locally focused centre promotes red tape reduction for program supports initiatives that enhance the quality of life and well-being of Olds residents.

In December of 2022, Council repealed the FCSS bylaw 2019-25 and dissolved the FCSS Council committee and supported the creation of the CCC. Administration felt it benefited to wait to create this policy until we opened the CCC to ensure that necessary items were addressed accordingly.

Community Services developed this policy to guide the Town of Olds' participation in the provincial FCSS program and are presenting it to the Committee today.

ATTACHMENTS

DRAFT Policy #131C Family and Community Support Services

POLICY #131C

4512 – 46 Street, Olds, AB Canada T4H 1R5
 T 403-556-6981 F 403-559-6537
www.olds.ca



Policy Title:	Family and Community Support Services
Policy Number:	131C
Approval:	Town Council
Effective Date:	Month xx, 2025
Approved Date:	Month xx, 2025
Supersedes Policy No.:	New

Policy Statement:

Town of Olds is proud to partner with the Government of Alberta to deliver the provincial Family and Community Support Services (FCSS) program. This policy authorizes the Town's participation in the provincial FCSS program and the administration of the Town of Olds FCSS External Grant Program.

Purpose:

To provide funding for preventative social programs in accordance with the FCSS Act and Regulations.

Standards:**1. Council Responsibility:**

- Authorize agreements between the Town of Olds and Province of Alberta.
- Approve annual budgets for FCSS, contributing a minimum of twenty percent of the costs based on the 80/20 funding criteria of the FCSS program.
- Review and approve external funding recommendations.

2. Administration Responsibility

- Oversee agreements with the Province of Alberta.
- Oversee agreements with not for profit or non-profit organizations for Preventative Social Program delivery.
- Complete reporting as required by the Province of Alberta.
- Provide recommendations to Council on FCSS funding allocations.
- Evaluate funded programs to ensure alignment with funding eligibility as prescribed by the FCSS Act and Regulations.
- Work with MVC Regional FCSS to identify potential overlaps.

The Town identifies the municipal website www.olds.ca as the primary platform for providing public access to essential documents and information related to FCSS applications and programming.