

CHIEF
ADMINISTRATIVE
OFFICER'S
OFFICE
1000

Town of Olds

POLICY STATEMENT

Title: Expenditures	Policy No: 1001
Authority: Council	Supersedes: n/a
Approval: Motion #99-317, June 28, 1999	Effective Date: June 28, 1999
Policy Statement: Council will provide for the appropriate planning and accountability for expenditures by the Town of Olds.	
Purpose: To establish guidelines and procedures to facilitate the need for expedient access to products, goods and services at competitive prices in a responsible and accountable manner; and to provide guidelines to accommodate unbudgeted expenditures.	

Town of Olds

PROCEDURE

<p>Title: Expenditures</p> <p>Procedure: Purchasing and Unbudgeted Expenditures</p>	<p>Policy No: 1001 Procedure: 1001-01 Supersedes: n/a</p>
<p>Authority: Council</p> <p>Approval: Motion #99-317, June 28, 1999</p>	<p>Effective Date: June 28, 1999</p>
<p>1.0 Policy Statement (as adopted by Council):</p> <p>Council will provide for the appropriate planning and accountability for expenditures by the Town of Olds.</p>	
<p>2.0 Key Areas of Responsibility:</p> <p><u>Action To Take:</u></p> <p>1. <u>General</u></p> <ul style="list-style-type: none"> i) The Town will obtain bids from local suppliers, if available. ii) Expenditures will be planned where possible in order to maximize volume purchasing opportunities. iii) Bid results are available to the public: <ul style="list-style-type: none"> a) upon opening if opened publicly, or b) upon award. <p>2. <u>Expenditure Bid General Information</u></p> <ul style="list-style-type: none"> i) For the purpose of this policy, the following bid options can be utilized, as applicable: <ul style="list-style-type: none"> a) verbal bids b) written bids c) tenders d) requests for proposals ii) Where verbal bids or written bids are requested, staff shall ensure that the same information and deadline is given to each person bidding. 	<p><u>Responsibility:</u></p> <p>Town of Olds</p>

- iii) Verbal/written bids require the following information to be recorded:
- a) the name of the firm quoting the price
 - b) the name of the person quoting the price
 - c) the manufacturer and model of item(s) offered
 - d) the unit price
 - e) the payment terms (prompt payment discounts, 2%, 5% - 10 days, etc.)
 - f) the projected date of delivery
 - g) the time and date of the communication
 - h) the name of the Town employee involved in the communication; this information shall be retained and shall be filed with the invoice received.

iv) Analysis of Tenders

The following factors presented without any priority, shall be used to evaluate all bids received:

- Price based on the same FOB location, same currency and with discounts applied.
- Record of a bidder's previous performance on quality, service and delivery.
- Ability of the bidder to meet the requirements of the bid request regarding quality, specifications, delivery and service.
- Standardization of goods to reduce inventory and future costs.
- Bulk purchasing through larger quantities, cumulative quantities or bulk packaging.

v) The use of products that contain recycled material, are recyclable or reusable is encouraged.

vi) The Town reserves the right to reject any and all bids for any cause or reject all bids without cause.

vii) The following are guidelines to be

Town of Olds

used for Tender Openings:

- a) tender opening will take place in the Town office unless otherwise stipulated.
- b) Tenders shall be opened in public with Town representatives consisting of two or more of the following:
 - Chief Administrative Officer or designate
 - Department Head initiating tender
 - Recording Secretary
 - Engineer or Architect (if applicable)

CAO or Designate

Department Head

Recording Secretary,
Engineer or Architect

3. Verbal Bids

- i) Generally used for minor operational expenditures.
- ii) Provides for an informal, convenient and easily-accessed bid process.
- iii) Accessed by a telephone call or in attendance with a supplier.
- iv) Written summary of bids shall be provided with Town copy of purchase order.

4. Written Bids

- i) Generally used for non-minor expenditures.
- ii) Provides for a relatively simple process that renders written documentation.
- iii) Includes fax bids, letters or any written document acceptable to the Town.
- iv) May be initiated by a public advertisement and/or invitation. If by advertisement, shall be a minimum of one advertisement in a newspaper.
- v) A copy of all bids shall be attached to the Town copy of the purchase order.

