



**Committee of the Whole Meeting
Regular and Closed Agenda
For Monday, April 7, 2025, at 1 p.m.
to be held in the Council Chambers,
Town Office at 4512 – 46 Street Olds, AB**

The Committee of the Whole Meeting will be conducted in Council Chambers at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and will be live streamed out via the Town of Olds website.

Chair Deputy Mayor – Councillor Walsh

1. Call To Order

1A) Added Items

1B) Adoption of the Agenda

2. Adoption of Previous Minutes

Page 3 2A) Committee of the Whole Minutes of February 3, 2025

3. New Business

Page 6 3A) Spring Budget Adjustments

Page 13 3B) Infrastructure Services Policies

- *701C Encroachment Agreements*
- *703C Certificate of Compliance*
- *704C Civic Addressing*
-

Page 19 3C) Community Services Policies

- *102C Brand Standards*
- *105C Communication and Response*
- *111C Social Media*
- *115C Media Relations*
- *116C Plain Language*
- *117C Engagement*

Page 40 3D) Bylaw 2025-07 Amendment to Procedural Bylaw 2025-03

4. Closed Session

**Item #1 FOIP s.17 Disclosure harmful to business interests of a 3rd party
(Golf Course)**

**Item #2 FOIP S17 Disclosure harmful to business interests of a 3rd party
(Development)**

Item #3 FOIP s21 Disclosure harmful to intergovernmental relations
(*Treasury Board*)

5. Rise and Report

6. Adjournment

CLOSED SESSION INFORMATION:

When Council goes into a **CLOSED SESSION**, for continued participation in the virtual Council meeting: stay online in the live stream meeting platform, and the meeting stream will be replaced by a graphic. When the graphics are removed, that will indicate that the meeting is ready to reconvene.

PRIOR TO ADOPTION

Minutes of the Town of Olds Committee of the Whole (CotW) meeting that was held on Monday, February 3, 2025, at 1:00 p.m. in the Council Chambers, at the Town of Olds Municipal Office, 4512 – 46 Street, Olds, Alberta with the public body present.

ELECTED OFFICIALS:

In the Chair, Deputy Mayor Darren Wilson
Mayor Judy Dahl, Councillor Wanda Blatz, Councillor Dan Daley, Councillor Heather Ryan, and Councillor Harvey Walsh

ABSENT– ELECTED OFFICIALS:

Councillor James Cummings

ADMINISTRATIVE STAFF:

Adrian Pedro, Acting Chief Administrative Officer /Director of Instructure; Guy Lapointe, Director of Community Services and Marcie McKinnon, Legislative Clerk.

1. Call to Order

Deputy Mayor Wilson called the meeting to order at 1:00 p.m.

1A) Added Items

Nil

1B) Adoption of the Agenda

Moved by Councillor Walsh, "to accept the Committee of the Whole Meeting agenda for the Monday, February 3, 2025, at 1:00 p.m. meeting, as presented."

Motion Carried CW25-01

2. Adoption of Previous Minutes

2A) Committee of the Whole Meeting Minutes

Deputy Mayor Wilson confirmed the Committee's consensus to adopt the

- **Committee of the Whole Meeting Minutes of December 2, 2024**

The minutes were adopted as presented by unanimous consensus of the Committee.

Motion Carried CW25-02

3. Presentations and Delegations

3A) Procedural Bylaw Review Committee Recommendations

Councillor Blatz spoke on behalf of the Procedural Bylaw Review Committee and gave a summary of the recommendations.

Committee discussion ensued on the points as noted on the coversheet in the agenda package. After wholesome discussions, the committee supported the recommendations and other edits as proposed with a few minor amendments.

Moved by Councillor Blatz, "that the Committee Accept the Procedural Bylaw Review Committee Recommendations as presented and direct the Chief Administrative Officer to bring forward to a future Council meeting upon completion of legal review."

Motion Carried CW25-03

3B) Secondary Suites Presentation

Mr. James Crozier, Manager of Planning & Infrastructure, and Mr. Kyle Sloan, Municipal Planner, with the Town of Olds, presented the highlights of the secondary suites' presentation to the Committee and fielded questions.

Moved by Mayor Dahl, "that the Committee accepts the Secondary Suites Presentation as presented."
Motion Carried CW25-04

4. New Business

4A) Policy 232C Special Events & Repeal Bylaw 2025-01

Director Lapointe spoke on the special events policy and procedure being presented to the committee.

Moved by Councillor Ryan, "that the Committee accepts for information Special Events Policy #232C and requests that it be brought to a future council meeting for consideration."

Motion Carried CW25-05

Moved by Councillor Blatz, "that the Committee accepts the Special Events Procedure #232P as presented, for information."

Motion Carried CW25-06

Moved by Councillor Daley, "that the Committee accepts for information the Repeal bylaw 2025-01 and requests it be brought to a future council meeting for consideration."

Motion Carried CW25-07

4B) Policy 131C Family and Community Support Services (FCSS)

Director Lapointe spoke on the family and community support services policy being presented to the committee.

Moved by Councillor Walsh, "that the Committee accepts the Family and Community Supports Services (FCSS) Policy #131C as presented, for information and requests it be brought to a future Council meeting for consideration."

Motion Carried CW25-08

5. Closed Session

Item #1

FOIP 16 Disclosure harmful to business interests of a third party

FOIP 17 Disclosure harmful to personal privacy

(User Group Contract)

Deputy Mayor Wilson provided directions to online meeting participants on Council moving in and out of closed session.

Moved by Councillor Daley, "that Council moves into closed session in accordance with Section 197(2) of the Municipal Government Act at 2:18 p.m. to discuss matters exempt from disclosure under FOIP Section 16 & Section 17 with only Adrian Pedro, Guyl Lapointe and Marcie McKinnon to remain in attendance.

Motion Carried CW25-09

The gallery was cleared, and the live stream was paused.

Moved by Mayor Dahl, "that the meeting reconvenes to the regular Committee of the Whole meeting at 2:50 p.m."

Motion Carried CW25-10

The gallery was opened, and the live stream was resumed.

8. RISE & REPORT

Moved by Councillor Ryan, "that council accepts the *User Group Contract* report for information."

Motion Carried CW25-11

6. Adjournment

Deputy Mayor Wilson adjourned the meeting at 2:51 p.m.

Harvey Walsh,
Deputy Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the ____ day of April 2025.



COMMITTEE OF THE WHOLE COVER SHEET

Date: April 7, 2025

Author: Sheena Linderman

Department: Corporate Services

SUBJECT: 2025 Spring Budget Adjustments

COMMITTEE DIRECTION

Accept for information and direct administration to bring the 2025 Spring Budget Adjustments back to the April 14th regular council meeting.

BACKGROUND

The 2025 Operating and Capital Budgets were passed at the December 9, 2024 regular Council Meeting. When Council approves the budget in December the assessment for the next year has not yet been completed. The MGA (302(1)) specifies that the assessment is to be completed by February 28 of the current year. This means that when the budget for the next year is approved the tax revenue is an estimate. Once the actual assessment is known it is possible to set the appropriate tax rates for the current year.

The total adjustment to the 2025 Town of Olds Operating Budget being proposed is an increase to the total budget of \$503,771 from \$35,887,272 to \$36,391,043.

