

TOWN OF OLDS

Council and Council Committee Meetings Procedures

Bylaw 2026-31

BEING A BYLAW OF THE TOWN OF OLDS TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL MEETINGS AND COUNCIL COMMITTEE MEETINGS AND OTHER BODIES ESTABLISHED BY THE TOWN OF OLDS COUNCIL

WHEREAS under the authority of and subject to the provisions of the *Municipal Government Act*, Statutes of Alberta 2000, Chapter M-26, and amendments thereto, a municipal Council is authorized to pass bylaws regarding the procedure to be used for Council and Council Committees;

NOW THEREFORE: The Council of the Town of Olds, in the Province of Alberta, duly assembled, hereby enacts the following rules and regulations to provide for the orderly conduct of all meetings of Council and Council Committees.

BYLAW TITLE

This bylaw may be cited as the "**Procedural Bylaw.**"

DEFINITIONS

1. "Act" means the *Municipal Government Act*, Statutes of Alberta 2000, Chapter M-26 as amended or repealed and replaced from time to time.
2. "Adjourn" used in relation to any Meeting, except a Public Hearing, means to terminate the Meeting.
3. "Administration" means the employees of the Town of Olds.
4. "Agenda" means the items of business of a Meeting and the associated reports, bylaws or other documents and includes the order of business and time for said Meeting.
5. "Alternate" means a member appointed to a BCC to act in the absence of its primary member.
6. "Annual Organizational Meeting" means the meeting Council must hold not later than two (2) weeks after the 3rd Monday in October, as provided in the Act.
7. "BCC" means a board, committee, or commission to which members of the public and elected officials are appointed at the Town of Olds Annual Organizational Meeting, and/or as required throughout the year.
8. "By-Election" means an election not held at the same time as other constituencies and is held to fill the vacancy caused by death or resignation of a Council member.
9. "Call the Question" means to request debate be ended and a vote called.

10. "Chair" or "Chairperson" means the Mayor, Deputy Mayor or other Person who has authority to preside over a Meeting.
11. "Chief Administrative Officer" (CAO) means the Person appointed to the position of Chief Administrative Officer by the Council of the Town of Olds and includes any Person that the Chief Administrative Officer may appoint as their designate for purposes of carrying out responsibilities under this Bylaw and further includes any Person that may be appointed to act in the absence of the Chief Administrative Officer.
12. "Council" means elected officials of the Town of Olds, including Mayor and Councillors.
13. "Councillor" means a member of Council and includes the chief elected official.
14. "Council Committee or Committee" means a committee consisting entirely of Councillors or a combination of Councillors and other Persons. Council Committee does not include an Assessment Review Board established under section 454 of the Act or a Subdivision and Development Appeal Board established under section 627 of the Act.
15. "Council Meeting" means any regular, special, or other Meetings of Council or of a Council Committee.
16. "Closed Session" means a portion of the Meeting at which only Members of Council and other Persons designated by Council may attend.
17. "Delegation" means a Person or group of Persons wishing to appear before Council to address a specific matter.
18. "Deputy Mayor" means the Person appointed to function as Mayor in the absence or incapacity of the Mayor.
19. "Display Material" means any sign, banner, placard, symbol, apparel, print material, or audio-visual display intended or designed to advocate for, promote, criticize, or influence a political, social, ideological, or commercial cause, position, candidate, or organization.
20. "Electronic Means" means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the meeting.
21. "Inaugural Meeting" means the first Meeting of Council after a general election which shall be held on the date and time established at the previous year's Annual Organizational Meeting.
22. "Legislative Clerk" means the Person assigned to record Minutes of Meetings.
23. "Mayor" means the Person elected as the chief elected official.
24. "Meeting" means a meeting where all Members are eligible to attend, and Quorum is maintained throughout the Meeting.
25. "Member" means a member of Council duly elected and continuing to hold office or a member of a Committee duly appointed by Council.
26. "Minutes" means the record of decisions of any Meeting recorded in the English language without note or comment.
27. "Motion" means a proposal for action on a matter that is brought before Council or a Committee pursuant to this Bylaw.