5. Tenders

- i) Generally used for the following:
 - a) The purchase of larger volumes of supplies and equipment

<p>involving larger sums of money.</p> <p>b) Contracting of various repair services to buildings.</p> <p>c) New construction of municipal facilities or infrastructure.</p> <p>d) Projects where tenders are required as a condition or legal stipulation.</p> <p>ii) Public notification of the tender call shall be provided by a minimum of a once-a-week advertisement for two consecutive weeks in a newspaper.</p> <p>iii) If a bid deposit is required, a certified cheque payable to the Town of Olds in the amount specified in the tender request, shall be submitted with the tender.</p> <p>iv) A bid deposit will be forfeited to the Town if the successful bidder fails to accept the award of tender within 30 days.</p> <p>v) If a Performance Bond is required, the successful bidder shall submit it to the Town following the award of tender within the time specified and the Performance Bond will be retained by the Town until the terms of the tender are complete. The Performance Bond will be forfeited to the Town if the successful bidder fails to comply with the terms and conditions of the award.</p> <p>vi) When required by the terms of the award tender, an insurance certificate evidencing required insurance coverage, and if required naming the Town as an additional insured, shall be submitted within the time specified.</p> <p>vii) Copies of all documents for a tender shall be available at the Town Office for viewing.</p> <p>viii) All tenders shall be sealed prior to submission and will be date-stamped, including the time when received.</p> <p>ix) Each request for a tender shall provide a clearly defined specification or description of the goods or services</p>	<p>Successful Bidder</p>
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- a) Meets the requirements of the Internal Trade Agreement.
- b) Is user friendly and convenient for the Town.

8. Application

- i) For the purpose of this policy, expenditure values reflect the total cost which includes all applicable charges, fees and taxes.
- ii) For the purpose of this policy, expenditures shall be classified into two categories:
 - a) Operational
 - b) Capital
- iii) Operational Expenditure:
 - a) Expenditures up to \$500.00 require no bids.
 - b) Expenditures from \$501.00 to \$1,000.00 require a minimum of two verbal bids.
 - c) Expenditures from \$1,001.00 to \$10,000.00 require a minimum of two written bids.
 - d) Expenditures exceeding \$10,000.00 require a minimum of two written bids by public advertisement. Options include tender or RFP at the discretion of the CAO.
- iv) Capital Expenditures
 - a) Expenditures less than \$15,000.00 require two written bids by public notification.
 - b) Expenditures greater than \$15,000.00 require tender or RFP call.
- v) Exclusions
 - a) Where the arrangement or purchase is an extension of any existing contract or arrangement.
 - b) Where the goods or services are available only from a single supplier or vendor.
 - c) In cases of emergency.

<p>9. <u>Awarding of Bids/Tenders/RFP's</u></p> <p>i) Expenditure awarding limits shall be established as follows:</p> <p>a) Operational Expenditures</p> <ul style="list-style-type: none"> • Up to \$5,000.00 – approval by Director • Over \$5,000.00 – approval by CAO <p>b) Capital Expenditures</p> <ul style="list-style-type: none"> • Up to \$50,000.00 – approval by CAO • Over \$50,000.00 – approval by Council <p>ii) All bids accepted must be within budget utilizing the low bidder or Council shall approve.</p> <p>iii) Council approval required for:</p> <ul style="list-style-type: none"> a) Unbudgeted expenditures. b) Capital expenditures exceeding \$50,000.00. c) Expenditures where low bidder is not recommended. 	<p>Director</p> <p>CAO</p> <p>CAO</p> <p>Council</p>
<p>10. <u>Unbudgeted Expenditures</u></p> <p>i) Are defined as expenditures not included in any budget.</p> <p>ii) The three types of unbudgeted expenditures referred to in this policy are:</p> <ul style="list-style-type: none"> a) Emergencies. b) Expenses the Town is legally obligated to pay. c) Expenses which are otherwise authorized by Council. <p>iii) This policy does not apply if Council includes an emergency contingency fund or if the unbudgeted expense can be accommodated within the current budget.</p>	<p>Council</p>
<p>11. <u>Emergency Expenditures</u></p> <p>i) For the purpose of this policy, emergency expenditure is defined as a situation in which the Town must expend money in order to protect people or property and which there is</p>	<p>Town of Olds</p>