The total adjustment to the 2025 Town of Olds Capital Budget being proposed is an increase to the total budget of \$732,065 from \$5,524,000 to \$6,256,065.

DISCUSSION

Operating Budget

The taxable assessment for 2025 is \$1,831,276,460 which is an increase of \$114,346,100 or 6.7% from 2024 (2024 - \$1,716,930,360). Single family residential assessments have increased 7.45%

with the average single-family home now being valued at \$403,256 (2024 – 376,098). Commercial assessments have overall increased by 1.5%, however the average commercial assessment has decreased to \$971,988 from \$1,000,314 in 2024.

As mentioned above, the total increase proposed to the 2025 Operating budget being presented today is \$503,771. These increases do not influence the tax rates as they are funded through other sources (i.e. grants, user fees)

Amount	Description	Funding
\$200,000	2024 Carry Forward - Sportsplex Feasibility Study	ACP Grant
\$(11,125)	Ec. Dev grants used in 2024 as opposed to 2025	NRED Grant
\$291,778	Alberta School Foundation Requisition	Requisitioned on property taxes
\$(78,125)	Salaries/Training (taxation)	Decrease to tax requirement
\$51,243	Salaries/Training (utilities)	Transfer from reserves
\$50,000	Day camps	User fees
\$503,771	Total Increase	

OFL Debenture and Negotiations

The previous OFL debenture payment of 653,861 was previously approved as coming from reserves while we continued discussions with Alberta Treasury. While discussions with Alberta Treasury are ongoing, the department has indicated they will not support any debt relief for the remaining OFL debenture, while Alberta Municipal Affairs has declined providing matching capital funding to repurpose the OFL debenture into an infrastructure repair program aimed at reducing the ~\$2 million loss via water loss and I&I expense through infrastructure repairs (thus allowing savings to be redirected to the OFL debenture).

The first debenture payment in April 2025 will come from reserves (proceeds from sale) however. Remaining payments will be tax supported but are not yet know. We are expecting to have clarity in the next 7 – 14 days.

2025 Tax Scenarios and Bylaw

At Budget 2025 deliberations, Council budgeted for a 5% municipal revenue increase. While that recommendation is still in place, the OFL debenture will influence administration's final recommendation to Council for the 2025 tax rate bylaw.

Moreover, the Alberta School Tax has increased approximately 17% on residential properties in 2025. And while this is a provincial tax, Town ratepayers will feel its effect on property tax bills, making it more politically difficult for the Town to increase taxation for its own needs.

Tax rate scenarios will be brought forward at the April 14th Regular Council meeting, pending direction from Alberta Treasury on OFL Loan Refinancing.

Capital Budget

The total adjustment to the 2025 Capital Budget is an increase of \$732,065 this includes:

Amount	Description
\$537,065	2024 Project Carry Forwards
(\$260,000)	Power Distribution System – REMOVED (2026)
\$455,000	NEW Items
	Land Purchase
	Records Digitization
	Ops Centre 2024 Costs
	Ops Centre IT Upgrades
	Engineering for replacement power distribution (sportsplex)
\$732,065	Total Capital Increase

For a total proposed capital budget of **\$6,256,065**. This does not have an influence on tax rates.

ATTACHMENTS

- 2025 Operating budget summary including spring budget adjustments
- 2025 Capital budget including spring budget adjustments



**2025 OPERATING BUDGET
by OBJECT**

	2022 Actual	2023 Budget	2023 YTD	2024 Budget	2024 YTD	2025 Budget	2025 Adjustment	2025 Amended Budget	2025 vs. 2024
Revenue									
Net Property Taxes	(10,083,054)	(10,620,811)	(10,565,049)	(11,097,336)	(11,077,847)	(11,835,227)	-	(11,835,227)	(737,891)
Franchise Fees	(2,543,462)	(2,548,216)	(2,414,740)	(2,705,280)	(1,740,480)	(2,776,916)	-	(2,776,916)	(71,636)
Sales and User Fees	(10,608,658)	(10,412,961)	(10,373,238)	(10,620,122)	(7,975,768)	(10,683,694)	(50,000)	(10,733,694)	(63,572)
Investment Income	(338,718)	(310,000)	(732,013)	(330,500)	(137,470)	(162,000)	-	(162,000)	168,500
Licenses and Permits	(265,460)	(329,700)	(292,213)	(309,700)	(308,850)	(311,000)	-	(311,000)	(1,300)
Penalties and Fines	(289,683)	(222,000)	(261,662)	(258,500)	(216,018)	(262,000)	-	(262,000)	(3,500)
Conditional Grants	(1,573,918)	(1,681,746)	(1,815,873)	(2,197,547)	(1,381,987)	(1,897,191)	(188,875)	(2,086,066)	300,356
Other Revenue	(333,031)	(99,500)	(632,868)	(155,020)	(150,466)	(127,610)	-	(127,610)	27,410
Total Revenues	(26,035,984)	(26,224,934)	(27,087,655)	(27,674,005)	(22,988,886)	(28,055,638)	(238,875)	(28,294,513)	(381,633)
Expenditures									
Salaries, Wages and Benefits	8,045,957	8,535,651	8,505,711	8,623,264	7,228,319	9,247,928	(25,679)	9,222,244	624,664
Training, Conferences and Travel	193,110	267,695	202,214	312,860	212,140	312,894	(1,200)	311,694	34
Advertising and Public Relations	93,483	123,550	121,539	148,950	89,892	160,500	-	160,500	11,550
Memberships	41,129	43,650	42,958	51,370	46,851	52,660	-	52,660	1,290
Contracted & General Services	2,537,935	2,789,850	2,795,150	3,456,344	2,513,319	2,793,237	188,875	2,982,112	(663,107)
Municipal Policing Contract	1,856,522	2,085,831	1,628,490	2,087,316	1,385,221	2,113,749	-	2,113,749	26,433
Repairs and Maintenance	936,357	1,388,000	1,590,996	1,511,000	1,496,469	1,422,000	-	1,422,000	(89,000)
Rentals and Leases	221,994	210,796	204,175	208,325	187,883	180,108	-	180,108	(28,217)
Insurance	290,674	310,577	325,058	350,478	358,162	392,975	-	392,975	42,497
Telecommunications	127,777	130,314	119,897	113,067	98,821	113,976	-	113,976	909
Community Events	581,758	87,000	88,404	78,000	61,250	84,250	-	84,250	6,250
Goods and Supplies	585,620	561,500	558,019	646,000	741,384	738,200	50,000	788,200	92,200
Fuel	218,132	180,750	167,919	182,000	141,570	173,000	-	173,000	(9,000)
Utilities (electricity, water, ww, natural gas)	1,272,005	1,166,000	1,246,397	1,214,100	1,032,625	1,305,750	-	1,305,750	91,650
Bank Charges & Short Term Interest	32,151	43,500	50,386	54,000	42,550	59,000	-	59,000	5,000
Interest on Long Term Debt	610,369	582,367	573,446	545,407	298,222	815,754	-	815,754	270,347
Commissions	6,180,962	5,448,282	5,988,754	5,804,226	4,817,405	5,606,154	-	5,606,154	(198,072)
Grants to Organizations	865,288	947,649	923,331	832,942	782,245	894,940	-	894,940	61,998
Other Expenses	33,059	103,000	18,160	44,315	72,753	63,497	-	63,497	19,182
Total Expenditures	24,724,281	25,005,963	25,151,006	26,263,964	21,607,079	26,530,572	211,996	26,742,563	266,608
Net of Revenue over Expenditures	(1,311,703)	(1,218,970)	(1,936,649)	(1,410,041)	(1,381,807)	(1,525,066)	(26,879)	(1,551,950)	(115,025)
Net Interfund Transfers									
Debt Repayment	1,056,905	968,246	968,246	812,230	622,576	1,195,747	-	1,195,747	383,517
Requisitions Collected	(4,918,170)	(4,868,928)	(4,860,599)	(5,307,868)	(5,309,910)	(5,613,320)	(291,778)	(5,905,098)	(305,452)
Requisitions Paid	4,918,170	4,868,928	4,860,640	5,307,868	4,145,419	5,613,320	291,778	5,905,098	305,452
To Capital	684,500	746,500	738,441	355,000	-	563,250	-	563,250	208,250
Transfers to Reserves	1,083,703	498,383	619,165	557,185	-	499,930	-	499,930	(57,255)
Transfers from Reserves	(1,030,602)	(1,064,158)	(461,539)	(314,374)	(21,700)	(733,861)	(378,178)	(458,178)	(419,487)
Transfer to other Function	1,265,134	1,369,941	1,351,543	1,407,722	-	1,484,454	-	1,484,454	76,732
Transfer from other function	(1,265,134)	(1,299,941)	(1,351,543)	(1,407,722)	-	(1,484,454)	-	(1,484,454)	(76,732)
Total interfund transfers	1,794,507	1,218,971	1,864,355	1,410,041	(563,615)	1,525,066	(378,178)	1,800,749	115,025
Net Deficit (Surplus)	482,804	1	(72,293)	(0)	(1,945,422)	(0)	(405,057)	248,800	0



