

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
Town of Olds
3501 70 Avenue
Olds, Alberta
T4H 1L7

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.

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 delivered so that it arrives at least five days before the scheduled Council meeting. If representing an organization, please 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 p.m. 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 concerns.

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

Depending on the nature of the item you would like to discuss, 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. Unless advertised otherwise, meetings begin at 1:00 p.m. on the second Monday and on the fourth Monday in the Council Chambers at Town Office.

Are Council Meetings open to the public?

Yes, the public is welcome to attend all Regular Council Meetings. The **Municipal Government Act**, specifically Section 197 (1), states that council and council committees must hold their meetings in public.

Please note that a meeting or part of a meeting may be closed to the public if the matter being discussed falls under an exception to public disclosure, as outlined in the **Access to Information Act** (ATIA).