	<p>adequate time for Council to give its prior authorization for the expenditure, and the expenditure will result in an over-budget situation.</p> <p>ii) In emergency situation defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$25,000.00 without the need to tender or obtain bids on the sole authority of the Chief Administrative Officer. During the emergency, spending in the excess of \$25,000.00 is to be approved by Mayor or Deputy Mayor, or in the absence of both, any Councillor and Chief Administrative Officer or Director of Disaster Services without the need to tender or obtain bids.</p> <p>iii) The Chief Administrative Officer shall report to Council within a reasonable time after authorizing the emergency expenditure (no longer than three weeks).</p> <p>iv) The contents of the reports shall include the following:</p> <ul style="list-style-type: none"> a) A description of the emergency, including commencement and conclusion dates. b) The threat posed by the emergency. c) The reasons there was inadequate time for Council to give prior authorization. d) The nature and amount of each expenditure. <p>12. Amounts Legally Required</p> <p>i) Shall be defined as amounts legally required to be paid by:</p> <ul style="list-style-type: none"> a) Written legislation of the Town's Legal Council. b) By order of a court or Queen's judicial tribunal. c) By order of the Government of Alberta Council. d) Any other legal order or directive 	<p>CAO Director of Disaster Services Mayor or Deputy Mayor</p> <p>CAO</p>
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<p>the Town has an obligation to pay.</p> <p>ii) Once the Chief Administrative Officer has verified the obligations, the CAO or those designated by the CAO shall be authorized to make the expenditure and shall report to Council within a reasonable time (no longer than three weeks).</p> <p>iii) The contents of the report shall include:</p> <ul style="list-style-type: none"> a) The nature of the obligation. b) The method of verifying that the obligation exists. c) Nature and amount of the expenditure. d) Date obligation paid. <p>iv) If the amount is to be paid on the strength of a legal opinion, the Chief Administrative Officer shall ensure that the opinion and all discussions with legal council are kept confidential by discussing the matter with Council in private.</p> <p>v) The Chief Administrative Officer's report in its entirety, may be required by law to be kept confidential.</p>	<p>CAO</p> <p>CAO</p>
<p>13. <u>Amounts Otherwise Authorized</u></p> <p>i) Generally Council can otherwise authorize expenditures outside the operating and certified budgets bylaw or resolutions.</p> <p>ii) Exceptions include:</p> <ul style="list-style-type: none"> a) Loads in excess of statutory limits. b) Spending grants or loans that are made for a specific purpose or for some purpose other than the one specified. c) Unauthorized investments. <p>iii) Otherwise authorized expenditures will only be made if:</p> <ul style="list-style-type: none"> a) The Chief Administrative Officer provides verification of the need for the expense, or 	<p>Council</p> <p>CAO</p>

b) The expenditure relates to Sections 11-12.	
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Town of Olds

POLICY STATEMENT

Title: Town Owned Property	Policy No: 1002
Authority: Council	Supersedes: N/A
Approval: Resolution No. 00-354	Effective/Approved Date: August 14 th , 2000
Policy Statement: Section No. 6 of the Municipal Government Act (MGA), gives a Council natural persons powers, which would include the right to sell property. Section No. 70 of the (MGA) states the Town may sell its property at a price equal to, or greater than, market value without advertising the intention to sell the property.	
Purpose: The Town of Olds shall have the right to accept or reject any offer on any Town owned property. All sales are subject to Council approval.	