28. "Municipality" means the Town of Olds, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Town of Olds.
29. "Notice of Motion" means advance notice given by a Councillor of their intention to introduce a Motion at a subsequent Meeting, for the purpose of having that Motion placed on the Agenda of that Meeting.
30. "Oath of Office" or "Solemn Affirmation" means the official oath prescribed by the Act.
31. "Pecuniary Interest" means a matter that could monetarily affect a Member or an employer of the Member, or the Member knows or should know that the matter could monetarily affect the Member's family.
32. "Person" means any Person, firm, partnership, association, corporation, company, or organization of any kind.
33. "Point of Information" means a Member can ask a question that is not related to procedure. The goal of the question should be to gain more information or to bring up information that must be considered before other motions.
34. "Point of Order" means a demand by a Member that the Chair enforce the rules of procedure and call to attention any departure from the Procedural Bylaw.
35. "Point of Privilege" refers to all matters affecting the rights and immunities of Council collectively or the position and conduct of members of Council on their respective character as elected representatives.
36. "Postpone" means to set a matter aside to be addressed at a time later than first scheduled and when applicable set a date for the matter to come forward.
37. "Public Hearing" means a public Meeting of Council convened for the purpose of hearing matters on a proposed bylaw or Resolution, matters pursuant to the MGA, or any other enactment, or any other matter at the direction of Council.
38. "Quorum" means the minimum number of Members that must be present at a Meeting for business to be legally transacted as set out in the Act. If there is a vacancy on Council and the Council is not required to hold a By-Election under the Act, Quorum shall consist of the majority of the remaining Councillors that comprise Council.
39. "Recess" means an intermission or breaks within a Meeting that does not end the Meeting and after which, proceedings are immediately resumed at the point where they were interrupted.
40. "Resolution" means a motion passed by Council or a Council Committee.
41. "Robert's Rules of Order" is a manual of parliamentary procedures.
42. "Special Council Meeting" means a Meeting called by the Mayor whenever the Mayor considers it appropriate to do so, and in accordance with the Act.
43. "Urgent Items" shall mean a time-sensitive or urgent item that is added to a previously distributed Agenda in accordance with this Bylaw.

STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

44. The purpose of this bylaw is to establish clear, consistent, and accessible rules for conducting business at Meetings, for Members, Administration, and the public to follow

and participate in governing the Municipality, and for Council in establishing Council Committees.

GENERAL RULES AND SPECIAL PROVISIONS

45. This Bylaw shall govern all regular Meetings, Special Meetings, Public Hearings, Annual Organizational Meetings, Council Committee of the Whole Meetings and any other Meetings as may be directed by Council.
46. Council Committees shall be established and governed by bylaw approved by Council. Where appropriate, authority is delegated to a Council Committee and such Committee's mandate shall be established by bylaw.
47. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a 2/3 majority vote of Council for the duration of the Meeting.
48. The precedence of the rules governing the procedure of Council is:
 - a. The Act
 - b. Other Provincial Legislation and Regulations
 - c. Town of Olds Procedural Bylaw and any amendments thereto
 - d. Robert's Rules of Order (*current edition*)
49. The Mayor, when present, shall preside as Chair over all Meetings of Council, unless otherwise provided for in this Bylaw.
50. The Deputy Mayor shall Chair Council Meetings when the Mayor is absent or unable to function as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
51. In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor shall assume the Chairperson role and shall have the powers and responsibilities of the Mayor under this Bylaw.
52. All Members of Council including the Chair can make motions and the Chair is encouraged to assist other Members of Council in the wording of motions.
53. Council may only provide direction to Administration via the CAO.
54. A Council may conduct council meeting and council committee meetings by Electronic Means in accordance with s.199(2) of the Act.

55. When establishing the schedule of regular Council Meetings for a general election year, Council may consider whether to schedule regular Council Meetings between nomination day under the Local Authorities Election Act and the first Meeting of Council following the general election.

Official Spokesperson

56. The Mayor, as the chief elected official, is the official spokesperson for the Town and Council on all matters of municipal policy and Council decisions.
57. In the absence or incapacity of the Mayor, the Deputy Mayor shall act as the official spokesperson.
58. Council may, by Resolution, designate another Member of Council as spokesperson for a specific matter.
59. The CAO is the spokesperson for the Municipality on administrative and operational matters.

