

Presenting to Council

To have an item placed on a Council Agenda, please submit a written request addressed to **Mayor and Council**.

How to Submit Your Request

- **Email:** legislative@olds.ca
- **Mail or In-Person:** Town of Olds, 3501 70 Avenue, Olds, AB, T4H 1L7

Delegations & Submissions

In accordance with **Procedural Bylaw**, the following rules apply to all submissions:

- **Deadline:** Requests must be received by 1:00 PM at least five days prior to the meeting.
- **Content:** Include a clear summary of the topic, relevant background, and the name of the spokesperson.
- **Time Limits:** Delegations are typically allotted 10 to 15 minutes, followed by questions from Council if required.

Approval of Delegations

All requests are reviewed by Legislative Services and the Mayor. Some matters may be administrative in nature and may be referred to the appropriate department for more efficient resolution.

The Mayor is the approving authority for delegation requests. Legislative Services will contact you to confirm whether your request has been approved and scheduled. If not approved, staff will follow up to discuss next steps.

When are Council Meetings held?

Unless advertised otherwise, meetings are held in **Council Chambers at the Town Office (3501 70 Avenue)**.

- **Regular Council Meetings:** Held the **second and fourth Monday** of each month at **1:00 PM**.
- **Committee of the Whole (CotW) Meetings:** Held at **1:00 PM** on the following 2026 dates: Feb 2, April 6, June 1, August 4 and October 5.

Statutory Holiday Exception: In the event that a scheduled meeting falls on a Monday that is a Statutory Holiday, the meeting will be held on the following day (Tuesday) at the same time and location, unless otherwise posted.

Public Attendance: All meetings are open to the public. As per *Section 197 of the Municipal Government Act (MGA)*, Council may move to a "Closed Session" only to discuss confidential matters such as personnel, legal advice, or land disclosures.

Your Right to be Heard

While the public has the right to attend meetings of Council, participation is managed through the delegation process to ensure meetings remain efficient and respectful. There are no questions permitted from the floor.

Meeting Decorum and Expectations

To ensure respectful and productive meetings, the following expectations apply to all delegations and attendees:

For Presenters:

- Presentations must be respectful, focused, and relevant to the approved topic.
- Comments should be directed through the Chair and not to individual members of Council, staff members, or the audience.
- Disruptive behaviour, inappropriate language, or personal attacks will not be permitted.
- Presenters are expected to adhere to the allotted time limits.

For Council and Attendees:

- All presenters will be treated with courtesy and respect.
- Council members may ask questions for clarification but will not engage in debate with presenters.
- Audience members must remain quiet and respectful during presentations.

The Chair has discretion to interrupt and/or conclude presentations should decorum and expectations be unsatisfactory.

Privacy Disclosure & ATIA

Please be advised that all correspondence addressed to Mayor and Council becomes part of the public record. In accordance with the *Access to Information Act* (formerly FOIP), your letter—including your name and the nature of your request—will be published in the Agenda Package and made available on the Town's website. Personal contact information like your home phone number or email address is generally redacted to protect your privacy, but the substance of your message is public.