



**Regular Council Meeting Agenda
for Monday, February 10, 2025, at 1:00 p.m.
to be held in Council Chambers at the,
Municipal Office at 4512 – 46 Street, Olds, AB**

This Regular Council 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.

1. CALL TO ORDER

A.) ADDED ITEM(S)

B.) ADOPTION OF THE AGENDA

2. ADOPTION OF PREVIOUS MINUTES

Page 2 2A) Regular Council Meeting Minutes – January 27, 2025

3. DELEGATIONS AND PRESENTATIONS

Page 5 3A) Hon. Nathan Cooper, MLA

Page 6 3B) Community Services Quarterly Report

4. BYLAWS

Page 20 4A) Bylaw 2025-01 Repeal Bylaw (Special Events)
(All readings)

Page 22 4B) Bylaw 2025-02 Records and Information Management (RIM)
(All readings)

Page 27 4C) Bylaw 2025-03 Council & Council Committee Procedural Bylaw

5. NEW BUSINESS

Page 50 5A) Committee of the Whole Policy Recommendations

- 131C Family and Community Support Services Policy
- 232C Special Events Policy

Page 54 5B) Tax Exemptions

6. CORRESPONDENCE AND INFORMATION

Page 59 6A) Correspondence and Information

7. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Page 70 7A) Chief Administrative Officer Report

8. ADJOURNMENT

PRIOR TO ADOPTION

Minutes of the Town of Olds Regular and Closed Council meeting held on Monday, January 13, 2025, at 1:00 p.m. in the Council Chambers, at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and was live streamed out.

PRESENT – ELECTED OFFICIALS:

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

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Brent Williams, Chief Administrative Officer: Adrian Pedro, Director of Planning and Infrastructure and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

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

A.) ADDED ITEM(s)

Nil

B.) ADOPTION OF THE AGENDA

Moved by Councillor Daley, "to adopt the regular and closed Council meeting agenda as presented for the Monday, January 13, 2025, at 1:00 p.m."

Motion Carried 25-01

2. ADOPTION OF PREVIOUS MINUTES

2A) Regular Council Meeting Minutes

Mayor Dahl confirmed consensus to adopt the:

- *Regular Council Meeting Minutes – December 9, 2024*

The minutes were adopted as presented by consensus of Council.

Motion Carried 25-02

3. DELEGATIONS AND PRESENTATIONS

3A) Infrastructure Quarterly Report

Director Pedro presented the Infrastructure quarterly report as contained in the agenda package.

Moved by Councillor Ryan, "that Council accepts the Infrastructure Services Quarter four report as presented for information."

Motion Carried 25-03

Nathan Hill, Development Officer with the Town, presented the development permits to council as contained in the agenda package.

3B) Development Permit: DP24-212 for 5703 48 Avenue - Salvage Yard

Moved by Councillor Daley, "that Council approve Development Permit application DP24-212 as presented, subject to the conditions listed in the attached draft Development Permit."

Motion Carried 25-04

3C) Development Permit: DP24-214 for 4730 52 Street - Accessory Building with Variances to Maximum Height, Maximum Total Accessory Building Area, and Side Property Line Setback

Moved by Councillor Blatz, "that Council approve Development Permit application DP24-212 as presented, subject to the conditions listed in the attached draft Development Permit."

Motion Carried 25-05

4. NEW BUSINESS

4A) Council Sponsorship Request – Olds & District Kiwanis

Moved by Councillor Walsh, "that a one-time donation of \$1,200 from Council's general sponsorship funds be approved for the Olds & District Kiwanis Music Festival Society's 2025 Festival of Performing Arts."

Motion Carried 25-06

4B) MVP Sponsorship Request – Rotary Club of Olds

Moved by Councillor Daley, "that Council Approve Sponsorship in the Amount of \$1500 to Rotary Club of Olds for their 62nd Annual Curling Bonspiel."

Motion Carried 25-07

4C) Council Annual Standing Items Schedule 2025

Moved by Councillor Wilson, "that Council accepted the Council Annual Standing Items Schedule 2025, as presented."

Motion Carried 25-08

5. CORRESPONDENCE AND INFORMATION

5A) Correspondence and Information

Mayor Dahl spoke on the items contained under the correspondence and information.

Councillor Blatz spoke on behalf of the Procedural Bylaw Review Committee, noting that the committee has completed their review in advance of the committee's end date January 31, 2025, and is seeking council consensus to bring those recommendations forward to February 3rd, Committee of the Whole meeting for a fulsome discussion; after that meeting the bylaw will then be sent to legal for review before coming back to Council for final consideration.

Council gave consensus.

Moved by Councillor Walsh, "that the Correspondence and Information Report ending January 13, 2025, be received for information."

Motion Carried 25-09

6. CHIEF ADMINISTRATIVE OFFICER'S REPORT

6A) Chief Administrative Officer Report

Moved by Councillor Blatz, "that the Chief Administrative Officer Report be accepted for information."

Motion Carried 25-10

7. CLOSED SESSION

Item #1 FOIP Section 16 Disclosure harmful to business interests of a third party

(User Group Contract)

Item #2 FOIP Section 17 Disclosure harmful to personal privacy

(Personnel)

Item #3 FOIP Section 16 Disclosure harmful to business interests of a third party

(SRDRWC)

Item #4 FOIP Section 21 Disclosure harmful to intergovernmental relations

(Olds College)

Mayor Dahl provided directions to online meeting participants on Council moving in and out of closed session.

Moved by Councillor Wilson, "that Council moves into closed session in accordance with Section 197(2) of the Municipal Government Act at 2:10 p.m. to discuss matters exempt from disclosure under FOIP Section 17 & Section 16 with CAO Williams, and Marcie McKinnon to remain in attendance.

Motion Carried 25-11

The gallery was cleared, and the live stream was paused.

Moved by Councillor Ryan "that the meeting reconvenes to the regular Council meeting at 3:42 p.m."

Motion Carried 25-12

The gallery was opened, and the live stream was resumed.

8. RISE & REPORT

Moved by Councillor Cummings, "that council accepts for information the updates provided on *User Group Contracts, Personnel, South Red Deer Regional Wastewater Commission and the Olds College.*"

Motion Carried 25-13

9. ADJOURNMENT

Mayor Dahl adjourned the meeting at 3:43 p.m.

Judy Dahl
Mayor

Brent Williams
Chief Administrative Officer

These minutes were approved on the 27 day of January 2025.



Request for Decision
Delegation: MLA Nathan Cooper
February 10, 2025

RECOMMENDATION

That Mr. Cooper be thanked for attending the February 10th Regular Council Meeting and speaking to Council.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.
Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY- N/A

BACKGROUND

The Honourable Nathan Cooper has represented the constituency of Olds-Didsbury-Three Hills since May 5, 2015. On May 21, 2019, the Honourable Nathan Cooper was first elected by his fellow MLAs to serve as the 14th Speaker of the Legislative Assembly of Alberta. He also serves as the chair of the Special Standing Committee on Members' Services. Speaker of the Legislative Assembly of Alberta

FINANCIAL CONSIDERATIONS [] Operating [] Capital [x] Not Applicable

KEY MESSAGES

Town of Olds Council is pleased to have Nathan Cooper attend its February 10th Regular Council Meeting and provide an update to Citizens.

ATTACHMENTS – n/a

Table with 2 columns and 2 rows: Created by: Chylla Nault, Date: February 6, 2025; CAO Review: Brent Williams, Date: 5 February 2025



Request for Decision

Community Services Quarterly Report

Feb 10, 2025

RECOMMENDATION

That Council accepts the Community Services Quarterly Report as presented for information.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

1. Municipal Government Act.

BACKGROUND

The Community Services Quarterly Report provides a comprehensive update on Parks, Recreation, Community Development and Communications and Engagement department activities. This report is submitted for information purposes aiming to provide stakeholders and key decision makers with a clear understanding of recent developments, achievements and challenges across the division.

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

KEY MESSAGES

The Community Services Report serves as an informative tool to enhance understanding of each department area.

ATTACHMENTS

1. Community Services Q4 Report.

Created By: Guy Lapointe	Date: Feb 10, 2025
CAO Review: Brent Williams	Date: 5 Feb 2025