INAUGURAL MEETING OF TOWN COUNCIL

Oath of Office

60. The first Meeting of Council after a general election shall be held on the date and time established at the previous year's Annual Organizational Meeting.
61. A Councillor does not carry out any power, duty or function until that Person has taken the Oath of Office.
62. The CAO shall call the Meeting to order and shall preside over the Meeting until all Members of Council have made and subscribed to the Oath of Office.
63. Upon completion of every Member of Council present making and subscribing the Oath of Office, the CAO shall immediately retire from the Chair, and the Mayor shall take the position of the Chair.

By-Election

64. Following a by-election, newly elected members will be sworn in at the next regularly scheduled Council meeting.
65. In the event of a By-Election, newly elected officials will be required to complete orientation within 90 days of completion of the By-Election.
66. In the event of a By-Election, the elected official that was appointed as Alternate to the respective BCC will assume the primary seat and the newly elected official will be fully trained and assume the Alternate seat.
67. If no Alternate is named/required by a BBC, Council may appoint an elected official to assume the seat until the next Annual Organizational Meeting held in October, if required.

Notice of Regular Council Meetings

68. The time and date of all regular Council Meetings shall be established at the Annual Organizational Meeting.
69. The Annual Organizational Meeting shall be held on the fourth (4th) Monday in October of each year, unless otherwise authorized by Resolution of Council.
70. Changes by way of Resolution can be made to the date, time, or place of a regularly scheduled Council Meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not in attendance at the Meeting at which the change was made and that notice is given to the public, if possible.

Special Council Meeting

71. Whenever the Mayor deems it appropriate to do so, a Special Council Meeting may be called. At least twenty-four (24) hours' notice shall be provided in writing to each Councillor and the public, stating the purpose of the Meeting and the date, time, and place at which the Special Meeting shall be held.
 - a. Written notice of a Special Council Meeting called under section 194 of the Act, providing 24 hours' notice is attached as Schedule 'A'.
 - b. Written notice to the public shall mean the notice is posted on the Town of Olds website at www.olds.ca and advertised in accordance with the Town of Olds Advertising Bylaw.
 - c. A Special Council Meeting as called under section 194 of the Act, which waives 24 hours' notice to all Councillors and without notice to the public can be held if at least two-thirds of the whole Council agrees to this in writing, before the beginning of the Special Council Meeting.
 - d. Waiver of notice of a Special Council Meeting called under this section is attached as Schedule 'B.'
72. If the Mayor receives a written request for a Special Council Meeting stating its purpose from a majority of the Councillors, a Special Council Meeting shall be held within fourteen (14) days after the date that the Mayor received the written request.
73. No matter other than that stated in the notice calling the Special Council Meeting, may be transacted at the Meeting unless the whole Council is present at the Meeting and the Council agrees to deal with the matter in question.

Commencement of Meeting/Quorum

74. Should a Member of Council arrive late to a Meeting or depart prior to the completion of the Meeting, the CAO, or their designate, shall record the time of arrival and departure of the Councillor.
75. In the case where the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the time set for a Meeting and a Quorum is present, the next Councillor

scheduled to be Deputy Mayor shall assume the Chair of the Council Meeting until the arrival of the Mayor or Deputy Mayor.

76. If a Quorum is not present within thirty (30) minutes after the time set for regular or Special Council Meetings, the CAO, or designate, shall record the names of the Members of Council present, and the Council shall stand Adjourned until the next regular or Special Council Meeting. The Agenda for the Adjourned Meeting will be dealt with at the next regular Meeting unless a Special Meeting is called before or after the next regular Meeting to deal with the business of the Adjourned Meeting. A Meeting cannot proceed without Quorum.

Attendance

77. In accordance with the Act, Councillors are to attend and participate in Council Meetings and Council Committee Meetings.

Electronic Attendance

78. Councillors may attend a Council or Council Committee Meeting through Electronic Means, provided that such Electronic Means permits the Councillor to participate fully in the Meeting. Permitted Electronic Means include:
- a. Telephone with speaker function;
 - b. Personal computer with video and speaker function; or
 - c. Other technology as advancements allows.
79. Electronic attendance by a Council Member must be approved by Council prior to the commencement of the Meeting.
80. Electronic attendance will not be permitted during closed sessions.

