

# **TOWN OF OLDS**

## **BYLAW NO. 2026-27**

### ***BEING A BYLAW OF THE TOWN OF OLDS, IN THE PROVINCE OF ALBERTA, TO GOVERN SUBSTANTIAL INFORMATION REQUESTS MADE BY MEMBERS OF COUNCIL.***

**WHEREAS** pursuant to Section 153 and Section 207 of the *Municipal Government Act*, RSA 2000, c M-26, as amended, Council may pass bylaws respecting procedures and administrative interactions;

**AND WHEREAS** recent provincial amendments permit Council to pass a bylaw defining and regulating Substantial Information Requests to ensure effective governance, fiscal responsibility, and reasonable allocation of administrative resources;

**NOW THEREFORE** the Council of the Town of Olds duly assembled enacts as follows:

#### **1. SHORT TITLE**

1.1 This Bylaw may be cited as the "**Substantial Information Request Bylaw**".

#### **2. PURPOSE**

2.1 The purpose of this Bylaw is to support Councillors in obtaining the information they need to fulfil their duties under the Act, while ensuring that decisions about significant use of Town resources are made by Council as a whole.

#### **3. DEFINITIONS**

3.1 "**Act**" or "**MGA**" means the *Municipal Government Act*, RSA 2000, c M-26, as amended.

3.2 "**Chief Administrative Officer**" or **CAO** means the individual appointed by Council to the position of Chief Administrative Officer pursuant to the Act, or their designated delegate.

3.3 "**Council**" means the Council of the Town.

3.4 "**Councillor**" means a duly elected member of the Council, including the chief elected official.

3.5 "**Routine Information Request**" means an inquiry by a Councillor that is not considered a substantial information request.

3.6 "**Substantial Information Request**" means any request for information, research, analysis, or legal opinions submitted by an individual member of Council to the CAO that:

- (a) Requires more than two (2) cumulative hours of administrative staff time to research, compile, analyze, or prepare;

(b) Involves unbudgeted financial expense (e.g., third-party legal, engineering, or consulting fees); or

(c) Requires a material alteration to planned administrative priorities, operational workloads, or service delivery schedules.

3.7 **"Town"** means the municipal corporation of the Town of Olds.

#### **4. APPLICATION AND SUBMISSION**

4.1 All requests for information from members of Council will be directed to the CAO.

4.2 Upon receiving a request for information from a Councillor, the CAO will make an initial determination, in good faith, of whether a request is Routine or Substantial and will advise the Councillor of the reasons. Where the Councillor disagrees, the Councillor may refer the matter to Council, whose decision is final.

4.3 If the CAO determines that a request is a Routine Information Request, the CAO shall fulfil the request in the normal course of business in accordance with the Act.

4.4 Except has provided herein and in section 208.1 of the Act, nothing in this Bylaw limits a Councillor's right to obtain information under section 153 of the Act.

#### **5. COUNCIL CONSIDERATION OF A REQUEST**

5.1 If the CAO determines that an inquiry constitutes a Substantial Information Request, the CAO shall notify the requesting Councillor in writing within three (3) business days, providing an estimate of the required staff time and operational impact.

5.2 The requesting Councillor, following the process established by Council, may bring forward a motion requesting that Administration respond to the Substantial Information Request.

5.3 Administration will prepare a response to a Substantial Information Request upon a resolution of Council directing it to do so, and Council may set the scope, priority, and timeline.

#### **6. DISTRIBUTION AND REPORTING**

6.1 When the CAO prepares a response to a Substantial Information Request, the CAO shall provide the response to the requesting Councillor and, subject to section 6.3, shall provide the same response to all other Councillors at the same time. Where providing it at the same time is not practicable, the CAO shall provide it within 72 hours of providing it to the requesting Councillor.

6.2 The CAO will include a summary of all Substantial Information Requests received, approved, or pending as part of routine CAO reporting to Council.

6.3 Despite sections 4.3 and 6.1, the CAO:

(a) shall not provide information, or shall provide it only in redacted form, where disclosure is prohibited or restricted under the *Access to Information Act*, SA 2024, c A-1.4, the *Protection of Privacy Act*, SA 2024, c P-28.5, or any other enactment;

(b) may provide information that is subject to solicitor-client privilege, litigation privilege or any other legal privilege only in a way that keeps the privilege intact, including by providing it in a closed session of Council or marking it as privileged and confidential;

(c) may withhold information from a Councillor who has declared a pecuniary interest in, or is an adverse party to, the matter the information relates to;

(d) shall mark as confidential any information that may be considered in a closed session under the Act, and Councillors shall treat that information as confidential in accordance with their duties under the Act; and

(e) shall advise the requesting Councillor, and Council where the response is distributed under section 6.1, of the general nature of any information withheld or redacted under this section and the reason for doing so.

## **7. SEVERABILITY AND COMING INTO FORCE**

7.1 Should any provision of this Bylaw be held invalid by a Court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

7.2 This Bylaw shall come into force and take effect on the date of third and final reading.

Read for a first time the 13<sup>th</sup> day of October 2026.

Read for a second time the 13<sup>th</sup> day of October 2026.

Received Unanimous Consent for presentation of third reading the 13<sup>th</sup> day of October 2026.

Read for a third and final time the 13<sup>th</sup> day of October 2026.

### **SIGNATURE LINE**



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Dan Daley, Mayor



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Brent Williams, Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer on the 14<sup>th</sup> day of October 2026.