**2025 OPERATING BUDGET - Tax Supported
by OBJECT**

	2023 YTD	2024 Budget	2024 YTD	2025 Budget	2025 Adjustment	2025 Amended Budget	2025 vs. 2024
Revenue							
Net Property Taxes	(10,565,049)	(11,097,336)	(11,077,847)	(11,835,227)	-	(11,835,227)	(737,891)
Franchise Fees	(2,414,740)	(2,705,280)	(1,740,480)	(2,776,916)	-	(2,776,916)	(71,636)
Sales and User Fees	(1,482,638)	(1,484,950)	(1,368,824)	(1,617,390)	(50,000)	(1,667,390)	(132,440)
Investment Income	(732,013)	(330,500)	(137,470)	(162,000)	-	(162,000)	168,500
Licenses and Permits	(292,213)	(309,700)	(308,850)	(311,000)	-	(311,000)	(1,300)
Penalties and Fines	(243,847)	(238,500)	(200,785)	(242,000)	-	(242,000)	(3,500)
Conditional Grants	(1,815,873)	(2,197,547)	(1,381,987)	(1,897,191)	(188,875)	(2,086,066)	300,356
Other Revenue	(558,539)	(70,020)	(125,455)	(97,610)	-	(97,610)	(27,590)
Total Revenues	(18,104,910)	(18,433,833)	(16,341,699)	(18,939,334)	(238,875)	(19,178,209)	(505,501)
Expenditures							
Salaries, Wages and Benefits	7,382,684	7,681,381	6,420,394	8,121,798	(75,968)	8,045,825	440,417
Training, Conferences and Travel	192,487	290,860	204,541	291,227	(2,157)	289,070	367
Advertising and Public Relations	114,956	142,950	86,255	154,500	-	154,500	11,550
Memberships	42,320	49,320	45,864	50,610	-	50,610	1,290
Contracted & General Services	2,066,022	2,590,844	1,738,785	2,088,587	188,875	2,277,462	(502,257)
Municipal Policing Contract	1,628,490	2,087,316	1,385,221	2,113,749	-	2,113,749	26,433
Repairs and Maintenance	1,031,290	1,061,000	1,221,172	1,087,000	-	1,087,000	26,000
Rentals and Leases	202,572	206,571	186,307	178,354	-	178,354	(28,217)
Insurance	254,762	273,152	283,478	310,985	-	310,985	37,833
Telecommunications	94,872	90,010	77,917	90,099	-	90,099	89
Community Events	88,404	78,000	61,250	84,250	-	84,250	6,250
Goods and Supplies	544,969	615,000	728,126	708,200	50,000	758,200	93,200
Fuel	138,547	150,000	121,056	149,000	-	149,000	(1,000)
Utilities (electricity, water, ww, natural gas)	1,146,307	1,110,600	950,699	1,196,750	-	1,196,750	86,150
Bank Charges & Short Term Interest	50,386	54,000	42,550	59,000	-	59,000	5,000
Interest on Long Term Debt	385,405	366,306	214,760	648,181	-	648,181	281,875
Grants to Organizations	923,331	832,942	782,245	894,940	-	894,940	61,998
Other Expenses	10,420	43,315	68,329	62,497	-	62,497	19,182
Total Expenditures	16,298,223	17,723,566	14,618,949	18,289,727	160,750	18,450,472	566,161
Net of Revenue over Expenditures	(1,806,687)	(710,267)	(1,722,750)	(649,607)	(78,125)	(727,737)	60,660
Net Interfund Transfers							
Debt Repayment	625,569	524,631	400,758	896,618	-	896,618	371,987
Requisitions Collected	(4,860,599)	(5,307,868)	(5,309,910)	(5,613,320)	(291,778)	(5,905,098)	(305,452)
Requisitions Paid	4,860,640	5,307,868	4,145,419	5,613,320	291,778	5,905,098	305,452
To Capital	53,941	-	-	32,500	-	32,500	32,500
Transfers to Reserves	619,165	500,010	-	454,350	-	454,350	(45,660)
Transfers from Reserves	(265,847)	(314,374)	(21,700)	(733,861)	(326,931)	(406,931)	(419,487)
Transfer to other Function	1,300,705	1,323,672	-	1,400,404	-	1,400,404	76,732
Transfer from other function	(1,300,705)	(1,323,672)	-	(1,400,404)	-	(1,400,404)	(76,732)
Total interfund transfers	1,032,869	710,267	(785,433)	649,607	(326,931)	976,537	(60,659)
Net Deficit (Surplus)	(773,818)	(0)	(2,508,183)	(0)	(405,056)	248,801	0