Recognition of Presence

81. A Councillor attending a Meeting through Electronic Means must identify themselves by stating their name for the record at the start of the Meeting.
82. A Councillor attending a Meeting through Electronic Means is deemed present for as long as their connection remains active and will be identified at the start of the meeting as attending via Electronic Means.

Criteria for Approval

83. Council may approve attendance via Electronic Means only if the Councillor requesting such approval is experiencing a health issue or personal matter which makes in-person attendance inappropriate or impractical.

Method of Seeking Approval

84. A Councillor may request approval for attendance via Electronic Means by:
- a. Emailing Council with the request; or
 - b. Request approval during a closed session of a Council or Council Committee Meeting, at which time a majority of Council must decide whether to approve the

request or not.

Approval for Consecutive Electronic Attendance

85. If a Councillor wishes to attend more than two consecutive Council or Committee Meetings through Electronic Means, a resolution of Council is required.

Resignation

86. A resignation of a Councillor must be in writing and given to the CAO. The CAO is required to report the resignation at the first Council Meeting after receiving the resignation.

Agenda

87. The Agenda for each Meeting is established by the CAO in consultation with the Mayor and the Legislative Clerk. Agendas are subject to final approval by Council at the beginning of a Council Meeting.
88. All items for inclusion on the Agenda must be submitted to the Legislative Clerk by noon on the Wednesday before the Meeting.
89. The Legislative Clerk will prepare and distribute the Agenda electronically to Council, Administration, and the public (via the Town's website) prior to the Meeting, no later than 12:00 p.m. (noon), no less than three (3) days before the date on which the Meeting is scheduled.
90. Council may remove an item from an Agenda in the Meeting, with 2/3 majority vote of Council supporting the item be removed.

Added / Urgent Items

91. Reports and supplementary materials that have been received too late to be included within the Agenda may, at the discretion of the CAO or Legislative Clerk, be provided to Members in alternative methods determined for dissemination at the Meeting and those materials will be held with the Meeting Minutes.
92. If an item is to be added to a previously distributed Agenda, then the addendum shall pass a test of "urgency" by Council.
93. During the Meeting, should a Member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the addendum by Motion, after which the Council shall vote on the new Agenda item:
- If Council rules that the Motion stands, the item shall be added to the end of the pertinent section of the Agenda as noted and agreed to; or
 - If Council rules that the Motion does not meet the test of urgency, or no written supporting documentation is presented, the item shall be Postponed and added to the next regular Council Meeting Agenda.

94. If the addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council, or a Committee, then the Chair may authorize the addition of Urgent Items to the Agenda. All addition of Urgent Items must be supported by written background information.

ORDER OF BUSINESS

MEETINGS – Regular

95. Typically, the business of the Council intended to be dealt with shall be stated on the Agenda in the following order:
1. Call to order
 - a) Added Items
 - b) Adoption of the Agenda
 2. Adoption of Previous Minutes
 3. Public Hearings
 4. Delegations
 5. Bylaws
 6. Business
 7. Council Reports
 - *All reports must be provided in writing and will come forward at the second regular Council Meeting of each month and will provide elected officials an opportunity to update Council on the activities of the Council Committees or BCCs they sit on, as well as provide updates on community events which a Councillor may be involved in. Verbal updates provided by individual Councillors under this section shall be limited to a maximum of three (3) minutes per member.*
 8. Correspondence and Information
 - *This section contains correspondence and information directed to Council which meets the requirements as defined in the Council Communication and Response Policy and Procedure.*
 9. Chief Administrative Officer Report
 10. Closed Session (if necessary)
 - *any Closed Session documents should be provided and collected within the Closed Session.*
 11. Rise and Report
 - *should be made whenever Council exits a Closed Session.*
 12. Notices of Motion
 13. Adjournment
 - *the Chair may Adjourn the Meeting at the conclusion of the Agenda or call for a Motion if the Agenda is not completed.*

96. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the Members of Council present. A vote upon a matter of priority shall be decided without debate.
97. If there is no item for the Agenda section listed above, then that section shall not be listed on the Agenda.