Town of Olds

PROCEDURE

<p>Title: Town Owned Property</p> <p>Procedure: Sale of Town Owned Property</p>	<p>Policy No: 1002 Procedure: 1002-01 Supersedes: n/a</p>
<p>Authority: Council</p> <p>Approval: Resolution No. 00-354</p>	<p>Effective/Approval Date: August 14th, 2000</p>
<p>1.0 Policy Statement (as adopted by Council): Section No. 6 of the Municipal Government Act (MGA), gives a Council natural persons powers, which would include the right to sell property. Section No. 70 of the (MGA) states the Town may sell its property at a price equal to, or greater than, market value without advertising the intention to sell the land.</p>	
<p>2.0 Key Areas of Responsibility: Action To Take</p> <p>1. Listing: The Town may choose to put its property on the market and ask for offers without stating a listing price; or the property may be listed with the listing price which shall be equal to, or greater than the market value.</p> <p>2. Properties: When the Town owns two (2) or more properties that are adjacent to each other and a purchaser wants to buy two (2) or more of the adjacent properties, the Town shall ask for offers without stating the listing price. When considering an offer, the Town may take into account the market value of the properties, if they were consolidated into one parcel, provided the purchaser is planning to consolidate the parcels and develop them as one property.</p> <p>3. Offer When an offer is made for two (2) or more adjacent lots to be consolidated into one parcel, the offer must include the type of development or business proposed for the parcel, the timing for the development on the parcel and the scope size and type of the improvements planned for the parcel.</p> <p>4. Sale Agreement The Town may include a mutually agreeable roof stage deadline in the sale agreement. If the purchaser does not reach the agreed roof stage deadline, the Town shall have the right to purchase the lots(s) back at the original purchase price. The Town shall have the right to accept or reject any offer on any Town owned property.</p> <p>** All sales are subject to Council approval.</p>	<p><u>Responsibility:</u></p> <p>Chief Administrative Officer</p> <p>Development Officer</p>

TOWN OF OLDS		POLICY STATEMENT	
DEPARTMENT	CHIEF ADMINISTRATIVE OFFICER OFFICE	DEPT. NO.	1000
POLICY TITLE:	BOARD, COMMISSION, COMMITTEE, TASK FORCE APPOINTMENTS / RECOGNITION	POLICY NO:	1003
AUTHORITY:	COUNCIL	SUPERSEDES:	NONE
ORIGINAL APPROVAL DATE:	August 23, 2004	MOTION NO.	04-290
AMENDED DATE:		MOTION NO.	

Policy Statement:

Appointments of Town Council members to the Town's boards-commissions-committees-task forces are made annually at the organizational meeting. In keeping with respective bylaws and provincial legislation, Town Council appoints, at the last regular Council meeting held in October, public-at-large members (see eligibility and 2 m) to such municipal boards-commissions-committees-task forces, either in an advisory capacity or by statutory requirement. Upon resignation or completion of at least one term of service, the Town honours public-at-large members.

ELIGIBILITY	
<p>To be eligible for appointment as a public-at-large member of a Town board-commission-committee-task force, applicants must be:</p> <ol style="list-style-type: none"> 1. of the full age of 16 years; and 2. Canadian citizens or landed immigrants or people on a work or student permit. 	

PROCEDURES	Mayor and Council
<p>1. Appointment of Council Members</p> <ol style="list-style-type: none"> a) Appointment of Council Members to the Town's boards-commissions-committees-task forces is coordinated by the Mayor b) Appointments are ratified at each October Council organizational meeting. 	
<p>2. Appointment of Public-at-Large Members</p> <ol style="list-style-type: none"> a) The Administrative Assistant to the CAO and Mayor and Council maintains a current record of all appointments to various municipal boards-commissions-committees-task forces and expiry dates and residency of each member. 	Administrative Assistant to the CAO and Mayor