**2025 OPERATING BUDGET - Utilities
by OBJECT**

	2023 YTD	2024 Budget	2024 YTD	2025 Budget	2025 Adjustment	2025 Amended Budget	2025 vs. 2024
Revenue							
Sales and User Fees	(8,890,600)	(9,135,172)	(6,606,944)	(9,066,304)		(9,066,304)	68,868
Penalties	(17,816)	(20,000)	(15,233)	(20,000)		(20,000)	-
Other	(74,329)	(85,000)	(25,011)	(30,000)		(30,000)	55,000
Total Revenues	(8,982,744)	(9,240,172)	(6,647,187)	(9,116,304)	-	(9,116,304)	123,868
Expenditures							
Salaries, Wages and Benefits	1,123,028	941,883	807,925	1,126,130	50,289	1,176,419	184,247
Training, Conferences and Travel	9,727	18,000	7,598	21,667	957	22,624	3,667
Advertising and Public Relations	6,582	6,000	3,637	6,000		6,000	-
Memberships	639	2,050	987	2,050		2,050	-
Contracted & General Services	729,128	865,500	774,534	704,650		704,650	(160,850)
Repairs and Maintenance	559,707	450,000	275,297	335,000		335,000	(115,000)
Rentals and Leases	1,604	1,754	1,576	1,754		1,754	(0)
Insurance	70,296	77,326	74,684	81,990		81,990	4,664
Telecommunications	25,025	23,057	20,904	23,877		23,877	820
Goods and Supplies	13,051	35,000	13,258	30,000		30,000	(5,000)
Fuel	29,371	32,000	20,514	24,000		24,000	(8,000)
Utilities (electricity, water, ww, natural gas)	100,090	103,500	81,926	109,000		109,000	5,500
Interest on Long Term Debt	188,041	179,102	83,463	167,573		167,573	(11,529)
Purchases from Commissions	5,988,754	5,804,226	4,817,405	5,606,154		5,606,154	(198,072)
Other Expenses	450	1,000	4,423	1,000		1,000	-
Total Expenditures	8,845,492	8,540,398	6,988,131	8,240,845	51,246	8,292,091	(299,553)
Net of Revenue over Expenditures	(137,252)	(699,774)	340,943	(875,459)	51,246	(824,213)	(175,685)
Net Interfund Transfers							
Debt Repayment	342,678	287,599	221,818	299,129		299,129	(55,078)
To Capital	684,500	355,000		530,750		530,750	(341,500)
Transfers to Reserves	-	57,175		45,580		45,580	16,345
Transfers from Reserves	(195,691)	-	-	-	(51,247)	(51,247)	297,037
Transfer to other Function	50,838	84,050		84,050		84,050	45,000
Transfer from other function	(50,838)	(84,050)		(84,050)		(84,050)	(45,000)
Total interfund transfers	831,486	699,774	221,818	875,459	(51,247)	824,212	(83,196)
Net Surplus (Deficit)	694,234	0	562,762	-	(1)	(1)	(258,881)

2025 - Capital Budget Spring Budget Adjustments

Dept.	Project Description	2025 Proposed Budget Estimated Cost	TF from Operating	cost center	LGFF	Debentures / Loan	From Reserves	Other Funds	CCBF	Total Funds
0000 General Government										
NEW	Land Purchase	\$ 35,000					\$ 35,000			\$ 35,000
C/F	Land Purchase	\$ 49,729					\$ 49,729			\$ 49,729
	Total	\$ 84,729	\$ -	\$ -	\$ -	\$ -	\$ 84,729	\$ -	\$ -	\$ 84,729
1200 Administration										
	Server Replacement (2)	\$ 80,000					\$ 80,000			\$ 80,000
NEW	Records Digitization	\$ 150,000			\$ 150,000					\$ 150,000
	Total	\$ 230,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 80,000	\$ -	\$ -	\$ 230,000
2300 Fire Service										
	Fire Training Facility Maintenance/Upgrade	\$ 30,000	\$ 30,000							\$ 30,000
	Supplied Air Breathing System (replacement)	\$ 16,000					\$ 16,000			\$ 16,000
	Total	\$ 46,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ 46,000
2600 Municipal Enforcement										
	Patrol Vehicle Replacement	\$ 100,000					\$ 75,000	\$ 25,000		\$ 100,000
	Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 25,000	\$ -	\$ 100,000
3100 Operations										
	Fleet Replacement Program (2)	\$ 100,000					\$ 100,000			\$ 100,000
	Single Axle - slide in sander and dump box	\$ 72,000					\$ 72,000			\$ 72,000
	Smooth Drum Roller	\$ 75,000			\$ 75,000					\$ 75,000
	Trench Packer	\$ 55,000					\$ 55,000			\$ 55,000
	Operations Centre Renovations	\$ 2,000,000						\$ 2,000,000		\$ 2,000,000
NEW	-2024 Costs	\$ 182,347			\$ 182,347					\$ 182,347
NEW	-IT Upgrades	\$ 67,653			\$ 67,653					\$ 67,653
	Total	\$ 2,552,000	\$ -	\$ -	\$ 325,000	\$ -	\$ 227,000	\$ 2,000,000	\$ -	\$ 2,552,000
3200 Transportation										
	Sander - Plow truck (dodge 5500)	\$ 52,000			\$ 52,000					\$ 52,000
	Tooth bucket for loader	\$ 15,500					\$ 15,500			\$ 15,500
C/F	67A Design and Construction (year 1 of 2)	\$ 86,510					\$ 86,510			\$ 86,510
	Total	\$ 154,010	\$ -	\$ -	\$ 52,000	\$ -	\$ 102,010	\$ -	\$ -	\$ 154,010
4100 Water										
	Fuel storage tanks (north and south reservoir)	\$ 15,000					\$ 15,000			\$ 15,000
	Mole - compressor	\$ 35,000					\$ 35,000			\$ 35,000
	Shoring box	\$ 20,000					\$ 20,000			\$ 20,000
C/F	Fire Hydrant replacement program	\$ 52,500					\$ 52,500			\$ 52,500
	Total	\$ 122,500	\$ -	\$ -	\$ -	\$ -	\$ 122,500	\$ -	\$ -	\$ 122,500
4100 4200 Waterloss and I&I										
	Water loss, Inflow and Infiltration	\$ 1,800,000	\$ 530,750		\$ 653,504			\$ 615,746		\$ 1,800,000
	Total	\$ 1,800,000	\$ 530,750	\$ -	\$ 653,504	\$ -	\$ -	\$ 615,746	\$ -	\$ 1,800,000
5600 Cemetery										
	Cemetery Columbarium Trails	17,500	2,500					15,000		\$ 17,500
	Total	\$ 17,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 17,500
7204 Aquatic Center										
C/F	Aquatic Centre Retrofit	\$ 213,326					\$ 213,326			\$ 213,326
	Total	\$ 213,326	\$ -	\$ -	\$ -	\$ -	\$ 213,326	\$ -	\$ -	\$ 213,326
7205 Sports Complex										
	Brine pump replacement	\$ 50,000			\$ 35,000			\$ 15,000		\$ 50,000
	Compressor overhaul	\$ 60,000			\$ 43,700			\$ 16,300		\$ 60,000
	East/west ramp replacement/retaining wall	\$ 210,000			\$ 161,700			\$ 48,300		\$ 210,000
NEW	Engineering replacement power distribution	\$ 20,000					\$ 15,400	\$ 4,600		\$ 20,000
Remove	Replacement power distribution	\$ 260,000			\$ 260,000					\$ 260,000
	Total	\$ 340,000	\$ -	\$ -	\$ 240,400	\$ -	\$ 15,400	\$ 84,200	\$ -	\$ 340,000
7206 Parks										
	Roof replacement east shop	\$ 20,000			\$ 20,000					\$ 20,000
	Trackless	\$ 300,000			\$ 280,000			\$ 20,000		\$ 300,000
	Wide area mower (WAM)	\$ 105,000			\$ 105,000					\$ 105,000
	Total	\$ 425,000	\$ -	\$ -	\$ 405,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 425,000
7209 Sportsfields										
C/F	Rotary Athletic Park Scoreboard	\$ 135,000			\$ 60,000			\$ 75,000		\$ 135,000
	Total	\$ 135,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 135,000
7402 Evergreen										
	Roof replacement	\$ 36,000					\$ 36,000			\$ 36,000
	Total	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ 36,000	\$ -	\$ -	\$ 36,000
Total 2025 Capital Budget										
		\$ 6,256,065	\$ 563,250	\$ 1,885,904	\$ -	\$ 722,639	\$ 2,468,526	\$ 615,746	\$ -	\$ 6,256,065