MEETINGS – Organizational

98. Immediately prior to the call to order of the Annual Organizational Meeting, the seating arrangements of Council shall be determined.
99. The seating of Councillors (excluding the Mayor) shall be determined by each Councillor secretly drawing a number between 1 and 6. The Councillor chairs are also numbered from 1 through 6.
100. The Mayor shall occupy the center seat at the head of the Council table.
101. Council members will alternate between odd and even seats on the west(right) and north(left) side of the Council table.
102. The Chief Administrative Officer and Legislative Clerk will fill the Administrative table on the south side of chambers.
103. At an Annual Organizational Meeting at which all of Council is present, or at the first regular Council Meeting where all of Council is present, Council shall, by Resolution, decide to hold regularly scheduled Council Meetings on specific dates, times, and place for the next twelve-month period. Council does not typically meet from mid July to mid August to allow for summer break.
104. At the Annual Organizational Meeting, Council shall appoint one Member of Council per month to function as Deputy Mayor in the absence or incapacity of the Mayor. The rotation will begin each November.
105. Council may, by Resolution, at a Council Meeting, amend the Deputy Mayor schedule.
106. If a Councillor is appointed to be the Deputy Mayor and if that Councillor does not wish to hold the role of Deputy Mayor, they may request to waive the appointment, and an alternate shall be appointed.
107. At the Annual Organizational Meeting, Council shall review the Council and Council Committee Procedural Bylaw or direct the CAO to conduct a review of these bylaws.
108. The order of business at the Annual Organizational Meeting shall be stated in the Agenda in the following order:
 1. Call to Order

2. Adoption of the Organizational Meeting Agenda
3. Date, time, and location of regular Council Meetings for the next twelve-month period
4. Date, time and location of Committee of the Whole Meetings for the next twelve-month period
5. Deputy Mayor's schedule for the next twelve-month period
6. Appointments of Council Members to BCCs and Council Committees
7. Appointments of public at large members to BCCs or Council Committees
8. Bylaw review
9. Adjournment

109. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the Members of Council present. A vote upon a matter of priority shall be decided without debate.

MEETINGS – Closed Session

110. All Meetings of Council and Council Committees must be held in public, though a portion of a Meeting may be closed to the public pursuant to section 197 of the Act.
111. Council and Council Committees may close all or part of their Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in the ***Access to Information Act (ATIA)***.
112. Before holding a closed Meeting, Council or a Council Committee must adopt a Motion in a public Meeting, and the Motion must include:
- a. A brief description of the topic which will be discussed in Closed Session;
 - b. A listing of the specific section(s) under Exceptions to Disclosure of the ATI Act, which provides the legislative authority to discuss the matters in a Closed Meeting; and
 - c. the time of day the Motion is being made.
113. No Motion will be passed at a Closed Meeting, excluding a reconvening Motion. If an item being considered at a Closed Meeting requires a decision by Council, after returning to the open Meeting, Council shall pass a Resolution embodying its decision.
114. There is no requirement to take notes or Minutes during Closed Sessions. If notes have been prepared, they may be requested as part of an ATIA request. The Municipality has the discretion to refuse to disclose these notes under the ATI Act.
115. When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council. A Council shall have an employee or contractor in attendance for all Closed Sessions. This includes but is not limited to:
- a. The Chief Administrative Officer;

- b. Auditor; or
- c. Solicitor.

Confidentiality of Closed Sessions

- 116. Every Member and Person invited to a Closed Session has a strict duty to maintain the confidentiality of all information, documents, and discussions held during that portion of the Meeting.
- 117. This duty remains in effect as required by the *Municipal Government Act* and provincial privacy legislation even after the matter has been concluded or a Member's term has ended.
- 118. Any Closed Session documents provided to Members shall be collected at the conclusion of the Closed Session to prevent unauthorized disclosure.

Cancellation of Meetings

- 119. Council Meetings may be cancelled:
 - a. by a majority vote of Council at a previous Meeting; or
 - b. with written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and to the public; or
 - c. with the written or oral consent of two-thirds (2/3) of Council if twenty-four (24) hours' notice is not provided to the public.
- 120. Special Meetings may be cancelled:
 - a. by the Mayor, if twenty-four (24) hours written notice is provided to Councillors and the public; or,
 - b. by the Mayor, if less than twenty-four (24) hours' notice is provided, provided that written or oral consent of two-thirds (2/3) of the Councillors has been obtained.