<p>b) Each August, those members whose terms are expiring, but who are eligible for reappointment are asked by the Administrative Assistant to the CAO and Mayor and Council, in writing, to provide written confirmation of their interest in reappointment within a specified time frame established for the receipt of applications.</p>	<p>Assistant to the CAO & Council</p>
<p>c) Early in September, a notice outlining the number of board-commission-committee-task force appointments required for the upcoming year is published in the local newspapers, posted on the Town's website and posted at most Town facilities by the Administrative Assistant to the CAO and Mayor and Council.</p>	<p>Assistant to the CAO & Council</p>
<p>d) Application forms, available at the Town office or on the Town website, completed by eligible applicants are accepted throughout the year and are retained on file for six months for consideration when vacancies occur.</p>	<p>Assistant to the CAO & Council</p>
<p>e) Applicants to any board-commission-committee-task force are strongly encouraged to attend at least one meeting of the board-commission-committee-task force they are applying for and to receive an overview on the roles and responsibilities of a board-commission-committee-task force member.</p>	<p>Application Review Committee</p>
<p>f) If a vacancy is created prior to completion of the term or before June 30th the vacancy may be filled from applications received to date for that particular board-commission-committee-task force or the vacancy may be advertised. The Administrative Assistant to the CAO and Mayor and Council, will contact the Chairman of the respective board-commission-committee-task force to determine if the vacancy needs to be filled immediately or if it can wait to be filled through the annual process. The process outlined below for the Application Review Committee to follow in filling vacancies shall be respected. Any vacancy occurring after June 30th will only be filled through the annual process.</p>	<p>Assistant to the CAO & Council</p>
<p>g) The Application Review Committee is made up of the Director of Corporate Services and the Town Administrative Liaison from the respective board or their designate.</p>	<p>Application Review Committee</p>
<p>h) The Application Review Committee for each respective board-commission-committee-task force meets to consider all applications received and may conduct interviews of any or all of the applicants if they feel it is required. Those applicants reapplying to serve another term may not be required to attend an interview, however, their service as members is considered with all other applications received.</p>	<p>Application Review Committee</p>
<p>i) Part of the review of the application shall be contact with the Chair of the respective board-commission-committee-task force to determine if that the applicant attended at least one meeting of the board-commission-committee-task force they are applying for and received an overview on the roles and responsibilities of a board-commission-committee-task force member and to identify any concerns or comments the Chair may have about the applicant.</p>	<p>Application Review Committee</p>

<p>j) Following the review of the applications (and interviews of all the applicants if conducted) for that particular board, the Application Review Committee reviews that person's qualifications and determines if that person would make a good member to that board. Each candidate is graded on a scale from 1 to 5 (1 being low and five being high) on that person's interest, experience and background for that board. There is no voting and the Application Review Committee will discuss on who to recommend to Council based on the application, the questions and responses heard at the interview and the input from the Chair of the respective board-commission-committee-task force. All applications received shall be presented to Council along with the recommendations of the Application Review Committee.</p> <p>k) Each year in October, Town Council considers the public-at-large appointments to various boards-commissions-committees-task forces for the upcoming year as recommended by the Application Review Committee.</p> <p>l) Town Council makes all appointments at the last regular Council meeting in October. All appointments shall be for a two-year term except as required by statute or if the appointment is to fill a vacancy then the appointment shall be for the remainder of the two-year term. If the remainder of the two year term is less than six months Council may make the appointment for the remainder of the two year term and a subsequent two year term. Half the members of each board-commission-committee-task force will be appointed each year.</p> <p>m) In making the appointments, Council shall ensure that a minimum of $\frac{2}{3}$ of the members of each board-commission-committee-task force are Town residents.</p> <p>n) Within four working days following Council making the appointments, those applicants appointed by Council are advised in writing by the Administrative Assistant to the CAO and Mayor and Council of the appointments made by Council. Attached to the letter of appointment shall be a copy of the Terms of Reference for the respective board-commission-committee-task force.</p> <p>o) Within four working days following Council making the appointments, those applicants not appointed by Council are advised in writing by the Administrative Assistant to the CAO and Mayor and Council, thanked for applying and advised their application will be held on file for a period of six months and reconsidered if a vacancy occurs during that six month period.</p>	<p>Application Review Committee</p> <p>Mayor & Council</p> <p>Mayor & Council</p> <p>Assistant to the CAO & Council</p>
<p>3. Recognition of Public-at-large members</p> <p>a) A letter of appreciation from the Mayor is presented at a public Town Council meeting following:</p> <p>i) expiration of term of service; or</p>	<p>Assistant to the CAO & Council</p>