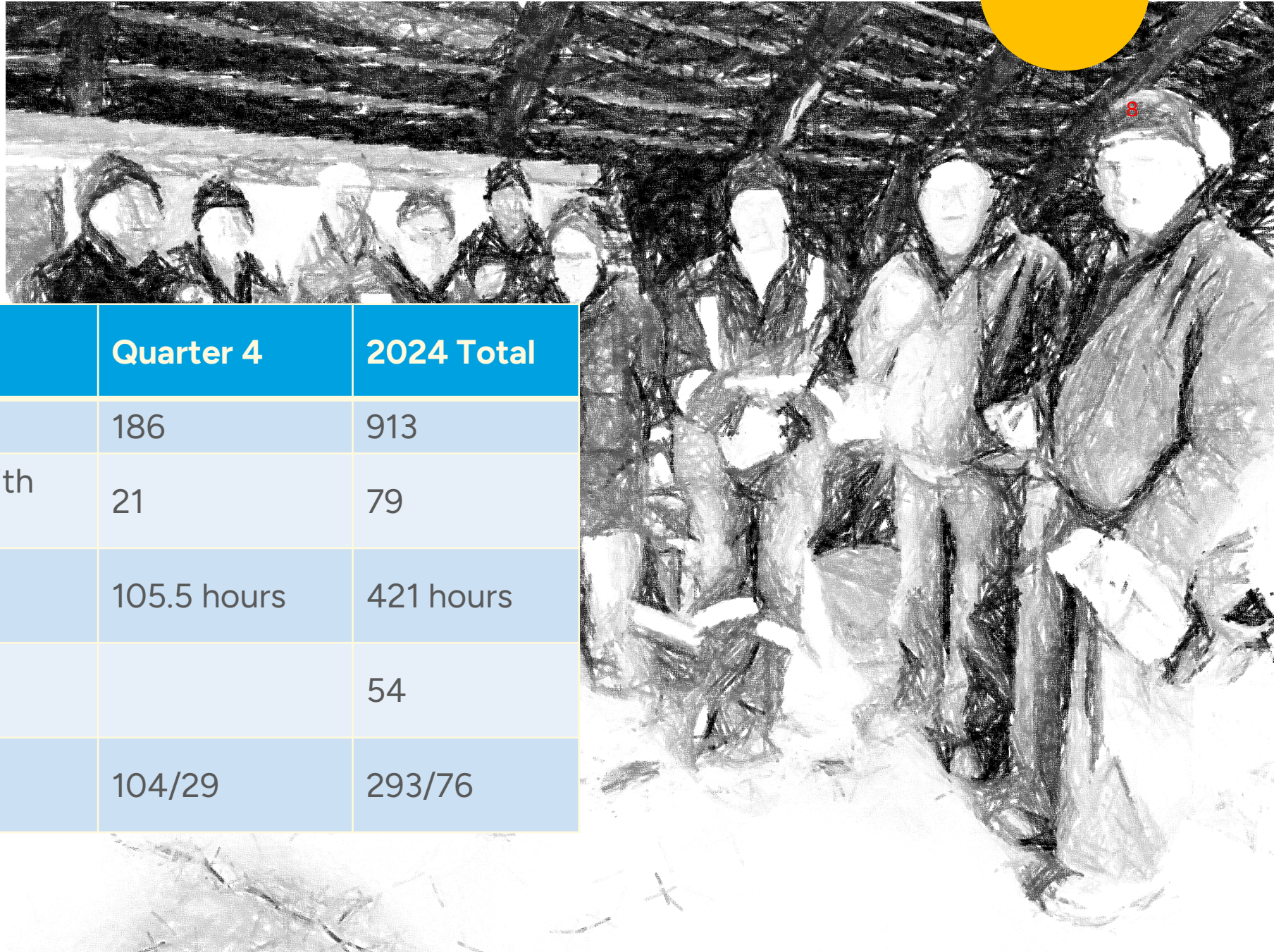


Quarterly Report

Q4 2024 - Community Services Division

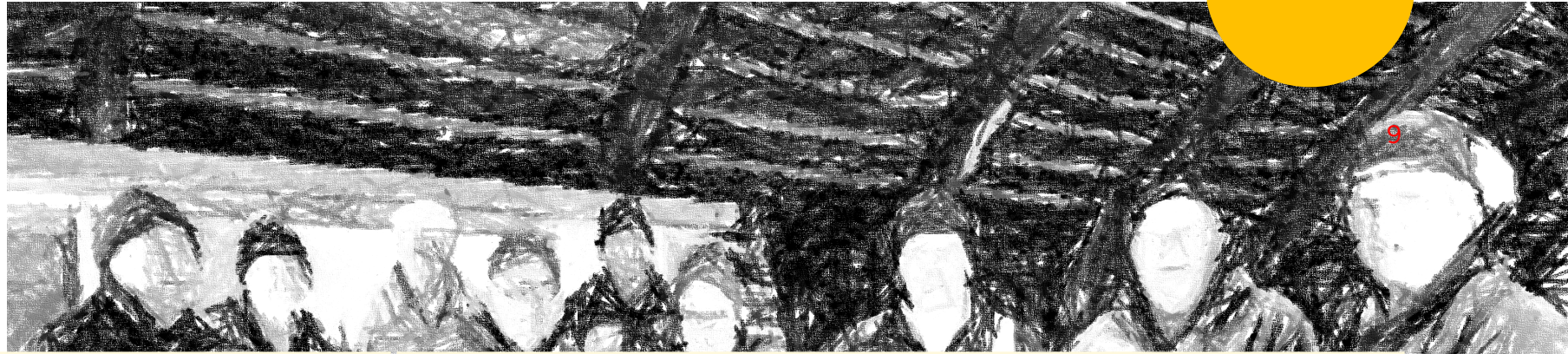
Community Development, Parks, Recreation,
Communications & Engagement

Key Statistics



Focus Area	Quarter 4	2024 Total
Information Referrals	186	913
Partnerships and Connections with local organizations	21	79
Subsidized Housekeeping (light services for Seniors)	105.5 hours	421 hours
Subsidized Counselling Program (hours)		54
Jenn's Place/Community Office Bookings	104/29	293/76

Key Statistics



Cemetery Sales	Quarter 4	2024 Total	2023 Total
Niches	10	19	21
Full Burial Plots	5	16	18
Full Burial Interment	3	11	17
Inground Cremation	5	20	20
Niche Interments	2	14	24
Scattering Garden	1	2	2

Sunshine Bus	Quarter 4	2024 Total	2023 Total
Trips	682	2492	2464
Volunteer Hours	120	496	492



Our Work



Highlights

Poverty Simulation Event – 89 participants attended including local school staff and two Councillors.

Men's Shed – official non-profit status secured; salvaged shelving from Town's old salt shed which will be repurposed in their new space.

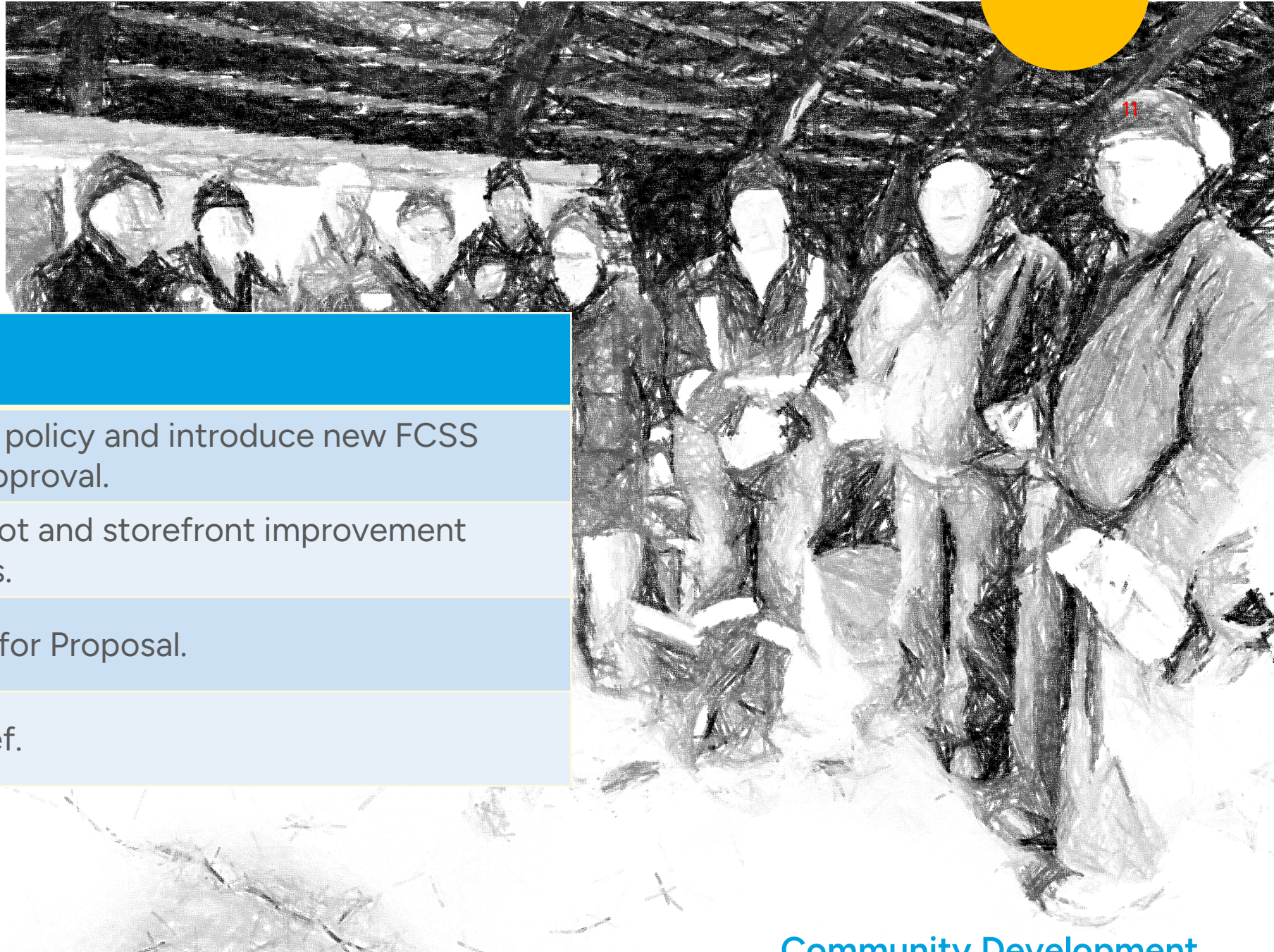
FCSS Grant Program – 10 applications received.

FCSSAA Conference – connected with colleagues and communities from across the Province. Discussed problems, solutions and best practices.

Olds Fashioned Christmas – 17 groups provided 100 volunteers, 45 parade registrations, 42 event events advertised, 1500 hot dogs and 500 cookies distributed. Too many smiles to count.

Community Development

Up Next



Q1 Tasks and Priorities

Provide update to special events policy and introduce new FCSS policy for Council's review and approval.

Launching new summer camp pilot and storefront improvement program for Uptowne businesses.

Releasing Transit Study Request for Proposal.

Olds Fashioned Christmas Debrief.