Conduct of Meetings

- 121. Every delegate to Council and each Member of Council shall address the Chair but shall not speak until recognized by the Chair.
- 122. Issues may be debated prior to putting a Motion on the floor. No matter may be voted on by Council unless it is in the form of a Motion.
- 123. The Council may agree to limit debate on any matter before it. A limit may be formalized by a majority vote of Council.
- 124. A Member may move a Motion whether they intend to support it.
- 125. At the request of a Council Member and with the consensus of Council, a person from the public gallery may be permitted to address Council, but only on the topic currently under debate and shall be limited to a maximum of three (3) minutes

126. A Member may withdraw their Motion at any time before voting, subject to there being no objection from any Member of Council.
127. The following Motions are not debatable by Council:
 - a. Adjournment/Recess (Recesses are limited to a maximum of 20 minutes, unless determined otherwise.)
 - b. Point of Privilege / Call the question
 - c. Point of Order / Information
 - d. Postponing the matter to another Meeting
128. Where a Motion under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member of Council so requests or when the mayor or other presiding Chair so directs.
129. A Motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.
130. Motions containing a negative statement shall be avoided whenever possible.
131. In addition to standard motions, Council Committees may utilize specific motions to 'Recommend to Council' or 'Refer to Council' as outlined in their respective establishing bylaws.
132. To the extent that a matter is not addressed within the Act or this Bylaw, Council shall refer to Robert's Rules of Order. In such cases, the decision of the Mayor or other presiding officer on the procedure to be followed shall be final and accepted without debate.
133. **Professionalism and Decorum**
 - (a) Members shall maintain decorum and professionalism in all interactions, treating other Members, Administration, and the public with dignity and respect.
 - (b) No Member shall use offensive or disrespectful language when addressing Council, a Committee, or any individual present.
134. **Respecting Council Decisions**
 - (a) Council acts as a collective body; once a Motion has been decided by a majority vote, the decision is the official position of the Town of Olds.
 - (b) While Members may personally disagree with a decision, they shall respect the democratic process and the collective authority of Council once a Resolution is passed.

Voting

135. A Councillor has one (1) vote each time a vote is held at a Council Meeting at which a Councillor is present.

136. Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.
137. When a vote is called, Council Members attending the Meeting by means of Electronic Means shall be asked to state their name and vote.
138. If there is an equal number of votes for and against a Resolution or bylaw, the Resolution or bylaw is defeated.
139. A Councillor attending a Council Meeting must vote on a matter put to a vote unless the Councillor is required or permitted to abstain from voting under the Act or any other enactment.
140. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the Minutes of the Meeting.
141. A Councillor must abstain from voting on a bylaw or Resolution if the Councillor was absent from the entire Public Hearing or Meeting.
142. A Councillor may choose to abstain from voting on the bylaw or Resolution if the Councillor was only absent for a part of the Public Hearing or Meeting.
143. Before a vote is taken, a Councillor may request that the vote be recorded. When a vote is recorded, the Minutes shall record the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.
144. If a Resolution cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with at the next regular Meeting. If Council is unable to achieve Quorum at any Meeting on an issue due to allowable abstentions, then Council must request from the Minister of Municipal Affairs an order to deal with the issue as outlined in the Act.
145. Where a Councillor declares a Pecuniary Interest or conflict of interest under the Act, that Councillor will remove himself or herself from the room while the matter is being discussed and voted upon. Prior to leaving the room, the Councillor will describe in general terms the nature of the Pecuniary Interest or conflict of interest, which will be captured as part of the Minutes.
146. The Chair of a Meeting should make both in favor and opposed calls when calling for a vote on a Motion.
147. The Chair of a Meeting must verbally announce the results of all votes of Council and the action that will or will not be taken.

General Consent

148. Council may approve the following items by general consent.

- a. Agenda
- b. Minutes
- c. Delegation / Presentations
- d. Departmental Quarterly Reports
- e. Correspondence and Information
- f. Policy with no material changes
- g. Council Reports
- h. Adjournment

Call the Question (Motion to End Debate)

149. Obtaining the Floor: A Member must be recognized by the Chair (have the floor) before they can move to "Call the Question".
150. No Debate on the Motion: Once this motion is made, it must be voted on immediately; it cannot be discussed or debated by Council.
151. Two-Thirds Requirement: Because this motion limits the right of other Members to speak, it requires a **two-thirds (2/3) majority vote** of the Members present to pass.
152. Voting Procedure: The Chair will first ask for a vote on the motion to "Call the Question" by a show of hands.