Funded by Utilities (2021 -696,500, 2022 - 696,500, 2023 - 734,500, 2024 - 355,000)

Funded by Taxes (2021 - 18,500, 2022 - 0, 2023 - 0, 2024 - 0)

LGFF Grant received (2021 - 2,506,969, 2022 - 1,016,622, 2023 - 1,016,622, 2024 - 1,242,219)

LGFF Funds anticipated to be carried forward

CCBF (2021 - 1,075,343, 2022 - 550,360, 2023 - 574,933, 2024 - 586,489)

CCBF Funds anticipated to be carried forward

Total Grant Funds Available
Grant Short Fall (Surplus)

	C/F	537,065
	Removed	(260,000)
	New	\$ 455,000
		\$ 586,489
		\$ 29,257
		\$ 1,883,787
		\$ 615,746
		\$ 2,117
		\$ -





COMMITTEE OF THE WHOLE COVER SHEET

Date: April 7, 2025

Author: James Crozier, Manager of Planning & Infrastructure

Department: Planning & Infrastructure

SUBJECT: Policy Review

COMMITTEE DIRECTION

That Council accepts as presented and request policy 701C Encroachment Agreements be brought to a future council meeting for final approval.

That Council accepts as presented and request policy 703C Certificates of Compliance be brought to a future council meeting for final approval.

That Council accepts as presented and request policy 704C Rules for Flying Flags be brought to a future council meeting for final approval.

BACKGROUND

The Administration of the Town of Olds is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 701C Encroachment Agreements

- Policy has been converted to the new template.
- No material changes are being recommended.

Policy 703C Certificates of Compliance

- Policy has been converted to the new template.
- No material changes are being recommended.

Policy 704C Civic Addressing

- Policy has been converted to the new template.
- Authority for naming roads has been changed from the Municipal Planning Commission to the Planning & Infrastructure Department.

ATTACHMENTS

DRAFT Policy 701C Encroachment Agreements

DRAFT Policy 703C Certificates of Compliance

DRAFT Policy 704C Civic Addressing

POLICY #701C

4512 – 46 Street, Olds, AB Canada T4H 1R5
 T 403-556-6981 F 403-559-6537
www.olds.ca



Policy Title:	Encroachment Agreements
Policy Number:	701C
Approval:	Town Council
Effective Date:	Month xx, xxxx
Review Date:	April 2025
Approved Date:	April 23, 2012, <u>Motion 12-117</u>
Supersedes Policy No.:	New

Policy Statement:

To establish a system to respond to requests to allow an Encroachment on a Town Owned Parcel, Street or Easement that is in the Town's name.

Purpose:

To ensure that requests for Encroachment Agreements are processed in a consistent manner and assessed on their own individual merit; and that the decision does not adversely affect the Town's ability to maintain services for public use or access infrastructure.

Standards:

1. Encroachment onto a Town Owned Parcel, Street or Easement, shall be discouraged.
2. The CAO or their designate(s) shall consider each request for an Encroachment Agreement on its own individual merits and upon the advice of applicable Town Departments.
3. No Encroachment that prevents public use, puts safety at risk, frustrates the intended purpose of a Town Owned Parcel, Street or Easement, or causes added public expense to maintain public utilities and infrastructure shall be authorized.
4. An Encroachment that extends less than 0.05m (0.16 ft) onto a Town Owned Parcel, Street or Easement or is not secured to a Fixed Location may be authorized through a Letter of Consent in lieu of an Encroachment Agreement.
5. An Encroachment that extends more than 0.05m (0.16 ft) onto a Town Owned Parcel, Street or Easement or is secured to a Fixed Location may be authorized through an Encroachment Agreement.
6. Encroachment onto an Emergency Access Easement:
 - a. Encroachments onto an Emergency Access Easement are not permitted unless it is classified as a Historical Encroachment under this policy and does not pose a significant public safety risk, as determined by the Town at their sole discretion.
 - b. The Applicant(s) shall remove an Encroachment from an Emergency Access Easement within 30 days of receiving a notice to do so at their sole cost.

7. Where an Encroachment has been authorized by the Town, the Applicant(s) shall execute the Encroachment Agreement prepared and delivered by the Town in a timeframe specified by the Town. If the Applicant does not execute the agreement, the Encroachment shall be removed from the Municipal Lands by the Applicant within 30 days of the Applicant receiving notice to do so.
8. If an Encroachment Agreement is not deemed acceptable by the CAO or designate(s), the Applicant shall remove the Encroachment within 30 days of the date of the written notice provided to the Applicant that their request has been denied.
9. Notwithstanding any other provision of the policy, the Town Reserves the right to limit the term of an Encroachment Agreement, or other authorization, or provide for the termination of an Encroachment Agreement, or other authorization.
10. All expenses, costs, liabilities, or other risks associated with an authorized Encroachment shall be borne by the Applicant(s).
11. Appeals:
 - a. If a request for an Encroachment has been refused, the Applicant(s) may appeal to Council by requesting a review of Administration's decision in writing to Council.
 - b. Appeals concerning Notice of Non-Approvals for Encroachments onto an Emergency Access Easement will not be accepted.
 - c. Council's decision shall be final and binding.
12. If the Applicant(s) refuse(s) to remove the Encroachment or fails to apply for authorization under this policy, the Town may take action to remove the Encroachment and seek reimbursement from the Owner for all such costs in accordance with the applicable Town bylaws and policies and in accordance with the *Municipal Government Act*. Any of the costs not paid shall be added to or deemed to be part of the taxes on the Applicant(s) land.

POLICY #703C

4512 – 46 Street, Olds, AB Canada T4H 1R5
 T 403-556-6981 F 403-559-6537
www.olds.ca



Policy Title:	Certificate of Compliance
Policy Number:	703C
Approval:	Town Council
Effective Date:	Month xx, xxxx
Review Date:	April 2025
Approved Date:	April 25, 2016, <u>Motion 16-172</u>
Supersedes Policy No.:	New

Policy Statement:

The issuance of Certificates of Compliance is a service provided by the Town of Olds to property owners within the Town's jurisdiction to assist with arrangements for the sale or transfer of properties. The Town of Olds will provide a consistent approach to the processing and issuance of Certificates of Compliance.

Purpose:

To establish a system regarding requests for Certificates of Compliance and to eliminate any responsibility and/or liability for any mistake, inaccuracy, or error which may arise from the information supplied by or on behalf of the applicant.

Standards:

Planning and Infrastructure staff shall process requests for Certificates of Compliance, review Real Property Reports and issue Certificates of Compliance in a timely manner.