Key Statistics

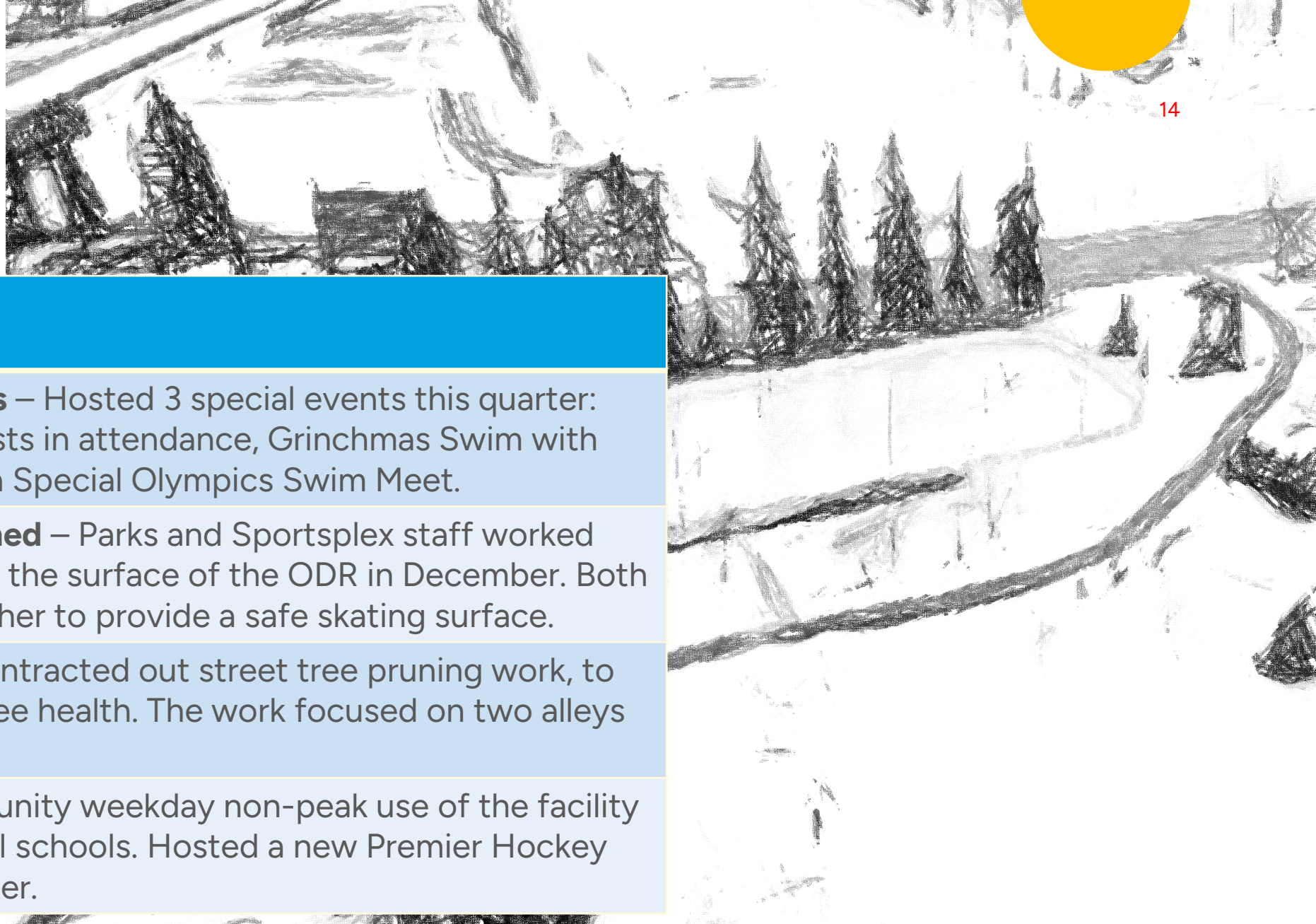
Aquatic Centre	2024	2023	Sportsplex	2024	2023
Visits	8952	3987	Revenue	\$154,770	\$143,160
Passes Sold	142	91	Hours Rented	1546.25	1389.25
Private Rentals	34	8	Hours Available	3038	3038
Swim Lessons spots filled	353	48	Utilization Rate	50.8%	45.7%
Aquafit Classes	89	40			

Key Statistics

Parks Top 10 Tasks Ranked by Person Hours Spent Q4

	Tasks	Percentage Person Hours	Person Hours Spent on Task
1	Sidewalk/Trail Snow Removal	24%	358.8
2	Health & Safety, Admin, and Planning	17%	265.7
3	Outdoor Rink Maintenance and Repairs	11%	157.0
4	Event Set-Up	10%	150.7
5	Equipment Maintenance and Repairs	8%	121.2
6	Garbage	6%	85.9
7	Sidewalk/Trail Ice Mitigation	5%	77.2
8	Tree Pruning	5%	73.4
9	Tree Planting	3%	50.4
10	Inspections (Playground, ODR)	2%	26.2

Our Work



Highlights

Aquatic Centre Special Events – Hosted 3 special events this quarter: Halloween Swim with 104 guests in attendance, Grinchmas Swim with 160 guests in attendance and a Special Olympics Swim Meet.

Outdoor Rink and Ponds Opened – Parks and Sportsplex staff worked diligently to open and maintain the surface of the ODR in December. Both groups continue to work together to provide a safe skating surface.

Street Tree Pruning – Parks contracted out street tree pruning work, to allow for road clearance and tree health. The work focused on two alleys and on roughly eight blocks.

Sportsplex – Attracted community weekday non-peak use of the facility by offering free skating to local schools. Hosted a new Premier Hockey League tournament in December.

Up Next

Q1 Tasks and Priorities

Aquatic Centre mechanical room ventilation and south facing window replacement are scheduled for completion. Currently fine-tuning the newly installed equipment to optimize energy efficiency.

Ten shrubs have been identified for naturalization and staff are in the process of finalizing selection of additional greenspaces for conversion.

New revenue idea generation for facilities ongoing.

Key Statistics

Social Media Followers	2024	2023
Town of Olds Facebook	6240	5894
Olds Community Facebook	2354	2221
Town of Olds Instagram	1696	1572

Key Statistics

Website Top Visits	Visitors
Aquatic Centre	384,441
Home Page	47,707
Employment Opportunities	17,058
Search	13,736
Sportsplex	10,857
Garbage, Compost & Recycling	9,166
Community Events Calendar	7,769
Contacts	6,553
Virtual City Hall	4,382
Canada Day Celebrations	4,147
Discover Olds	4,128
Meetings, Minutes & Agendas	3,862
Town Services	2,831
Town Events	2,595



Our Work

Highlights

Internal Communications Flow – This document provides guidance on collaboration and how information is shared across-departments.

Partnership Portal – In an effort to improve transparency, this web page encourages stakeholders to share ideas and expressions of interest for underutilized municipally owned properties.

Utility Bill Newsletter – Focused messages to the community through a utility bill insert.

Up Next

Q1 Tasks and Priorities

The Communications Strategy will provide a clear direction for the organization to cultivate a culture of communication.

The Marketing Plan is a Council strategic document meant to focus external promotional efforts, providing a clear and consistent message on the assets the community offers.

A new public engagement plan will clarify the organization's activities for the year.

Working with the Mountain View Power Grant committee to focus Centennial Park planning.



Request for Decision
Repeal Bylaw 2025-01
February 10, 2025

RECOMMENDATION

That the Repeal Bylaw 2025-01 be given first reading, as presented.
That the Repeal Bylaw 2025-01 be given second reading, as presented.
That the Repeal Bylaw 2025-01 be given unanimous consent for third reading.
That the Repeal Bylaw 2025-01 be given third reading, as presented.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

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.

To streamline processes and improve service delivery, Community Services developed special Events Policy #232C. Reviewed by key departments and endorsed by leadership, this policy simplifies event planning for community members and external organizers, supporting economic development and enhancing the quality of life in Olds.

Please visit www.olds.ca for more information on Special Events within the Town of Olds.

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

Details:

KEY MESSAGES

Council is committed to keeping bylaws relevant and effective through consistent review. Repealing outdated legislation ensures clarity, efficiency, and alignment with current needs and allows a more effective bylaw to be introduced.

ATTACHMENTS

- 1. Bylaw 2025-01 Repeal Bylaw

Created By:	Marcie McKinnon	Date: January 29, 2025
CAO Review:	Brent Williams	Date: February 4, 2025

**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.



Request for Decision

Records and Information Management Bylaw 2025-02

February 10, 2025

RECOMMENDATION

That Council gives second reading to the Records and Information Management Bylaw 2025-02, as presented.

That Council gives third and final reading to the Records and Information Management Bylaw 2025-02, as presented.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance. Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

- 1. Municipal Government Act
- 2. Freedom of Information Protection of Privacy Act

BACKGROUND

At the January 27, 2025, regular council meeting, Council reviewed the Records and Information Management Bylaw and gave it first reading. Today, the bylaw is being presented for second and third readings. Its approval will support the digitization of the Town’s records, ensuring alignment with current legislation and modernizing the system used for records and information management.

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

Details:

KEY MESSAGES

As part of our commitment to good governance and operational efficiency, the Town regularly reviews and updates bylaws to ensure they align with our needs.

ATTACHMENTS

- 1. Records and Information Management Bylaw 2025-02

Created By:	Marcie McKinnon Legislative Coordinator	Date: January 29, 2025
CAO Review:	Brent Williams	Date: January 29, 2025

TOWN OF OLDS BYLAW 2025-02

BEING A BYLAW OF THE TOWN OF OLDS TO PROVIDE A PROCESS TO MANAGE THE RETENTION AND DISPOSITION OF TOWN OF OLDS RECORDS AND INFORMATION, REGARDLESS OF THEIR MEDIUM.