Effect of a Passed Motion:

153. If the motion passes with two-thirds support:
 - All debate ends immediately.
 - The Chair must immediately call for the vote on the original (pending) motion that was being discussed.
154. Multiple Pending Motions: If there is more than one motion on the floor (such as an amendment to an amendment), the Chair will call for votes on each one in the proper order until all pending matters are decided.

Notice of Motion

155. A Councillor may bring forward any item for Council's consideration by providing a Notice of Motion in accordance with this section.
156. A Notice of Motion must:
 - (a) Be submitted in writing to the Chief Administrative Officer (CAO) or designate no later than 12:00 noon on the Wednesday preceding the regular Council meeting at which the Notice of Motion is to be introduced;
 - (b) Clearly indicate the intent of the motion and any proposed action or direction being requested; and

(c) Include sufficient background information to inform Council discussion.

157. The CAO shall include the Notice of Motion on the next regular Council agenda under "Notices of Motion." No debate shall occur at this stage.

158. A template for a Notice of Motion outlined in this section is attached as Schedule 'C.'

Debate and Decision on a Notice of Motion

159. At the following regular Council meeting (after the meeting at which the notice was given), the motion arising from the Notice of Motion shall be listed as a regular business item on the agenda and may be debated and voted on by Council.

160. Council may:

(a) Adopt the motion as presented;

(b) Amend the motion prior to adoption; or

(c) Defeat or refer the motion to Administration or a Council Committee for further review.

161. The originating Councillor shall have the right to introduce and speak first to the motion.

Waiving Notice

162. A Councillor may bring forward a motion without prior notice, if Council unanimously consents to consider the matter. Such motions shall only be permitted when:

(a) The matter is determined to be urgent in nature;

(b) Sufficient background information is available to support an informed decision; and

(c) The motion does not commit or bind the municipality to significant financial or legal obligations without Administration's input.

163. Council may waive notice by passing a motion to allow the urgent item onto the agenda.

Reconsideration

164. Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any Motion except to the extent that it does not avoid or interfere with such liability or obligation.

165. A Notice of Motion that is requesting Council to reconsider a recent decision of Council requires at least a 2/3rds majority to be successful.

166. For the purposes of this bylaw, a recent decision shall be any decision made within the preceding 6 months.

Administrative Review

167. Upon receipt of a Notice of Motion, the CAO may prepare a brief administrative comment or report to be included when the motion comes forward for debate.
168. If a motion directs Administration to undertake significant work or involves financial implications, Administration may recommend deferral pending a more comprehensive review or report.

Delegations

169. A Person, or a representative of any Delegation, or a group of Persons who wish to bring any matter to the attention of the Council, or who wish to have any matter considered by the Council, shall address a letter or other communication outlining the subject to be discussed. The letter shall be written, signed by the name of the writer, delivered, or mailed to the office of the Chief Administrative Officer so that it arrives at least at 1 p.m. in the afternoon at least five (5) days before the date of the scheduled Meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it must be stated in the communication.
170. Delegations shall be granted fifteen (15) minutes to present the matter outlined in their communication. Where the Mayor or other presiding officer determines that additional time shall be granted to a Delegation, additional time shall be granted in the length specified by the mayor or another presiding officer.
171. Where the Mayor or other presiding officer determines that sufficient time has been granted to a Delegation to present the matter, the Mayor or other presiding officer may limit the length of time granted to the Delegation.
172. Delegations who have not submitted a written letter may be granted by the Mayor or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the Delegation is to be granted time to present the matter as outlined.
173. Council or any Council Committee may require a Person appearing before it or making any claim or submission to it, to do so under oath.

Public Conduct in Council Chambers

174. The Mayor holds the authority to maintain order at all Council meetings, including calling a recess or removing any individual who disrupts proceedings. Any member of the public ordered removed is prohibited from returning for the duration of that meeting.

175. No member of the public or delegation shall Display Material within Council Chambers during a meeting without prior approval of the Chair.

