

# **TOWN OF OLDS**

## **Bylaw 2026-32**

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

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**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 consist 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" mean 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. The Committee is 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. The Committee provides strategic oversight of Council's Strategic Plan and monitors established priorities. It ensures that programs and services align with the Plan and achieve strategic objectives.
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 authority to commit funds. It discusses and debates policy matters to form recommendations for Council, forwarding any issues requiring further direction.

**Frequency of meetings:**

- 10. Meeting frequency and timing will be determined at the Annual Organizational Meeting and may change as circumstances dictate, subject to majority approval by Committee of the Whole members.
- 11. Committee of the Whole meetings shall automatically adjourn four (4) hours after the called start time, unless a motion to extend the meeting is passed by a majority vote of the members present.

**Chair:**

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

**Regulations:**

- 13. Committee meetings are to comply with the Act, as well as adhering to the Town of Olds Procedural Bylaw.
- 14. The Committee meetings shall be open to the public.
- 15. The Committee may receive public presentations and delegations from individuals, groups, organizations, or external agencies, by appointment only, and such presentations shall be limited to fifteen (15) minutes in duration, excluding subsequent questions from the Committee.
- 16. Public comments on the current debate topic are permitted for up to 3 minutes, subject to Committee approval.
- 17. 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)*.
- 18. The Chief Administrative Officer (or designate) and the Chair will ensure that meeting agendas are 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:**

- 19. The business of the Committee 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

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

21. 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:**

22. 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.

23. A motion to recommend:

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

24. 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.

25. 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.

26. 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:**

27. Members may speak to an item multiple times but must offer new information or perspectives rather than repeating previous comments.

28. Informal discussion is permitted prior to a motion being introduced.

**Quorum:**

29. MGA quorum requirements will prevail.

**Repeal:**

30. Bylaw 2025-17 and all amendments thereto are hereby repealed.

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

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

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

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



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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.

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**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)                         |
| October 14, 2025  | Town of Olds Bylaw No. 2025-17 (repeals 2024-01)                         |
| October 13, 2026  | Town of Olds Bylaw No. 2026-32 (repeals 2025-17)                         |