WHEREAS section 214 (2) of the Municipal Government Act, R.S.A. 2000, c M-26, states that Council may authorize the destruction of documents;

WHEREAS section 214 (3) of the Municipal Government Act, R.S.A. 2000, c M-26, governs the retention of personal information, and

WHEREAS sections 88, 93, and 95 of the Freedom of Information Protection of Privacy Act R.S.A 2000 c. F-25 allows citizens to access information and the Municipality to set fees for these services;

WHEREAS, the *Electronic Transactions Act Chapter E-5.5, RSA 2001* permits for an original record to be retained in an electronic form if there exists a reliable assurance as to the integrity of the information contained in the record, is retained in the same format in which the written record was created and the information in the record is accessible so as to be usable for subsequent reference.

NOW THEREFORE the Council of the Town of Olds in the Province of Alberta, duly assembled, enacts as follows:

BYLAW TITLE

1.0 This Bylaw may be referred to as the **"Records and Information Management Bylaw."**

DEFINITIONS

2.1 Terms not specifically defined have the same definition as provided in the *Municipal Government Act* and *Freedom of Information Protection of Privacy Act*.

2.2 **"CAO"** means the Chief Administrative Officer or designate;

2.3 **"Disposition"** means the structured process of determining what happens to a record at the end of its retention period, actions may include destruction or permanent retention in an archive;

2.4 **"Electronic Management System"** shall mean the computer system selected by the Town where information is stored, retained and/or disposed of in accordance with this Bylaw.

2.5 **"FOIP ACT"** means the *Freedom of Information and Protection of Privacy Act R.S.A 2000 c. F-25* as amended from time to time.

- 2.6 **“Hold”** means the process of preserving all forms of potentially relevant information when litigation or a freedom of information request is reasonably anticipated or underway.
- 2.7 **“MGA”** shall refer to the *Municipal Government Act, RSA 2000 C M-26*, as amended from time to time.
- 2.8 **“Personal Information”** means personal information as that term is defined in the Freedom of Information and Protection of Privacy Act, RSA 2000, F-25, as amended or replaced.
- 2.9 **“Record(s)”** means information, regardless of format, created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business;
- i. Active Record - A readily accessible record related to current, ongoing or in-process activities and referred to on a regular basis to respond to day-to-day operational requirements.
 - ii. Inactive Record - A record no longer needed to conduct current business but preserved until it meets the end of its retention period.
 - iii. Transitory Record - A record in any media that has short-term value, is not part of an administrative or operational record series, is not regularly filed in a record information system, and is required only for a limited period of time for the completion of a routine action or the preparation of records, which include but are not limited to temporary information, duplicate documents, draft documents, publications, advertising material and blank information media can be destroyed immediately or after meeting its transitory need. Also known as the convenience copy or a transitory record.
- 2.10 **“Retention Schedule”** means the timetable that identifies the retention period during which a record must be retained before Disposition; *and*
- 2.11 **“Town”** means the Municipal Corporation of the Town of Olds.

STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 3.1 This Bylaw applies to all Records and Information in the possession of the Town.
- 3.2 This bylaw addresses the complete life cycle of Town records which includes the creation, use, receipt, access, maintenance, disclosure, retention and final disposition

RECORDS AND INFORMATION RETENTION AND DISPOSITION

- 4.1 All Records and Information may be stored exclusively electronically on the Town’s Electronic Records and Information Management System for the time period established in the Retention Schedule provided that the Records can be reproduced in substantially the same format as the original document. Upon being stored electronically, original

records may be disposed of immediately upon confirmation that the electronic record is substantially the same as the original record.

- a. In accordance with Section 272 of the *Municipal Government Act* Records that have been signed and sealed by the Town may be reproduced and have the same effect as if the signatures and seals had been personally signed and/or affixed.

4.2 Authorization to dispose of official records must be in accordance with the Retention Schedule which contains provisions to ensure retention of official records compliance with federal and provincial statutes and regulations.

4.3 The CAO is hereby authorized:

- a. To establish, by way of procedure, a Records Retention Schedule,
- b. Ensure that all Records are retained or Dispositioned of in accordance with the Records Retention Schedule, and
- c. Convert records for retention from their original form to an electronic image or other format.

4.4 The CAO shall keep an index of:

- a. Records permanently retained and details of storage, where appropriate,
- b. Records permanently retained in electronic image or format,
- c. Records destroyed,
- d. Listing of the current Records Retention Schedule,
- e. Records retained in provincial or other archives, and
- f. To the extent practical, all other Records retained by the Town.

4.5 The CAO shall be responsible for the administration of the release of information in accordance with the FOIP Act.

4.6 Fees for access to information are governed by the FOIP Act and the Town Rates Bylaw.

PERSONAL INFORMATION

5.1 If the Town uses Personal Information to make a decision that directly affects the individual, the Town must retain the Personal Information in accordance with the classification and retention schedule, which in any event, will not be less than one year after using it so that the individual has a reasonable opportunity to obtain access to it.

DISCRETION

6.1 The CAO shall have discretion to retain records longer than the period required retention period provided for in the Record Retention Schedule via a Hold and shall do so where the CAO deems it appropriate and shall do so where the CAO has received an indication that there is, or may be, any litigation involving the said records.

DESTRUCTION

- 7.1 Any Record not referenced in the Records Retention Schedule may only be destroyed with the direction and approval of the CAO.
- 7.2 Where Official Records are destroyed under this bylaw, the CAO shall ensure the proper and complete destruction thereof.
- 7.3 Destruction of all Official Records shall be carried out in the presence of a witness. The person destroying the records shall provide a statement in writing attesting to the time and place of the destruction of the records, together with a list of the records destroyed and also the names of the people who witnessed the destruction. The Town shall permanently retain the statement of disposition.
- 7.4 Disposition of election material shall be completed in accordance with the provisions of the *Local Authorities Election Act*, RSA 2000, Chapter L-21 and amendments thereto.

PENALTY CLAUSE

- 8.1 Penalties shall be defined as provided in the *Municipal Government Act* and *FOIP Act*.

REPEAL CLAUSE

- 9.1 Bylaw 2023-18 Records and Information Management and all amendments thereto are hereby repealed.

EFFECTIVE DATE

- 10.1 This Bylaw shall come into force and take effect on its passing thereof.

READINGS

Read a first time this 27th day of January 2025.
Read a second time this 10th day of February 2025.
Read a third time this 10th day of February 2025.

SIGNATURE LINE

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this ____ day of February 2025.



Request for Decision

Council and Council Committee Meeting Procedural Bylaw

February 10, 2025

RECOMMENDATION

That Council accept Procedural Bylaw 2025-03 for information and direct the Chief Administrative Officer to obtain a legal review of the bylaw.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

1. Municipal Government Act
2. Freedom of Information Protection of Privacy Act

BACKGROUND

At the February 3, 2025, Committee of the Whole meeting, the Procedural Bylaw Review Committee presented its recommendations. Following the Committee of the Whole's review and direction, further direction is required on the topic of electronic attendance of elected officials. This discussion is meant to provide that direction prior to submitting the bylaw for legal review. The proposed wording is as follows:

Attendance

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

Electronic Attendance

70. Councillors may attend a Council or Council Committee Meeting through Electronic Communication, which may include:
- Telephone with speaker function
 - Personal computer
 - Other technology as advancements allows
 - Electronic attendance must be pre-approved by Council.

Recognition of Presence

71. A Councillor attending a Meeting through Electronic Communication is deemed present for as long as their connection remains active.

Approval of Consecutive Electronic Attendance

72. If a Councillor wishes to attend more than two consecutive Council or Committee Meetings through Electronic Communication, they must obtain Council approval.

Criteria for Approval

73. Council may approve Electronic Attendance only for the following reasons:

- Health Issues
- Family Issues

Method of Seeking Approval

74. A Councillor may request approval for Electronic Attendance by:

- Emailing Council; or
- Requesting approval during a closed session of a Council or Council Committee Meeting.

During legal review, administration will ask for advice on the most appropriate approval process for an electronic attendance request and include that addition when the bylaw is presented for 1st reading.

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

Details: N/A

KEY MESSAGES

As part of our commitment to good governance, the Town regularly reviewing bylaws to ensure they align with our values, standards, and evolving community needs.

ATTACHMENTS

1. Council and Council Committee Meeting Procedural Bylaw 2025-03

Created By:	Marcie McKinnon Legislative Coordinator	Date: February 5, 2025
CAO Review:	Brent Williams	Date: February 5,2025

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 attendance at 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.

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. "Postpone" means to set a matter aside to be addressed at a time later than first scheduled and when applicable set a date for the matter to come forward.
35. "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.
36. "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.
37. "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.
38. "Robert's Rules of Order" is a manual of parliamentary procedures.
39. "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.
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, , 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.

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 bylaw approved by Council. Where appropriate, authority is delegated to a Council Committee and such committee, and its mandate shall be established 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.
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. All members of council including the Chair can make motions and the Chair is encouraged to assist other members of Council in the wording of motions.
50. Direction to Administration by Council shall be limited to Council directing the CAO only.
51. A Meeting will be Adjourned by consensus Motion by the presiding Chair. Adjournment may be appealed through a Motion decided by a 2/3 majority of members.

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 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 member(s) will be sworn in at the next scheduled 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 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.
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. 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.

Special Council Meeting

63. 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, 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 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.
 - d) Written notice of a special Council Meeting called under this section is attached as Schedule 'B.'
64. 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.
65. 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

66. 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.
67. 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.
68. 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

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

Electronic Attendance

70. Councillors may attend a Council or Council Committee Meeting through Electronic Communication, which may include:
- Telephone with speaker function
 - Personal computer
 - Other technology as advancements allows
 - Electronic attendance must be pre-approved by Council.