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<ul style="list-style-type: none"> ii) resignation following a minimum of 12 months of service; or iii) involuntary resignation due to employment or health changes. b) The presentation is made within 30 days of resignation or expiration of term of service. c) If the public-at-large member is unable to attend a Town Council meeting within 30 days of resignation or expiration of term of service, the letter of appreciation from the Mayor will be delivered to the public-at-large member unless the public-at-large member has moved away in which case it will be mailed. 	<p>Mayor & Council</p>
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Town of Olds

Your Partner in Opportunities

4512 46 St, Olds AB T4H 1R5 ph 556-6981 fax 556-6537

Board / Commission / Committee / Task Force APPLICATION

READ THE FOLLOWING:

The personal information requested on this form is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPP). If you are appointed to a Committee, your name will be disclosed. If you have any questions with respect to the collection or release of this information, please contact the Director of Corporate Services at Town Office.

Eligibility -to be eligible for appointment as a public-at-large member of a Town Board / Commission / Committee or Task Force, applicants must be: of the full age of 16 years; and a Canadian Citizen or landed immigrant or on a work or student permit.

PLEASE PRINT CLEARLY

Last Name

First Name

Address, including Postal Code

Residence Phone

Day Time Phone

Business Phone

SEEKING APPOINTMENT TO: (name of Board / Commission / Committee / Task Force)

1. _____

2. _____

BACKGROUND INFORMATION / RE-APPLICATION

Provide a brief outline of your experience/education/interest in this area of volunteerism OR explanation for reapplication.

WHY DO YOU WISH TO SERVE ON THIS/THESE COMMITTEE(S)?

LENGTH OF APPOINTMENT- is a two year term, except as required by statute or if the appointment is to fill a vacancy.

LENGTH OF RESIDENCE

In the town of Olds _____ years

In the Olds area _____ years

Signature

Date

Completed applications must be return to the Town Office, Attention: "Assistant to the Mayor & CAO", 4512 46th Street, Olds, AB by the advertised deadline of _____, _____ at 4:30 p.m.

Town of Olds

POLICY STATEMENT

Title: Creation, Maintenance and Retention of the Town of Olds Bylaws	Policy No: 1004 Procedure: 1004-01 Supersedes: N/A
Authority: Council Approval: February 28, 2005	Effective Date: February 28, 2005
<p>Policy Statement: The Town of Olds has a legal duty to create, maintain and retain an Official Record of the business of the Town Council. Meeting Minutes, Agendas and Bylaws form the Official Record of the Town of Olds.</p> <hr/> <p>Purpose: To define a process for the creation, maintenance and retention of Bylaws, as required by the Municipal Government Act of Alberta.</p>	

Town of Olds

PROCEDURE

<p>Title: Creation, Maintenance and Retention of the Town of Olds Bylaws</p> <p>Procedure: Administrative Procedure Re: Bylaws</p>	<p>Policy No: 1004 Procedure: 1004 - 01 Supersedes: N/A</p>
<p>Reviewed by CAO & Directors: February 8, 2005</p> <p>Authority: Council Approved: February 28, 2005</p>	<p>Effective Date: immediately</p>
<p>1.0 Policy Statement</p> <p>The Town of Olds has a legal duty to create, maintain and retain an Official Record of the business of the Town Council. Meeting Minutes, Agendas and Bylaws form the Official Record of the Town of Olds.</p>	
<p>2.0 Creation of a Bylaw</p> <p>General</p> <ol style="list-style-type: none"> 1. The Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26, Division 9, Part 6, Section 208 provides for the performance of major administrative duties, those duties include the safe keeping of municipal bylaws. 2. Town of Olds is committed to ensure the official record of Council is created, maintained and preserved as required by Statute. 3. An electronic 'Bylaw Index' shall be created and maintained on the Shared Directory. <p>The Bylaw Index reflects the issuance of bylaw numbers, in sequence. Each bylaw number will reflect the current four digit year and will start at number 01. (ie: 2005-01; 2005-02 etc.)</p>	<p><u>Responsibility:</u></p> <p>CAO</p> <p>Chief Administrative Officer</p> <p>Assistant to Mayor & CAO</p>