POLICY #704C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Town of Olds Civic Addressing Policy
Policy Number:	704C
Approval:	Town Council
Effective Date:	Month xx, xxxx
Review Date:	April 2025
Approved Date:	January 22, 2018, <u>Motion 18-34</u>
Supersedes Policy No.:	New

Policy Statement:

A comprehensive and cohesive addressing system creates a base organizational system for the municipality. It enhances the ease with which property records may be accessed. Further, it facilitates municipal, emergency services, and public access to the physical lands.

Purpose:

To form a comprehensive and perpetual civic addressing system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town.

Standards:

Council has authority over addressing.

For the purpose of efficiency, the authority over addressing is delegated to administration as follows:

1. Authority over addressing:
 - a. As designated by Council, the Planning and Infrastructure Department shall have the authority over addressing.
2. Authority over road name selection:
 - a. As designated by Council, the Planning and Infrastructure Department shall have the authority regarding road naming approval.



COMMITTEE OF THE WHOLE COVER SHEET

Date: April 7, 2025
Author: Guy Lapointe
Department: Community Services
SUBJECT: Communications Policies

COMMITTEE DIRECTION

Accept the Communication Policies as recommended and instruct the Chief Administrative Officer to present them at a future Council meeting for final review and approval.

BACKGROUND

The Town of Olds currently follows six policies to guide its communications efforts: 102C Brand Standards, 105C Communications and Response, 111C Social Media, 117C Engagement, 115C Media Relations, and 116C Plain Language.

Upon review, Administration identified opportunities to simplify the information, align it with common practices in other municipalities, eliminate redundancies, and strengthen governance in the final recommendations.

As a result, Administration recommends rescinding four policies, as their content is now incorporated into the new Communications Strategy:

- 111C Social Media
- 115C Media Relations
- 116C Plain Language
- 102C Brand Standards

The remaining two policies have the following proposed revisions:

- Policy 105C Communications and Response - has been revised to reflect current best practices, aiming to facilitate faster responses whenever possible.
- Policy 117C Engagement - has been renamed to Public Participation and has been updated to align with Alberta Municipal Affairs' Public Input Toolkit. It outlines the public participation process, the options available to Council, and the application of International Association for Public Participation (IAP2) principles.

Public Participation Plan

The attached overview provides Council with a concise summary of public participation principles, key definitions, and practical applications.

ATTACHMENTS

- 105C Communications and Response – DRAFT & current policy
- 117C Public Participation – DRAFT & current policy
- Public Participation Overview
- Public Participation Plan
- 111C Social Media
- 115C Media Relations
- 116C Plain Language
- 102C Brand Standards

POLICY #105C

4512 – 46 Street, Olds, AB Canada T4H 1R5
 T 403-556-6981 F 403-559-6537
www.olds.ca



Policy Title:	Communication and Response
Policy Number:	105C
Approval:	Town Council
Review Date:	March 2025
Review Date:	September 14, 2020, <u>Motion 20-329</u>
Review Date:	May 23, 2017, <u>Motion 17-222</u>
Review Date:	February 22, 2016, <u>Motion 16-78</u>
Approved Date:	June 25, 2012, <u>Motion 12-181</u>
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds is committed to responding to public inquiries promptly, ensuring excellent customer service and upholding professional business practices.

Purpose: To provide standards on the response to communications for the public, other organizations, and employees.

Standards:

All communication must comply with the Town of Olds Brand Standards. This allows for a consistent visual identity through all aspects of communications.

Public response requirements set by federal and provincial legislation, Town of Olds bylaw or specific policy, take precedence over the standards provided within this policy.

1. Inquiries must meet the following criteria to receive a response:
 - a. Be legible and understandable;
 - b. Be signed by at least one person (or provided a printed name) and address; and
 - c. Not be libelous, slanderous or defamatory.
 - d. Not spam or a sales inquiry
2. General inquiries (letter, phone, email) must be acknowledged by the applicable department, within three business day of the date received.
3. All requests for service or reporting of issues shall be directed to the Town's 'Report A Problem' system, instead of communicated by staff or elected officials.
4. Due to the complexity of timeliness of an inquiry, it may not always be possible to provide all the information requested within the required timeframes. In these circumstances, an acknowledgement of receipt of the inquiry shall be provided (generally via email), within the timelines set by this policy and should include an explanation as to how and when the Town will be responding to the original inquiry.

5. A response to be answered by the Mayor, CAO or designate, shall be completed within five business days, whenever possible..

Council Decisions:

6. Council decisions, key issues and status, shall be conveyed quickly and accurately to the public and town employees.
 - a) The Town's website shall be the primary method of providing access for the public to Town of Olds documents.
 - b) Council meeting highlights are to be released within three days of the meeting.
 - c) Council meeting minutes are to be available for circulation or access within seven days of the meeting.

DRAFT



105C
Communication and Response

Prepared By: Office of the CAO

Council Approval Date: Sept. 14, 2020

Council Resolution No.: 20-329

References:

Council Code of Conduct Bylaw
Records Management Retention Schedule Bylaw
Brand Standards Policy
Public Engagement Policy
Report a Problem Procedure

POLICY STATEMENT

Town of Olds will strive to respond to the public in a timely fashion after receiving general inquiries in an effort to provide good customer service and to demonstrate professional business practices.

PURPOSE

To provide for standards on the response to communications for the public, other organizations and employees.

SCOPE

This policy applies to all elected officials and all Town of Olds employees.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established. All managerial and supervisor administration are responsible for ensuring that their employees are familiar with, and comply with the standards of this policy.

STANDARDS

All communication must comply with the Town of Olds Brand Standards. This allows for a consistent visual identity through all aspects of communications including correspondence, advertising, brochures, correspondence and signage.

Public response requirements set by federal and provincial legislation, Town of Olds bylaw or specific policy, take precedence over the standards provided within this policy.

1. Written inquiries (letter, fax, email) must meet the following criteria to receive a response:
 - a. Be legible and understandable;
 - b. Be signed by at least one person (or provide a printed name) and address; and
 - c. Not be libelous, slanderous or defamatory.

General written inquiries (letter, fax, e-mail) shall be responded to, in writing by the applicable department, within seven business days of the date received, where possible. When an email inquiry is received, an acknowledgement of receipt of the inquiry shall be provided within three business days of the date received, where possible.

Mail requiring a response to be answered ~~to~~ by signature of the Mayor, CAO or designate, with an acknowledgement of receipt, shall be completed within five (5) business days.

Due to the complexity and timeliness of an inquiry, it may not be possible to provide all the information requested within the required time frames. In these instances, an acknowledgement of receipt of the inquiry shall be provided either in writing, via e-mail or by phone within the timelines set within this policy. An explanation as to how and when the Town will be responding to the original inquiry is to be included with this acknowledgement.

2. Telephone inquiries shall be responded to, by phone, promptly and effectively within three (3) business days of being received.

At the discretion of Town Administration, and for clarity, a written inquiry may be requested prior to a response being provided.

3. All reports (verbal and written) of dissatisfaction with service and/or interaction will be deemed a complaint. Complaints received are dealt with promptly by the applicable department, and appropriately, as per Town of Olds Report a Problem procedure.

Council Decisions

Council decisions, key issues and status, shall be conveyed quickly and accurately to the public and town employees.