Recognition of Presence

71. A Councillor attending a Meeting through Electronic Communication is deemed present for as long as their connection remains active.

Approval for Consecutive Electronic Attendance

72. If a Councillor wishes to attend more than two consecutive Council or Committee Meetings through Electronic Communication, they must obtain Council approval.

Criteria for Approval

73. Council may approve Electronic Attendance only for the following reasons:
- Health Issues
 - Family Issues

Method of Seeking Approval

74. A Councillor may request approval for Electronic Attendance by:
- Emailing Council; or
 - Requesting approval during a closed session of a Council or Council Committee Meeting.

Resignation

75. 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.

Agenda

76. The Agenda for each Meeting is established by the CAO in consultation with the Mayor and the Legislative Coordinator. Agendas are subject to final approval by Council near the beginning of a Council Meeting.
77. All items for inclusion in the Agenda must be submitted to the Legislative Coordinator by noon on the Wednesday before the Meeting.
78. 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.

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

Added / Urgent Items

80. 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, Legislative Coordinator, be provided to members in methods determined for dissemination of Meetings Agendas for the Meeting and those materials will be held with the Meetings Minutes.
81. If an item is to be added to a previously distributed Agenda, then the addendum shall pass a test of "urgency" by Council
82. 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 Council shall vote on the urgency:
- a. If Council rules that the Motion stands, the item shall be added to the end of the pertinent section of the Agenda as noted and agreed to.
 - b. If Council rules that the Motion does not meet the test of urgency, or no written supporting documentation is presented, the item shall be Postponed and added to the next regular Council Meeting Agenda.

ORDER OF BUSINESS

MEETINGS – Regular

83. Typically, the business of the Council intended to be dealt with shall be stated on the Agenda in the following order:
1. Call to order
 - a) Added Items
 - b) Adoption of the Agenda
 2. Adoption of Previous Minutes
 3. Public Hearings
 4. Delegations
 5. Bylaws
 6. Business
 7. Council Reports
 - *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.*

8. Correspondence and Information
- this section contains all correspondence and information directed to Council which meets the requirements as defined in Council Communication and Response Policy.
 9. Chief Administrative Officer Report and Action List
 10. Closed Session (if necessary)
-any Closed Session documents should be provided and collected within the Closed Session.
 11. Rise and Report
-should be made whenever Council exits a Closed Session.
 12. Notice of Motion
 13. Adjournment
-the Chair may Adjourn the Meeting at the conclusion of the Agenda or call for a Motion if Agenda is not completed.
84. 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.
85. If there is no item for the Agenda section listed above, then that section shall not be listed on the Agenda.

MEETINGS – Organizational

86. Immediately prior to the Call to Order of the Annual Organizational Meeting, the seating arrangements of Council shall be determined.
87. 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.
88. 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.
89. Council members will Alternate between odd and even seats on the north (right) and south (left) side of the Council Table.
90. The Legislative Coordinator will fill the west side of the Council Table.
91. 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.

92. 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. The rotation will begin each November.
93. Council may, by resolution, at a Council Meeting, amend the Deputy Mayor schedule.
94. Deputy Mayor appointment may be waived if Councillor does not wish to hold position.
95. 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.
96. 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
 8. Bylaw Review (Code of Conduct and Procedural)
 9. Adjournment
97. 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

98. 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}
99. 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*.
100. 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.

- 101. 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.
- 102. 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 disclose these notes under section 23 of the FOIP Act, Local Public Body Confidences.
- 103. 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

- 104. 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.

105. 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

106. Every delegate to Council and each member of Council shall address the Chair but shall not speak until recognized by the Chair.

107. 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.

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

109. A member may move a Motion whether they intend to support it.

110. 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.

111. A Member may withdraw their motion at any time before voting, subject to there being no objection from any member of Council.

112. The following Motions are not debatable by Council:

- Adjournment
- Recess
- Point of Privilege / Call the question
- Point of Order / Information
- Postponing the matter to another Meeting

113. 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.

114. A Motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.

115. Motions containing a negative statement shall be avoided whenever possible.
116. 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

117. A Councillor has one (1) vote each time a vote is held at a Council Meeting at which a Councillor is present.
118. Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.
119. When a vote is called, Council members attending the Meeting by means of Electronic Communication shall be asked to state their name and vote.
120. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
121. 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.
122. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the Minutes of the Meeting.
123. A Councillor must abstain from voting on a bylaw or resolution if the Councillor was absent from the entire Public Hearing
124. 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.
125. 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.
126. 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.
127. Where a Councillor declares a Pecuniary Interest or conflict of interest under the *MGA*, that Councillor will remove himself or herself from the room while the matter is being

discussed and voted upon. Prior to leaving 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.

128. The Chair of a Meeting should make both in favor and opposed call when calling for a vote on a Motion on the floor.
129. The Chair of a Meeting must verbally announce the results of all votes of Council & the Action that will or will not be taken.

General Consent

130. Council may approve the following items by general consent.
 - Agenda
 - Minutes
 - Correspondence & Information
 - Policy with no material changes
 - Adjournment
 - Reports

Call the Question

131. A member must have the floor to make this Motion.
132. This Motion cannot be discussed or debated.
133. Two-thirds support is required for a call the question Motion to pass.
134. The Chair shall take the vote by show of hand.
135. 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.
136. 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.
137. A Call the Question Motion is not permitted to be made during committee Meetings.

Notice of Motion

138. 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.
139. The Notice of Motion shall:
140. be considered at a regular Council Meeting preceding the Meeting at which reconsideration of the matter is requested.
141. specify the Meeting proposed to bring the matter to, for reconsideration.
142. indicate, in the substantive portion of the Motion, the Action which is proposed to be taken on the matter. be recorded in the Meeting's Minutes.

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

143. 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.
 - c) Only a member of Council who voted with the 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.
144. A written copy of the Notice of Motion shall be provided to the CAO prior to adjournment of the Meeting Adjournment.
145. The Notice of Motion will be placed on the next regular Council Meeting Agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
146. Once approved by Council Notice of Motion given at a regular Council Meeting it will be addressed in a time frame not beyond the end of the third month from when it was presented unless Council directs otherwise.
147. 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.
148. 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.

Delegations

149. 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.
150. 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.

151. 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.
152. 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.
153. 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

154. 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

155. Council shall hold a Public Hearing when:
 - a) Required by the MGA
 - b) Required by any other legislative or regulation
 - c) Road Closure Bylaws; or
 - d) On any other matter at the direction of Council.
156. Council, shall by resolution, set a time, date and location of a Public Hearing.
157. 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
 - 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.

158. 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.

Minutes

159. All Minutes of Council Meetings shall be recorded in the English language, without note or comment.
160. 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.
161. The Minutes of each Council Meeting shall be presented to Council for adoption at the next Council Meeting.
162. The name of any Councillor leaving or joining the Meeting shall be recorded along with the time the Councillor left or joined the Meeting.
163. The CAO, or designate, is responsible for recording and preparing the Minutes of Council.
164. A withdrawn Motion or resolution will not be recorded.
165. 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.

Severability

166. Should any provision of the Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

Repeal

167. Procedural Bylaw 2022-19 and all amendments thereto are hereby repealed.

Effective Date

168. 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.

Read for a first time on the ____day of ____ 2025.

Read for a second time on the ____day of ____ 2025.

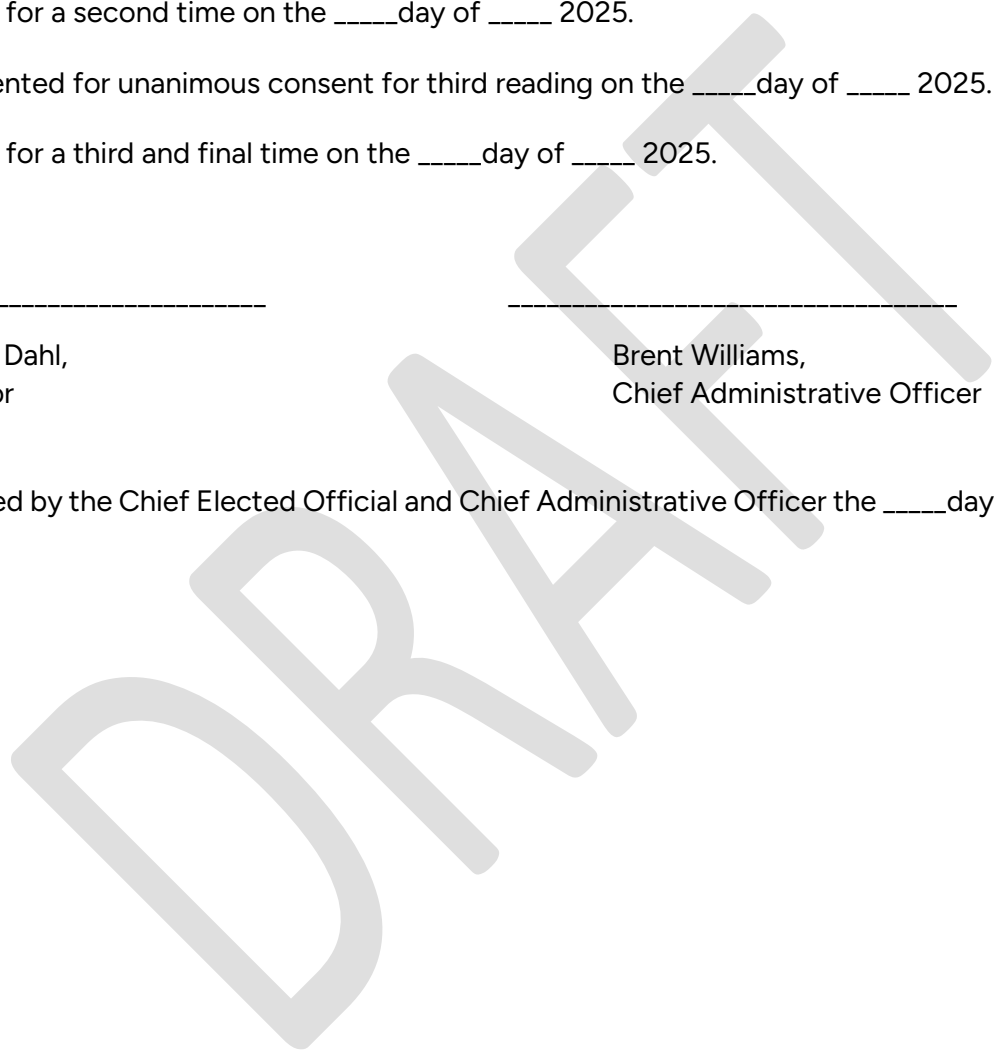
Presented for unanimous consent for third reading on the ____day of ____ 2025.

