

# Getting on the Council Agenda

To have an item placed on a Council Agenda, you may write a letter and address it to:

Mayor and Council  
c/o Council & CAO Assistant  
Town of Olds  
4512 46 Street  
Olds, Alberta  
T4H 1R5

You may mail your letter to the above address or deliver it to Town Office; fax it to (403) 556-6537; or email to [legislative@olds.ca](mailto:legislative@olds.ca).

## What to include in your letter to Council

Address your letter to Council outlining the subject to be discussed. The letter should be typed or legibly written, and should include the name of the writer and be delivered so that it arrives at least five days before the scheduled Council meeting. If representing an organization, include the organization's name, mailing address, daytime phone and fax number and email address if available. Please outline the details of your request providing background information or any other details you feel will be helpful in presenting your information to Council. If it is your desire to address the Council Meeting, please include in your letter the name of the person who will be speaking to Council.

## How much notice is required?

Your written request to have an item placed on a Council Agenda must be received at Town Office no later than 1.00 pm at least five days before the scheduled Council Meeting.

## What types of issues does Council consider?

Items brought to Council meetings vary widely. Issues may include petitions, delegations or a variety of other concerns.

## Are all requests to have an item discussed at a Council meeting granted?

Depending on the nature of the item you would like discussed, Administration may be able to handle your request and it may not need to proceed to a Council Meeting.

## When will the issue be discussed?

Once your letter has been received and reviewed, Administration will contact you, either by telephone, letter or email to provide information regarding your request to have your item placed before Council.

## When are Council Meetings held?

Town Council meets the second and fourth Monday of each month. All Regular Council meetings are open to the public (except meetings dealing with matters covered under section 197 (1)(2) of the Municipal Government Act, e.g. personnel), and unless advertised otherwise, meetings begin at 1.00 pm on Second Mondays and at 7.00 pm on Fourth Mondays in Council Chambers at Town Office.

## Are Council Meetings open to the public?

Yes. You are welcome to attend all Regular Council Meetings.