- a. The Town's website shall be the primary method of providing access for the public to minutes, bylaws, council policies, and public Town of Olds documents.
- b. Meeting highlights and complete council meeting minutes are to be available for circulation or access within seven (7) days of the meeting.
- c. The CAO and/or designate, will ensure that a newsletter is prepared and circulated monthly to residents.
- d. The CAO and/or designate, will publicize the dates, location and purpose of all Town of Olds public meetings.
- e. Where appropriate, articles written (internally and externally) for the purpose of sharing Council issues should be promoted using other communication platforms such as social media, where residents can provide feedback directly.
- f. Involve the public in the development of community priorities (see Public Engagement Policy).

Amended: June 25, 2012 Motion 12-181

Amended: February 22, 2016 Motion 16-78

Amended: May 23, 2017 Motion 17-222

POLICY #117C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Public Participation
Policy Number:	117C
Approval:	Town Council
Review Date:	March 2025
Review Date:	October 26, 2020, <u>Motion 20-446</u>
Approved Date:	January 28, 2013, <u>Motion 13-26</u>
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds acknowledges that public participation, which involves engaging the community in decision-making and problem-solving, can enhance municipal decisions through appropriate stakeholder engagement. It is committed to accessible public participation processes that are respectful, meaningful, accountable, and effective. The Town also ensures transparency by reporting back to the public when information is shared with Council. Additionally, it is dedicated to inclusive and fact-based decision-making that reflects the community's diversity and aligns with available resources.

Purpose:

This policy ensures that the Town of Olds takes a consistent and strategic approach to municipally sponsored public participation while adhering to relevant legislation, including the Municipal Government Act.

Standards:

1. Public participation will involve and include all of those who are affected directly and seek to accommodate diverse needs, backgrounds, and challenges.
2. All public participation activities will be conducted with professionalism and respect.
3. Plans for public participation will provide early, be ongoing, and be using multiple, diverse communications mediums.
4. Promotion of public participation events will be shared in a clear and timely fashion, promoted using Town approved channels.
5. The level of public participation chosen will match Council's engagement strategy.
6. Participants must engage respectfully and constructively. Those who are inappropriate, offensive, or disrespectful may be excluded.

7. The results of public engagement will be shared with Council and stakeholders promptly.
8. A public engagement must be within the Town's ability to finance and resource.
9. This policy is in accordance with Section 216.1 of the Municipal Government Act and will be reviewed once every four (4) years.

DRAFT

Appendix A

Public Participation Spectrum

The Town of Olds public participation policy includes a spectrum of five strategies that follow the Spectrum of Engagement of the International Association for Public Participation (IAP2). When the Town runs a public participation process, the scope of the engagement and the commitment to stakeholders and the community will be clarified at the beginning of the process.





117C
Engagement

Prepared By: Office of CAO

Council Approval Date: October 26, 2020

Effective Date: Upon Approval

Council Resolution No.: 20-446

References: Municipal Government Act (MGA), Section 216.1
International Association for Public Participation (IAP2)

POLICY STATEMENT

The Town is committed to creating opportunities for meaningful dialogue and participation in decisions that impact residents and will conduct transparent and inclusive engagement that is responsive and accountable, by:

- a) Ensuring those affected by a decision have an opportunity to be involved in the decision-making process.
- b) Promising that the public's contribution will influence the decision.
- c) Promoting sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- d) Seeking out and facilitate the involvement of those potentially affected by or interested in a decision.
- e) Seeking input from participants in designing how they participate.
- f) Providing participants with the information they need to participate in a meaningful way.
- g) Communicating to participants how their input affected decisions.

PURPOSE

The purpose of this policy is to:

- a) Create an environment that encourages community participation.
- b) Achieve a consistent, coordinated and outcome-driven approach to public engagement.
- c) Enhance the legitimacy of decision.
- d) Forge a bond of trust between the Town of Olds and the community.
- e) Provide balanced and objective information to assist with understanding the problems challenges, alternatives and/or solutions.
- f) Facilitate public input into decision-making through effective and efficient consultation, involvement, collaboration and empowerment processes.
- g) Improve the quality of decisions being made.

SCOPE

This policy applies to all Town of Olds employees who plan and/or implement Public Engagement processes. All Employees are to understand and adhere to this policy, recognize the benefits and serve as an advocate for public engagement.

DEFINITIONS

"Public Engagement" includes a variety of non-statutory opportunities where Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” is a document prepared in advance that identifies the purpose and level of engagement, key stakeholders, tools, timelines and resources required and other information that assists to achieve a successful public engagement.

“Stakeholders” for the purposes of this policy, means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by a decision made by the Municipality.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) is responsible to implement the policy, and approve procedures.

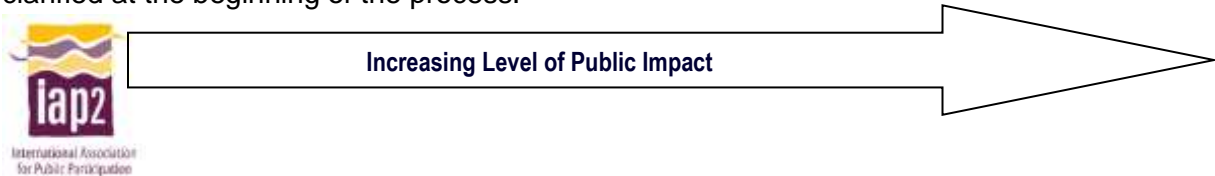
STANDARDS

1. All projects are reviewed to determine the appropriate level and timing of public engagement, and make every effort to identify and involve as many affected or interested individuals as possible by implementing a comprehensive Public Engagement process.
2. A Public Participation Plan shall be used to provide a guide for an organizational wide approach of consistent and clear practices and provide an appropriate level of engagement for all stakeholders,
3. A Public Engagement shall be within the Town’s ability to finance and resource.
4. All relevant documents will be publicly available.
5. Clear, timely and complete information, shall be provided to endeavour to ensure decision processes, procedures, and constraints are understood and followed.
6. Involve and hear from all of those who are affected directly and endeavour to accommodate diverse needs, backgrounds, and challenges.
7. Stakeholders will be given adequate time to respond and provide input.
8. Feedback will be provided on what stakeholders said and how their input was considered by the decision makers.
9. Final decisions will be documented and made available to stakeholders along with the rationale and process of arriving at that decision.
10. This policy is in accordance with Section 216.1 of the Municipal Government Act and will be reviewed once, every four years.

Appendix A

Engagement Policy Spectrum of Strategies and Promises

The Town of Olds Engagement Policy includes a spectrum of five strategies and associated promises that follow the Spectrum of Engagement of the International Association for Public Participation (IAP2). When the Town embarks on an engagement process for planning, policy, and project purposes, the scope of engagement and the ‘promise’ to stakeholders will be clarified at the beginning of the process.