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

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

Signed by the Chief Elected Official and Chief Administrative Officer the ____day of ____ 2025.



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
_____	_____
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 alter, reconsider, 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:

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

_____ to bring the following for reconsideration:
(Specify the Meeting date)

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



Request for Decision
CotW Policy Recommendations
February 10, 2025

RECOMMENDATION

- A. That Council approve Policy 131C Family and Community Support Services, as presented.
- B. That Council approve Policy 232C Special Events, as presented.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

- 1. Municipal Government Act
- 2. Town of Olds Bylaws & Policies

BACKGROUND

At the Committee of the Whole (CotW) meeting on February 3, the committee reviewed two policies. The Committee accepted those policies as presented with no changes requested.

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

KEY MESSAGES

As part of our commitment to good governance, the Town regularly reviewing policies to ensure they align with our values, standards, and evolving community needs.

ATTACHMENTS

- 1. Above listed policies.

Created By:	Marcie McKinnon Legislative Coordinator	Date: February 4, 2025
CAO Review:	Brent Williams	Date: February 4, 2025

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 Motion No 25-xx
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.

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:	Month xx, 2025
Approved Date:	Month xx, 2025 Motion No 25-xx
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



Request for Decision
Request for Tax Exemption
February 10, 2025

RECOMMENDATION

That the application for property tax exemption submitted by The Friends of the Grizzlys be accepted for the 2025 taxation year.

That the application for property tax exemption submitted by Mountain View Lodge No 16 AF & AM be accepted for the 2025 taxation year.

STRATEGIC ALIGNMENT

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

Municipal Government Act

Community Organization Property Tax Exemption Regulation, Part 2, Qualifications for exemptions under section 362(1)(n)(iii) - Section 10 (1) & (2)

BACKGROUND

The Municipal Government Act allows property tax exemptions, in whole or in part, for properties owned or leased by non-profit organizations that meet specific conditions under the Community Organization Property Tax Exemption Regulation (AR 281/98). Properties that Council determines meet the criteria under section 362(1)(n)(iii) qualify for full tax exemptions, including requisitions.

The basic requirements for exemption:

- 1. Be owned or leased and operated by a non-profit organization.
2. Be used at least 60% of the time for charitable or benevolent purposes that benefit the local community.
3. Resources must be devoted chiefly to the charitable and benevolent purpose for which the facility is used.
4. Be accessible to the public at least 70% of the time it is in use.
5. Not restrict access based on race, culture, ethnic origin, religious belief, property ownership, unreasonable fees, or membership requirements.

The applications submitted by Friends of the Grizzlys and Mountain View Lodge No 16 AF & AM were tabled at the January 27, 2025, Council meeting to allow for additional information to be reviewed. Administration has since received further details supporting these applications.

FINANCIAL CONSIDERATIONS [X] Operating [] Capital [] Not Applicable

Table with 2 columns: Roll Number, 2025 Estimated Tax Exemption*. Rows include 4607101 (\$7,370), 4016200 (\$2,207), and Total 2025 Estimated (\$9,577).

*based on 2024 tax levy

KEY MESSAGES

Council is committed to ensuring property taxes are fairly distributed while supporting organizations that contribute to the well-being of the community.

ATTACHMENTS

- 1. Email from Friends of the Grizzlys
- 2. Letter from Mountain View Lodge No 16
- 3. [Community Organization Property Tax Exemption Regulation \(AR 281/1998\)](#)

Created By: Rebecca Fox Manager of Finance	Date: January 31, 2025
CAO Review: Brent Williams	Date: February 4, 2025

Re: Additional Information for Property Tax Exemption [REDACTED]

From Kevin Watson [REDACTED]**Date** Thu 1/30/2025 2:09 PM**To** Rebecca Fox [REDACTED]

CAUTION: This Email is from an external sender. Be alert for Phishing. Do not click links if you do not know the sender.

Hi Rebecca, I have answered your questions below in bold. I hope this is what they are looking for. Let me know if you are looking for more clarification.

- Be owned or leased and operated by a non-profit organization. **Space is leased by the Friends of the Grizzlies non profit society.**
- The property must be used at least 60% of the time for charitable or benevolent purposes that benefit the local community. **From August until March the facility is used by Grizzly players aged 16-20 years old. These players play for the team, but also volunteer many hours throughout the season going to schools to read to children, play games with the children, help local minor hockey players at practises, shovel snow for seniors, and volunteer at businesses(for example bagging groceries at Sobeys once per month or Tim Hortons camp day). The facility is also used by minor hockey teams to train throughout the hockey season. Local athletes from any sport organization are able to train during the year.**
- Resources must be primarily dedicated to the charitable or benevolent purpose for which the facility is used.
- The property must be accessible to the public at least 70% of the time it is in use. **The facility is used by minor hockey teams to train throughout the hockey season. The amount of teams using the facility to train can vary depending on their schedules. When they do book, it is usually 1-2 times per week for at least 1 hour each. Local organizations are also able to book the facility for meetings or to book it to use our video equipment to watch video on our big screen tv's. Minor hockey, minor baseball and Lacrosse associations have booked it in the past for meetings. These meetings are usually a minimum of 2 hours, but can run a lot longer. Non profits have also used the facility for charity golf tournament meetings. Local athletes from all sports are also able to train during the year, all they have to do is book a time.**
- Access cannot be restricted based on race, culture, ethnic origin, religious belief, property ownership, unreasonable fees, or membership requirements. **No restrictions**

Thanks,

Kevin Watson**Manager of Business Operations**

Dear Town Council,

The Mountain View Lodge #16 is a nonprofit fraternal organization that has been proudly operating in the town of Olds since 1903. We operate under the guidelines set out by the Grand Lodge of Alberta and raise money through membership dues, fundraising and donations.

The building in question located at [REDACTED], Olds AB is owned and operated by Mountain View Lodge #16. We have our fraternal meetings the first Monday of the month (except for July and August). We also rent out the building to the Olds Chapter of the Order of the Eastern Star which is another nonprofit organization that meets on the second Tuesday of each month. Both our organizations raise money for various charities (<https://easternstar-ab.ca/>, <https://freemasons.ab.ca/charities-2/>), as well as give out bursaries to Olds and area students looking to further their education. Outside the Lodge, Mountain View #16 volunteered to help with the Philippine Independence Day BBQ at the park and the Order of the Eastern star has helped with various projects at the Olds hospital over the years.

In previous years the building has been loaned out to Paw-sitively Canine services, Olds Preschool, a Puppy training school, Mountain View Dart Club and been made available to families for festive occasions, such as birthdays and anniversaries. The Association of Filipino Canadian in Mountain View County approached us about using the building for a Dart tournament and a possible dart league which I was more than happy to give them access to the building as well as personally volunteered for their tournament just last weekend. They also asked if they could use the building for a bingo night to which I support. I am also currently helping them apply for the AGLC Bingo licence. The building has been used in 2024 as a meeting place for the Alberta Widows Sons Badlands Chapter which is a group of Masonic motorcycle riders that have raised money for the Red Deer Ronald McDonald House, DeMolay Masonic Association of Red Deer and the Masonic Higher Education fund. They have also put on motorcycle riding refresher courses in Olds in years prior but unfortunately was not able to put one on last year due to lack of registration. The building is available to the public for community events more than 70% of the time and if the council knows of any groups needing facility in town, please forward them my information. There are some restrictions such as the silverware and dishes in the kitchen are owned by the Order of the Eastern Star so I can not

loan them out to the public without their permission. We also have historical valuables that we keep locked up in our Lodge room that is off limits to the public, as they are literally over 100years old and are irreplaceable.

Mountain View Lodge #16 is part of Freemasonry and as such we operate lodges all over the world. From members such as Baptist Minister Jesse Jackson to Egyptian Islamic Scholar Muhammad Abduh to Prince Edward, The Duke of Kent. It is historically ingrained in our society to welcome people wanting to join our lodge regardless of race, religion, culture or social standings and we are very accommodating with membership fees and building rentals.

I believe our lodge adequately falls under the Section 15 (k), (i) and (ii) of the Province of Albertas Community Organization Property Tax Exemption Regulation. Thank you for your tax exemption consideration and if there is any more information regarding the Lodge or if anyone would like a tour of the building, please feel free to reach out.

Sincerely,

WM. Matthew Tuggle

Mountain View Lodge #16.



Request for Decision
Correspondence and Information
 February 10, 2025

RECOMMENDATION

That the Correspondence and Information Report ending February 10, 2025, be received for information.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue. Our community is supported and enabled through skillful governance. Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

Council Communication Response Policy

BACKGROUND

The Correspondence and Information Report is a collection of general information received at the Town Office and is provided to the Council as information. The council may choose to provide directions to Administration on any item contained in this report.