Public Hearing

176. As per section 199 of the MGA, Public Hearings under Part 17 of the MGA are to be conducted by Electronic Means.
177. Council shall hold a Public Hearing when:
- a. Required by the Act;
 - b. Required by any other legislation or regulation; or
 - c. On any other matter at the direction of Council.
178. Council, shall by Resolution, set a time, date and location of a Public Hearing.
179. Unless otherwise approved by Resolution of Council, the following shall represent the procedure to conduct a Public Hearing:
- a. The Chair of a Public Hearing shall declare the Public Hearing open.
 - b. A background shall be provided on the proposed bylaw or Resolution, and such administrative presentation shall be limited to maximum of fifteen (15) minutes, unless an extension is granted by a majority vote of Council.
 - c. Presentations shall be limited to five (5) minutes.
 - d. Persons speaking will be given an opportunity to speak only once.
 - e. Order of presentations shall be as follows:
 - i. Those in support
 - ii. Those opposed
 - iii. Those deemed affected
 - f. Council shall not allow cross-examination of Persons giving information between members of the public; however, Council Members may ask questions of any speaker for clarification purposes
 - g. Persons wishing to speak must state their name and address.
 - h. For clarification purposes, Council may ask questions of the speakers after each presentation.
 - i. **Written submissions will be accepted until the Chair declares the public hearing closed.** The Chair of a Public Hearing shall declare the Public Hearing closed.
180. Where there are no Persons present as speakers, the hearing procedure shall eliminate items c, d, e, f, and g, as listed above.
181. After the close of the Public Hearing, the process of Council is as follows:
- a. Council may pass the bylaw or Resolution;
 - b. Council may make any amendment to the bylaw or Resolution as it considers necessary and proceed to pass it without further advertisement or hearing; or

- c. Council may defeat the bylaw or Resolution.

Minutes

- 182. All Minutes of Council Meetings shall be recorded in the English language, without note or comment.
- 183. The names of the Councillors present at the Meetings shall be recorded as present and the names of the Councillors absent shall be recorded as absent.
- 184. The Minutes of each Council Meeting shall be presented to Council for adoption at the next Council Meeting.
- 185. The CAO, or designate, is responsible for recording and preparing the Minutes of Council.
- 186. A withdrawn Motion or Resolution will not be recorded.
- 187. Amended Motions/Resolutions will show as one Motion or Resolution complete with amendments. The Motions or Resolutions will not be split to show the original and amending Motions or Resolutions separately.

Severability

- 188. Should any provision of the Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

Repeal

- 189. Procedural Bylaw 2025-16 and all amendments thereto are hereby repealed.

Effective Date

Read a first time the 13th day of October 2026.

Read a second time the 13th day of October 2026.

Unanimous consent was given for third reading on the 13th day of October 2026.

Read a third and final time t the 13th day of October 2026.



Dan Daley,
Mayor



Brent Williams,
Chief Administrative Office

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

SCHEDULE 'A'

TOWN OF OLDS

**WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER
THE AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

TO: MAYOR

COUNCILLORS

The Mayor has requested that a special Meeting of Council be held in the
Town of Olds on , commencing at for the purpose of discussing and
acting upon the following item(s) of business:

1.

2.

3.

SCHEDULE 'B'

TOWN OF OLDS

**WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

We, the undersigned members of the Council of the Town of Olds, hereby waive notice of a Special Meeting of Council to be held at _____ in the of the Town of Olds on _____ commencing at _____ for the purposes of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____

SIGNED: (2/3 of the whole of Council must agree to this in writing)

[illegible]

SCHEDULE 'C'
TOWN OF OLDS
NOTICE OF MOTION

Reference: Procedural Bylaw: **Notice of Motion**, Section 1:

A Member of Council wishing to alter, reconsider, or rescind a Motion already passed, or an Action taken at a previous Meeting that does not appear on the Agenda, shall bring the matter forward by a Notice of Motion.

The Notice of Motion shall:

- i. Be considered at a regular Council Meeting preceding the Meeting at which reconsideration of the matter is requested.
- ii. Specify the date of the Meeting when the matter will be brought for reconsideration.
- iii. Indicate, in the substantive portion of the Motion, the Action which is proposed to be taken on the matter.

NOTICE OF MOTION:

Member of Council bringing the Notice of Motion forward: _____

(name)

(Specify the Meeting date)

to bring the following for reconsideration:

The substantive portion of the Motion, the Action which is proposed to be taken on the matter: