

TOWN OF OLDS

Bylaw 2025-17

BEING A BYLAW OF THE TOWN OF OLDS ESTABLISHING A COMMITTEE OF THE WHOLE

WHEREAS Section 145 of the Municipal Government Act, R.S.A. 2000 c.M-26 (the Act) and amendments thereto provides that a council may pass bylaws in relation to the establishment and functions of council committees as well as procedures to be followed by council committees.

AND WHEREAS, Section 146 of *the Act* provides that a council committee may exist entirely of councillors.

AND WHEREAS, the Council of the Town of Olds considers it expedient to establish a Committee of the Whole to support and facilitate the achievement of the Town's Strategic Plan, vision, and goals.

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

BYLAW TITLE:

1. This Bylaw may be referred to as the '**Committee of the Whole Bylaw.**'

DEFINITIONS

2. In this bylaw, words have the meanings set out in *the Act* and the Procedural Bylaw, except that in the context of this Bylaw, "the Committee" and "COTW" means Committee of the Whole.

STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

3. The purpose of this Bylaw is to establish the mandate, functions, and procedures of Committee of the Whole.

GENERAL RULES AND SPECIAL PROVISIONS

Composition:

4. The Committee of the Whole is comprised of each member of the Town of Olds Council.
5. A permanent Standing Committee of Council.

Staff Support:

6. The Chief Administrative Officer (CAO), or their designate, is the principal advisor to the Committee of the Whole. Attendance of specific municipal staff is at the discretion of the CAO.

Purpose:

7. Provide strategic oversight of progress of Council's Strategic Plan and monitor Council-established priorities, ensuring that programs and services authorized by Council are consistent with Council's Strategic Plan and that strategic objectives are being met.
8. The purpose of the Committee of the Whole is to:
 - (a) Receive updates on emerging and ongoing projects and initiatives.

- (b) Meet principally as a forum for discussion rather than a decision-making arena, enabling all Committee members to discuss key items without the requirement to make a decision.
- 9. The key for the Committee is to keep the focus on the broader and more strategic items. The Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forward as a recommendation to Council. Discuss and debate policy matters to formulate recommendations to Council.

Frequency of meetings:

- 10. To be determined at the Annual Organizational Meeting. The frequency and timings of the COTW meetings may change as circumstances dictate with the majority approval of the COTW members.

Chair:

- 11. The meetings are to be chaired by the current Deputy Mayor

Regulations:

- 12. Committee meetings are to comply with the Act, as well as adhere to the Town of Olds Procedural Bylaw.
- 13. The Committee meetings shall be open to the public.
- 14. The Committee may receive public presentations and delegations from individuals, groups, organizations, or external agencies, by appointment only.
- 15. The Committee may determine to close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
- 16. The Chief Administrative Officer (or designate) and the Chair will ensure that meeting agendas and produced in accordance with the Town of Olds Procedural Bylaw. Minute recordings will take place at each meeting of the Committee and be maintained as an Official Record of the Town of Olds.

Order of Business:

- 17. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 - 1. Call to order
 - a) Added Items
 - b) Adoption of the agenda
 - 2. Adoption of Previous Minutes
 - 3. Presentations and Delegations
 - 4. Business
 - 5. CAO Report/Information Session
 - 6. Adjournment
- 18. The order of business established in the foregoing paragraph shall apply unless Council determines otherwise, by a majority vote of the members of Council present. A vote

upon a matter of priority shall be decided without debate.

19. The committee may make the following motions: to postpone to a certain time or date, recommend, refer, refer to Council, and approve or adopt.

Motions:

20. A motion to postpone to a certain time or date:

- (a) Is used if the Committee would prefer to consider an item later in the same meeting or at another meeting; and
- (b) Is debatable only as to the advisability of the postponement and is amendable only as to the time specified.

21. A motion to recommend:

- (a) Is used to make a recommendation to Council for consideration on a pending item;
- (b) Is debatable; and
- (c) May be amended.

22. A motion to refer:

- (a) Is used to refer any motion to the appropriate Council Committee or to Administration for investigation and report; and
- (b) Is debatable and amendable only as to the body to which the motion is referred and the instructions on the referral.

23. A motion to refer to Council:

- (a) Is used to refer a pending item to Council for decision without a recommendation;
- (b) Is not debatable; and
- (c) May not be amended.

24. A motion to approve or adopt:

- (a) Is used to adopt the Agenda of the Meeting; and
- (b) Is used to approve the Minutes of a prior Meeting.

Limits to Discussion:

25. There is no limit on the number of times a member may speak to an item; and
26. Informal discussion of an item is permitted when no motion has been made.

Quorum:

27. MGA quorum requirements will prevail.

Repeal:

28. Bylaw 2024-01 is hereby repealed, and all amendments thereto are hereby repealed.

Read a first time the 14th day of October 2025.

Read a second time the 14th day of October 2025.

Unanimous consent was given for third reading on the 14th day of October 2025.

Read a third and final time the 14th day of October 2025.



Judy Dahl,
Mayor



Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer on the 15th day
of October 2025

TABLE OF CONSOLIDATION FOR BYLAW No 2008-21:

September 8, 2008	Town of Olds Bylaw No. 2008-21 Policies and Priorities Committee
October 27, 2008	Town of Olds Bylaw No. 2008-25 Policies and Priorities Amendment
January 12, 2009	Town of Olds Bylaw No. 2009-03 Policies and Priorities Amendment
March 14, 2016	Town of Olds Bylaw No. 2016-04 Policies and Priorities Amendment
December 18, 2017	Town of Olds Bylaw No. 2017-23 (consolidating all 4 existing P&P bylaws)
October 28, 2019	Town of Olds Bylaw No. 2019-26 (repeals 2017-23)
October 11, 2022	Town of Olds Bylaw No. 2022-20 (repeals 2019-26)
January 22, 2024	Town of Olds Bylaw No. 2024-01 (repeals 2022-20)