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	Office of Mayor: Town of Olds	Elks: Letter of Support
B	Olds and Pregnancy Support Centre	Fundraising Banquet Poster
C	RCMP	Email/ Survey
D	Reed Ranch School	Thank you regarding MVP Grant
E	Government of Alberta	Minister’s Letter Grant Approval
F	Government of Alberta	Minister’s Letter regarding Rural Electrical Rates

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

KEY MESSAGES

The Town is dedicated to building and maintaining a reputation as a transparent, authoritative, and engaged partner in the community and internally with employees.

ATTACHMENTS

1. The Correspondence and Information packet is attached.

Created By:	Chylla Nault	Date: January 29 2025
CAO Review:	Brent Williams	Date: January 31 2025

January 28, 2025

Alberta Elks Association
District 12
c/o Shellene Fakir
Box 103
Cereal, AB T0J 0N0

To Whom It May Concern:

On behalf of the Town of Olds, I am pleased to offer our full support for the Alberta Elks Association District 12 in their application for funding for the Community Initiatives Program Project-Based Funding. The funding will be used to support the 97th Provincial Conference of the Alberta Elks Association, being held in Olds, Alberta.

We are proud of the long-standing contributions that the Elks Association has made to community development, charitable work and local engagement. This Provincial Conference brings together members and guests from the Lodges across Alberta, British Columbia and the Yukon, fostering camaraderie, collaboration and shared learning among the Elk's extensive network.

This event will have a positive economic and social impact on our town and surrounding areas. Attendees will utilize local accommodation, dining and services, which will provide a boost to local businesses.

The Town of Olds supports this application for funding and trusts that the Government of Alberta will recognize the importance of this initiative in strengthening community bonds.

Thank you for your consideration of this request. Should you require any additional information or support, please do not hesitate to contact me.

Sincerely,



Judy Dahl

Mayor

ANNUAL BANQUET FOR THE
OLDS AND AREA ⁶¹
Pregnancy Support Centre

MARCH 13, 2025

AT THE OLDS POMEROY INN AND SUITES

"All Things Big and Small"

DOORS OPEN AT 5:30PM

DINNER AND PROGRAM AT 6:00PM

Live and Silent Auction
Food, Fellowship and Stories

RSVP BY MARCH 7, 2025

THIS EVENT IS FREE TO ATTEND; HOWEVER
REGISTRATION IS REQUIRED.

SCAN QR CODE OR USE THE LINK TO REGISTER



<https://forms.gle/Vo5PEUnBAay9rbzU9>

CALL (587) 796-1611 IF YOU HAVE ANY QUESTIONS

Town of Olds Regular Council Meeting Monday, February 10, 2025

CHARITABLE REGISTRATION NUMBER: 766129159 RR0001

Good day Justin,

The RCMP's Open Government Office responsible for enterprise transparency needs your help! They have launched a public consultation on the [draft Strategic Plan for a RCMP Transparency and Trust Multi-Stakeholder Forum](#) and are looking for your feedback.

Your Call to Action

We are excited to share that our strategic plan for a RCMP Transparency and Trust Multi-Stakeholder Forum consultation is live on PlaceSpeak, an independent online engagement platform. This is an opportunity for you to be actively involved in our decision-making, helping us increase public trust and align with RCMP's mandates for transparency. The strategic plan provides context around the global, national, and organizational necessity of a consultation body, outlining the mandate, role, and next steps with the implementation of the RCMP's own Transparency and Trust Multi-Stakeholder Forum.

The consultation will last three weeks, where participants have until **February 14th, 2025**, to submit their feedback on the strategic plan. We look forward to hearing from you as your feedback will directly contribute to shaping the future of RCMP policy and governance instruments and more. Check out the consultation and participate here: [PlaceSpeak - Strategic Plan to Establish a RCMP Multi-Stakeholder Forum](#).

It is important to note that the RCMP is committed to hearing from you while protecting your privacy. This consultation will be done using a third-party vendor, [PlaceSpeak](#). PlaceSpeak is an independent engagement platform that verifies the participants are not AI generated users, ensuring that we are gaining meaningful feedback data from real voices in our Canadian communities. The platform prioritizes user security, safeguarding participants' personal information throughout the process.

Consultation Background:

In 2023, the RCMP published its first [RCMP Transparency and Trust Strategy and Action Plan](#) and have been working hard to advance our mandate and vision to create an open by default RCMP that is a more trusted, efficient, and responsive public safety department. Committed to [Canada's 5th National Action Plan on Open Government \(2022-24\)](#) and aligning with the [RCMP's renewed core values](#), we are dedicated to **Acting with Integrity** and **Taking Responsibility** by being transparent about our actions and decisions and holding ourselves accountable. The draft Transparency and Trust Multi-Stakeholder Forum Strategic Plan enables us to continuously involve the public in decision-making and increase public trust to further enhance transparency, integrity, participation, and accountability within the RCMP.

For more information or questions please do not hesitate to contact the Open Government Office at: EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca. In addition, please refer to our **Questions and Answers** attached.

Thank you,

Warren

S/Sgt. Warren Wright
Detachment Commander
Olds RCMP Detachment
(403) 556-3324

Public Consultation on the Draft Strategic Plan to establish a RCMP Transparency and Trust Multi-Stakeholder Forum

Questions and Answers

Q: Why is it important that I participate?

A: Public trust in policing is essential to ensure the RCMP is an organization that is more open, trusted, efficient, and responsive. We recognize that a key component in achieving these goals is community participation, including our responsibility to collaborate and reflect on community insights in the development of our policy instruments and governing bodies.

Q: When I log on to PlaceSpeak, is the RCMP collecting my private information?

A: No, the RCMP will not be collecting private information, but only opinions and ideas from members of the public who wish to participate in the consultation without any link to identifiable information. PlaceSpeak commits and is architected to segregate the private information you use to create your account from feedback that you provide in consultations.

For information on the RCMP's privacy practices, please contact:

[RCMP Access to Information and Privacy Branch](#)

atipb@rcmp-grc.gc.ca

Q: What will the RCMP do with my comments and feedback?

A: Your valuable comments and feedback will be used to guide draft policies, programs, and services of the RCMP. We will keep communities informed on decisions and recommendations made promptly through this consultation on our RCMP web page (coming soon).

Q: How long will the RCMP keep my comments and feedback?

A: At minimum, the RCMP will retain comments and feedback obtained through the public consultation tool in accordance with the retention period set out for the type of document under review.

Q: Do I have to register with PlaceSpeak to provide my comments?

A: Yes, it is a requirement to identify that participants are actual people from a Canadian community. PlaceSpeak's key purpose is to connect you with proponents of consultation in your area that require

verification that you reside within specific boundaries. Private information is never shared with, or displayed to, other visitors or users of the site. PlaceSpeak provides preferences for you to control how your private information is shared on the site and who can see your residential location.

Q: Who is leading this work in the RCMP?

A: In 2021 the RCMP created an Open Government and Data Governance directorate, dedicating full-time resources to the advancement of Open Government at the RCMP. At its core, the Open Government and Data Governance directorate's work is to advance our collective efforts of enhancing trust in our data (Data and Information Governance) and trust in our organization (Open Government / Enterprise Transparency). Transparency at the RCMP, enabled by an Open Government / Enterprise Transparency approach, offers up opportunities to enhance accountability, foster trust, drive innovation and change, enhance services and policies, foster evidence-based decision making, nurture community policing and become a more efficient and responsive public safety organization as a whole.

Q: Who do I contact if I am having issues with the consultation tool?

A: PlaceSpeak provides access to a direct messaging chat box to ask your questions. In addition, you can send your questions through the Contact Us page, by email to info@placespeak.com or by phone at 1-844-907-6977.

Q: What is the purpose of the Transparency and Trust Multi-Stakeholder Strategic Plan?

A: As committed in [Canada's 5th National Action Plan on Open Government](#), the RCMP has developed a draft strategic plan to establish its own Transparency and Trust Multi-Stakeholder Forum. The strategic plan provides readers with context around the global, national, and organizational necessity of a consultation body. It outlines the mandate, role, and next steps in its implementation.

Merissa Penner- President Reed Ranch PTAC - Parent Teacher Advisory Council
33007 Rge Rd 280 Mountain View County, Alberta T4H 4B6
Phone: 403-556-2429

65



On Behalf of the Reed Ranch Playground Committee

THANK YOU!!

REED RANCH

January 10th, 2025

PUBLIC SCHOOL

To all our Generous Donors & Sponsors,

As the New Year of 2025 begins, I look back and am so grateful that we were able to fulfill our goal to get our New Playground installed in the Fall of 2024! There are still some final finishing details but the students were able to play on it for the first time Oct 31st.

On behalf of the Reed Ranch School Parent Advisory Council and the Playground Committee, I want to thank you for the exceedingly generous contribution to our playground project! Your support was an important contribution to our fundraising and completion of this new space for students to enjoy. In total we were able to raise over \$190,000 of monetary donations and in-Kind donations to complete the project!

Please SAVE THE DATE May 29th 2025, for an official Playground Grand Opening and Thank You Event. We will be inviting all of our donors, which of course includes you, to come join us as we do a ceremonial ribbon cutting and reveal our Sponsor & Donors Sign that will be installed this spring. All levels of sponsorship will be listed on this plaque and we would like to have a great turnout that day. More details about this event will be sent out at a later date.

Once again I wish to convey our utmost thanks for your support! This project came together over many years and with much support from our community families and businesses, the staff and students at Reed Ranch and from Chinook's Edge School Division and with much help from BDI Play Designs out of Medicine Hat. We were continuously overwhelmed with gratitude from all those who supported us to make this Playground a realization.

Thank you again!