<p>4. Each bylaw number issued and recorded in the Bylaw Index will accurately indicate the bylaw name.</p>	<p>Assistant to Mayor & CAO</p>
<p>5. An employee designated to create a bylaw will request a bylaw number from the Assistant to Mayor & CAO.</p>	<p>Designated Employee</p>
<p>6. Each time a bylaw is considered and read by Town Council the date of that consideration will be recorded in the Bylaw Index under the issued bylaw number.</p>	<p>Assistant to Mayor & CAO</p>
<p>7. When a Public Hearing is held in respect of a bylaw, the date of the Public Hearing shall be recorded in the Bylaw Index under the issued bylaw number. Advertising dates & Ministry approval date shall also be recorded.</p>	<p>Assistant to Mayor & CAO</p>
<p>8. Upon issuance of a bylaw number a blue legal file folder shall be labelled with the bylaw number and the complete bylaw name. A pink 'Bylaw Tracking Sheet' shall be placed in the folder. The purpose of the tracking sheet is to create a historic log of events and distribution of the bylaw at final adoption.</p>	<p>Assistant to Mayor & CAO</p>
<p>9. The bylaw folder shall be provided to the employee charged with creating the bylaw.</p>	<p>Assistant to Mayor & CAO / Designated Employee</p>
<p>10. All research and correspondence directly related to the creation and consideration of the bylaw shall be placed in the bylaw folder, including any media advertising.</p>	<p>Designated Employee</p>
<p>11. Upon final adoption of the bylaw the complete folder shall be returned to the Assistant to the Mayor and CAO.</p>	<p>Designated Employee</p>
<p>12. All reading dates and public hearing date shall be inserted into the bylaw and the bylaw shall be presented to the Mayor and C.A.O. or their designate(s) for execution.</p>	<p>Assistant to Mayor & CAO</p>

<p>13. The fully executed bylaw shall be distributed as needed and posted on the Town's website.</p>	<p>Assistant to Mayor & CAO</p>
<p>14. A photocopy of the fully executed bylaw shall be placed in a Bylaw Binder as a working copy.</p>	<p>Assistant to Mayor & CAO</p>
<p>15. Should the Bylaw affect another bylaw such as, amending or repealing, a photocopy of the Bylaw shall be placed with the bylaw to which it is amending or repealing.</p>	<p>Assistant to Mayor & CAO</p>
<p>16. A 'Bylaw Data-base' shall be created and maintained as a read only file on the Shared Directory and permit word searches.</p> <p>The Bylaw Data-base shall permit specific word searches to locate a bylaw by topic. The Bylaw Data-base will include notations for repealed and / or amended bylaws and shall be updated on a regular basis.</p>	<p>Assistant to Mayor & CAO</p>
<p>17. The fully executed original bylaw shall be blue-cornered or backed and placed in the legal file folder, which will then be placed in the Bylaw Cabinet for retention.</p>	<p>Assistant to Mayor & CAO</p>
<p>18. If Council should defeat a bylaw, the date Council defeated the bylaw shall be recorded in the Bylaw Index. The Assistant to the Mayor & CAO is required to retrieve the bylaw file and close the bylaw file, making related notes. The closed bylaw file shall be placed in the Bylaw File Cabinet for retention. A copy shall also be placed in the Bylaw Binder.</p>	<p>Assistant to Mayor & CAO</p>
<p>Retention:</p>	
<p>19. All bylaws are to be permanently retained, including, defeated, amended and repealed bylaws.</p>	<p>Assistant to Mayor & CAO</p>
<p>Consolidation:</p>	
<p>The Municipal Government Act provides the authority for the consolidation of bylaws. In consolidating bylaws, all amendments are incorporated into one bylaw, and all amendments are duly noted.</p>	<p>Assistant to Mayor & CAO</p>