Merissa Penner

President Reed Ranch PAC



Students Enjoying the Playground for the First Time! Oct 31, 2024



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR116914

January 20, 2025

Her Worship Judy Dahl
Mayor
Town of Olds
4512 - 46 Street
Olds, AB T4H 1R5

Dear Mayor Dahl:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Olds has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2024/25 ACP in support of your Regional Recreation Strategy – Phase 2 project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

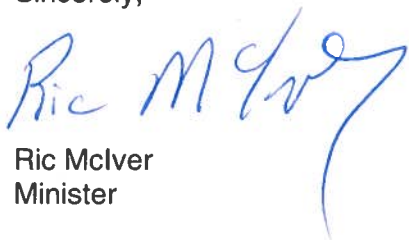
The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Ric McIver
Minister

cc: Honourable Devin Dreeshen, MLA, Innisfail-Sylvan Lake
Honourable Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Honourable Nathan Cooper, MLA, Olds-Didsbury-Three Hills
Robb Stuart, Mayor, Town of Bowden
Richard Warnock, Mayor, Town of Sundre
Douglas Lagore, Official Administrator, Village of Cremona
Angela Aalbers, Reeve, Mountain View County
Brent Williams, Chief Administrative Officer, Town of Olds
Arno Glover, Chief Administrative Officer, Town of Bowden
Linda Nelson, Chief Administrative Officer, Town of Sundre
Karen O'Connor, Chief Administrative Officer, Village of Cremona
Jeff Holmes, Chief Administrative Officer, Mountain View County



ALBERTA
AFFORDABILITY AND UTILITIES

*Office of the Minister
MLA, Lethbridge-East*

AR9403

January 31, 2025

Her Worship Judy Dahl
Mayor
Town of Olds
4512 - 46 Street
Olds AB T4H 1R5
admin@olds.ca

Dear Mayor Dahl:

Thank you for your November 28, 2024, letter regarding the disparity between rural and urban electrical transmission and distribution costs in Alberta.

Transmission rates in Alberta are determined differently from distribution rates. Transmission facility owners recover costs through a transmission tariff, which is shared by all transmission users according to their proportionate use of electricity. Residential consumers pay their portion of transmission charges through their distribution provider, and these charges do not vary substantially based on where consumers live.

However, as you have noted, distribution charges do vary between service areas and distributions service providers. This is largely due to the difference in how much it costs to provide service in each service area. This inequity in distribution costs has led our government to consider how it can help improve affordability for customers located in rural Alberta.

On December 10, 2024, our government announced updates to be made to the *Transmission Regulation* in spring 2025 to ensure the province's rate payers will no longer be burdened with the full cost of building new transmission lines. Instead, costs for new transmission infrastructure will be assigned on a cost-causation basis going forward.

Our government is looking at ways to improve system costs, including those associated with transmission and distribution.

Sincerely,

Nathan Neudorf
Minister

November 28, 2024

Honourable Nathan Neudorf
Minister of Affordability and Utilities
Vice-Chair of Treasury Board
204 Legislature Building
10800-97 Avenue
Edmonton, Alberta T5K 2B6

SENT VIA EMAIL:

Au.minister@gov.ab.ca

Re: Rural Electrical transmission and distribution charges

Dear Minister Neudorf,

I trust this letter finds you well. On behalf of Olds Town Council, I am writing to advocate urgent action to address the inequity between rural and urban Albertans in relation to delivery charge disparities within utility distribution costs.

Currently, distribution costs vary significantly based on location and consumption patterns. Rural residents bear disproportionately higher rates due to lower population densities and the longer distances required to connect customer sites. This disparity unfairly penalizes rural Albertans, who often have fewer options and less flexibility when it comes to utility services.

The added financial burden on rural residents is deeply concerning, particularly in a time of economic challenges. All Albertans, regardless of where they live, should have equitable access to utilities at comparable rates. The current system places undue strain on rural communities, exacerbating the existing economic divide between urban and rural areas.

We urge your ministry to explore and implement policies that promote fairness and affordability in utility distribution costs. This could include reviewing current rate structures, considering cost-sharing mechanisms, or introducing subsidies for rural distribution to ensure a more balanced approach.

Thank you for your attention to this pressing matter. The Town of Olds is committed to working with your ministry to find solutions that support all Albertans equitably. We welcome the opportunity to discuss this issue further and contribute to meaningful change.

Respectfully,



Her Worship
Mayor Judy Dahl



Request for Decision
Chief Administrative Officer Report
February 10, 2025

RECOMMENDATION

That the Chief Administrative Officer Report be accepted for information.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue. Our community is supported and enabled through skillful governance. Our thriving community is built on strong and collaborative relationships. Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

- 1. Municipal Government Act Division 9, Part 6, Section 208(1)

BACKGROUND

One of the Chief Administrative Officer’s responsibilities is to advise and inform the council on the operations and affairs of the municipality. CAO Williams will present his monthly report to council for their information.

FINANCIAL CONSIDERATIONS Operating Capital Not Applicable

KEY MESSAGES

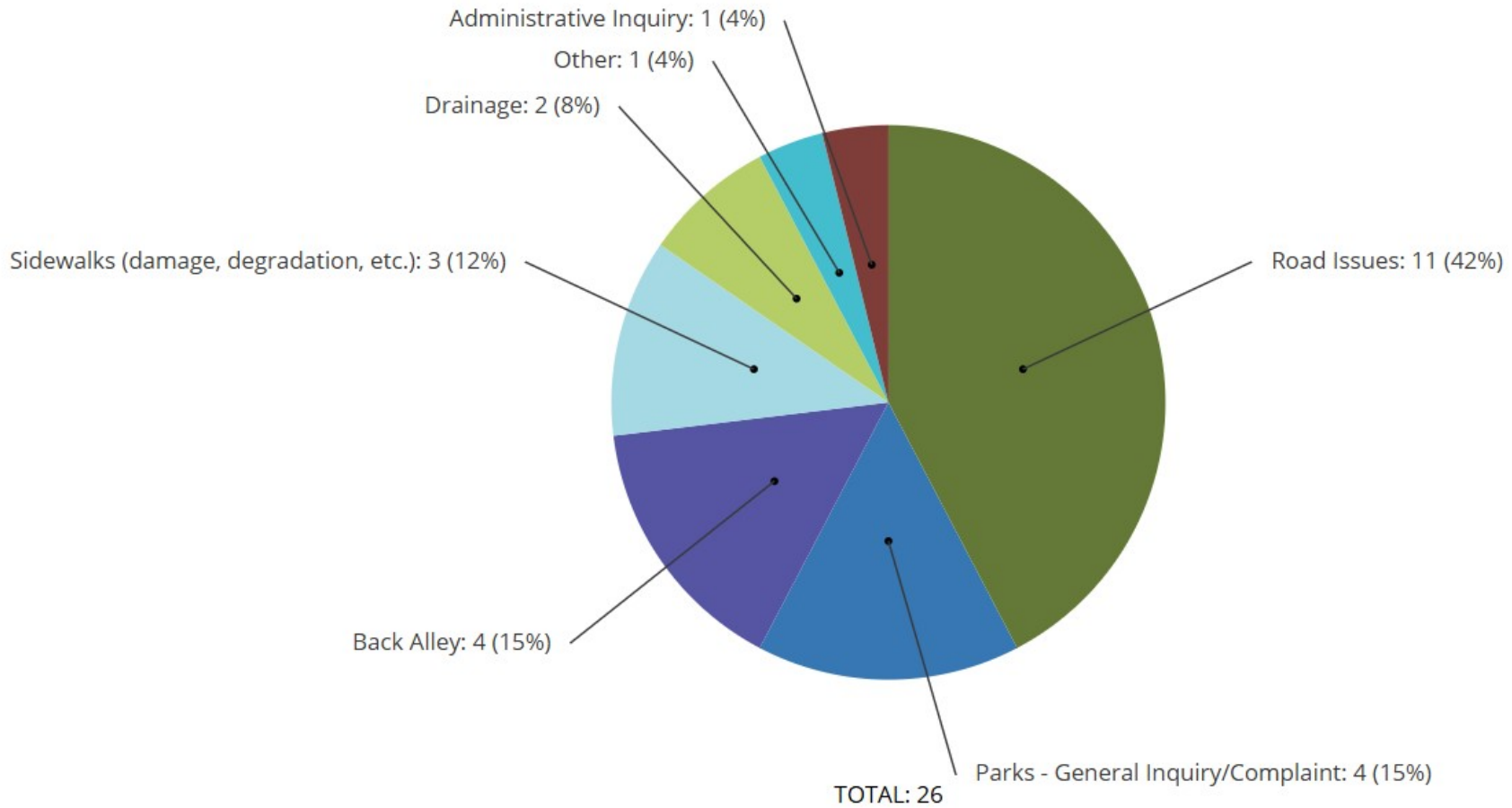
A Chief Administrative Officer’s responsibility is to advise and inform the council on the operations and affairs of the municipality. The CAO Verbal Report is meant to provide information to Council that is more routine in nature and does not require a decision from Council.

ATTACHMENTS

- 1. Report a Problem Summary (January)
- 2. Action List

Created By: Chylla Nault	Date: January 29 , 2025
CAO Review: Brent Williams	Date: January 31, 2025

Report a Problem Summary:
January 1- January 31 2025



Council Action Items

Motion	Item	Date Added	Status	Note
N/A	Test case on BCC's and a rotation plan for the next electoral term	Monday, October 28, 2024	Incomplete	
24-475	The CAO to prepare annually, during operating Budget, an estimate of provincial downloaded costs (including carbon tax) for Council's consideration	Nov. 12/24	Complete	Integration into future budget process
24-477	The CAO to provide capital lifecycle information during relevant capital budget deliberations	Nov. 25/24	Complete	Integration into future budget process
24-502	The CAO to request from OML management a summary of impacts to OML service levels and/or programming as a result of \$10k 2025 operating budget increase being removed/denied	Dec. 9/24	Incomplete	