TOWN OF OLDS		POLICY STATEMENT	
DEPARTMENT:	Chief Administrative Officer	DEPT. NO.	Administration
POLICY TITLE:	Donations	POLICY NO.	1005
AUTHORITY:	CAO	Procedure	1005-01
ORIGINAL APPROVAL DATE:	June 12, 2006	MOTION NO.	06-261
AMENDED DATE:	February 26, 2007	MOTION NO.	07-080
REVIEW DATE	January 8, 2008		

Policy Statement:

The Town may:

- provide a monetary donation to a not-for-profit group for an event or program they are sponsoring/hosting in the Town and that has a positive benefit to the community.
- lend certain furnishings to local groups that will assist them in hosting their local event.
- provide relief on facility user fees for newly formed youth and student groups.
- provide promotional items to groups.

Town of Olds

PROCEDURE

Title: Donations	Policy No: 1005 Procedure: 1005-01 Supersedes: n/a
Procedure: Donations	Effective Date: June 12, 2006
Authority: Chief Administrative Officer	
Approval: Motion no. 06-261 June 12, 2006 Amended: Motion no. 07-080 – Feb 26, 2007	
1.0 Policy Statement Policy Statement: The Town may: <ul style="list-style-type: none"> • provide a monetary donation to a not-for-profit group for an event or program they are sponsoring/hosting in the Town and that has a positive benefit to the community. • lend certain furnishings to local groups that will assist them in hosting their local event. • provide relief on facility user fees for newly formed youth and student groups. • provide promotional items to groups. 	
2.0 Purpose: To delineate eligibility for receiving a donation from the Town.	

KEY AREAS OF RESPONSIBILITY	RESPONSIBILITY
1. REQUESTS FOR A DONATION a) All requests for a donation must be made in writing and provide supporting details that the event is an benefit to the Town of Olds. b) A not-for-profit_group must be sponsoring the event and this group must make the written application for the funding. c) A detailed budget showing proposed revenues and expenditures for the event must be submitted. An audited financial statement or financial review, for the previous year, may be required. d) Applicant is to provide, with the application, a statement declaring how any surplus/profits will be used.	COMMUNITY GROUP DIRECTOR OF CORPORATE SERVICES COMMUNITY GROUP DIRECTOR OF CORPORATE SERVICES COMMUNITY GROUP DIRECTOR OF CORPORATE SERVICES

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- e) Provincial and National competitions may be eligible for a donation.

2. APPROVAL OF REQUESTS FOR A DONATION

- a) All requests for a donation received by the Town shall be reviewed by Administration to ensure the request includes the information required as stated in the policy (i.e. evidence they are a not-for-profit group, economic benefit is clearly stated, detailed budget includes all revenues and expenditures for the event, audited financial statement for the event from the previous year) before the request is presented to Council.
- b) Council shall make the decision on approval of all requests for a donation.

2. REQUESTS FOR DONATION OF FACILITY USER FEES

- c) Newly formed youth and student groups may be eligible to apply for reduced facility user fees up to 15% of the current subsidized rate, provided they show a statement of need and that the registration fees are in line with similar groups in the region. The reduction in fees generally shall only apply to the first season of operation for the group but based on evidence of additional need may be reduced for up to two further years. The group may apply for reduced facility fees for up to 10% of the current subsidized rate for their second year of operation and up to 5% of the current subsidized rate for their third year of operation.
- d) All other requests for reducing or waiving of facility user fees are not eligible. These include but are not limited to regular scheduled programs like regular season games, dance classes, playoff games, Figure Skating Carnival, local and regional dance competitions, exhibition games and special events.
- e) Notwithstanding the above, Council may give consideration to a fee reduction or waiving of fees for the use of Town Facilities for benefit games / events where funds are being raised to assist an individual or family in need.

4. REQUESTS FOR DONATION OF FURNISHINGS

- a) The Town may lend tables, chairs, bleachers, and barricades to local groups for events at no charge. The

DIRECTOR OF CORPORATE SERVICES

COUNCIL

COMMUNITY GROUP
DIRECTOR OF CORPORATE SERVICES

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DIRECTOR OF COMMUNITY SERVICES
DIRECTOR OF OPERATIONAL SERVICES