Type of Engagement				
Inform	Consult	Involve	Collaborate	Empower
Engagement Goal				
To provide stakeholders and the public with balanced and objective information to assist them in understanding the problems, alternatives and/ solutions.	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To work directly with the stakeholders and the public throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with the stakeholders and the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the stakeholders.
Promise to Stakeholders				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and we will incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Engagement Tools				
<ul style="list-style-type: none"> • Fact sheets • Newsletters • Web sites • Information booths • Open houses 	<ul style="list-style-type: none"> • Focus groups • Surveys • Feedback forms • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling • Charrettes • World Cafes 	<ul style="list-style-type: none"> • Citizen advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Elections • Plebiscites • Delegated decisions

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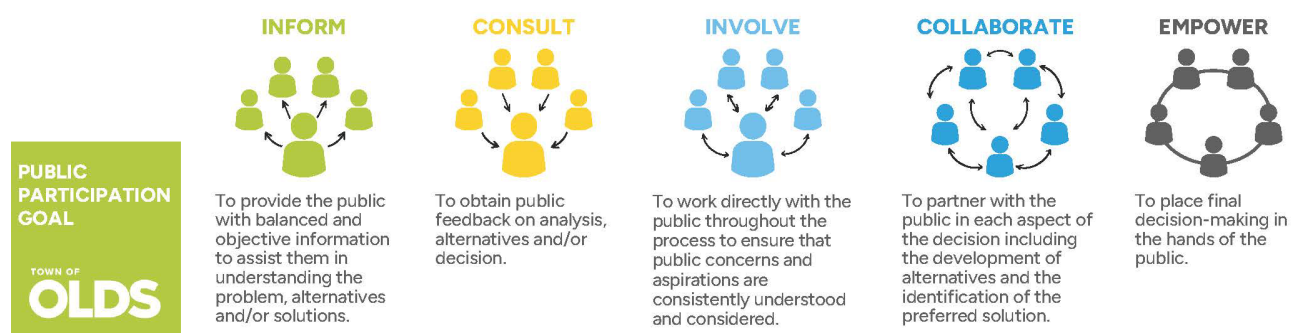
Approved January 28, 2013 Motion No. 13-26

Public Participation Overview

Background

- The Municipal Government Act required municipalities to adopt a public participation policy.
- The current policy was first approved on January 28, 2013, and amended in 2020, and is rooted in recommended practices from the Alberta Municipal Affairs' Public Input Toolkit.
- The policy ensures a consistent approach to public participation.
- Council meeting Request for Decision templates will now reference the International Association for Public Participation (IAP2) spectrum – see below.
- This report aims to familiarize Council with the spectrum and align participation efforts.

IAP2 Spectrum



Public participation varies in involvement levels:

1. **Inform** – Provides clear and timely information but does not involve public input.
 - Examples: Social media posts, print advertisements, websites, fact sheets, media releases, newsletters.
2. **Consult** – Gathers public feedback, but Council is not obligated to act on it.
 - Examples: Surveys, public comments, open houses, feedback forms, Coffee with Council.
3. **Involve** – Works with affected citizens throughout the decision-making process.
 - Example: Focus Groups and Workshops (like those proposed during the upcoming Land Use Bylaw review), Report a Problem.

4. **Collaborate** – Partners with the public to develop solutions, with Council making the final decision.
 - Example: Mountain View Power Grant committee
5. **Empower** – Grants decision-making authority to external boards and agencies.
 - Examples: Library Board, The Arts Committee of Olds (TACO)

This framework helps ensure effective public engagement in municipal decisions. Most participation happens at the **Inform** and **Consult** levels because deeper involvement requires more time and resources. Since **Involve** and **Collaborate** efforts take significant effort, the municipality must carefully plan how many of these engagements to take on each year.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Inform	Media Releases Council Highlights Monthly Newsletter Newspaper Advertising Social Media Posts Annual Report	Media Releases Council Highlights Monthly Newsletter Newspaper Advertising Social Media Posts Financial Update	Media Releases Council Highlights Monthly Newsletter Newspaper Advertising Social Media Posts	Media Releases Council Highlights Monthly Newsletter Newspaper Advertising Social Media Posts
Consult	Centennial Park Survey Housing Strategy Survey	LUB Survey Coffee with Council Budget Survey	Farmer's Markets LUB Focus Groups	Coffee with Council
Involve	Report a Problem	Report a Problem	Report a Problem	Report a Problem
Collaborate		MVP Grant Decisions		MVP Grant Decisions
Empower	Library Board TACO	Library Board TACO	Library Board TACO	Library Board TACO



111C
Social Media Policy

Supporting Procedure:

Prepared By: Community Services

Council Approval Date: February 10, 2020

Effective Date: Immediately

Council Resolution No.: 20-41

POLICY STATEMENT

Social Media complements traditional communications and marketing methods. The Town of Olds supports the use of Social Media to further the strategic direction and goals of the organization.

PURPOSE

To provide standards for Employees and/or Third Parties who engage in Social Media platforms on behalf of the Town of Olds.

DEFINITIONS

“Chief Administrative Officer (CAO)” shall mean the Chief Administrative Officer.

“Employees” means any person in a position at the Town of Olds. This includes any permanent, temporary, part time or casual employees.

“Regular Business Hours” means 8:30am – 4:30pm, Monday to Friday, exclusive of statutory holidays.

“Social Media” refers to freely accessible, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network. The platform may be third-party hosted. Examples include, but are not limited to Twitter, Facebook, YouTube, Instagram, and Mobile Applications (APPS).

“Third Parties” means any person or entity that performs work on behalf of or at the request of the Town of Olds.

SCOPE

All Social Media platforms that represent the Town of Olds.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate is responsible for overseeing this policy.

STANDARDS

1. The Town of Olds will build its presence on Social Media and use it with consideration given to:
 - a. ensuring efforts align with the Town’s strategic plan, corporate values and policies;
 - b. identifying the fit within business and communications/marketing plans and objectives; and
 - c. understanding the benefits, implications and risks in using Social Media.
2. Prior to opening a Social Media account, internal administration approvals shall be adhered to.

3. All account identities shall adhere to corporate brand standards.
4. All activity shall be an accurate representation of the Town.
5. All Town accounts shall be monitored.
6. The CAO and any deemed designates shall have access to account information.
7. Comments and conversations on Social Media sites will not be deemed as official correspondence and therefore will not be recorded or managed in a formal manner, and may be addressed during Regular Business Hours.
8. Personal opinions are not to be expressed via Town Social Media accounts.
9. Use of personal Social Media accounts used to represent Town business is prohibited.
10. Inappropriate posting includes any of the following:
 - a. Slanderous or defamatory remarks;
 - b. Obscene language;
 - c. Sexual content;
 - d. Confidential information, including data, documents, and records stored on the Town of Olds network and related systems that is protected by electronic measures to prevent to general dissemination of said information to the general public;
 - e. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, age, religions, gender, marital status, sexual orientation, status with regard to public assistance, national origin, or physical/ mental disability;
 - f. Promotion of commercial services or products other than approved sponsors, and stakeholders;
 - g. Comments in support or opposition of political campaigns;
 - h. Promotion of illegal activities; and
 - i. Information that may compromise the safety or security of the public or public systems.

Any content deemed inappropriate may be hidden or removed at the discretion of the Town. An individual or group may be blocked or banned as a user from a Town Social Media platform if that user is breaking or abusing any of the above standards.



115C
Media Relations

Prepared By: Office of the CAO

Council Approval Date: May 11, 2020

Effective Date:

Council Resolution No.: 20-174

References: Council Code of Conduct Bylaw 2018-01

POLICY STATEMENT

The Town of Olds supports a consistent approach to Media Relations.

PURPOSE

To provide for standards on the response to media inquiries.

DEFINITIONS

“Media Relations” involves working with media for the purpose of informing the public of an organization's mission, policies and practices in a positive, consistent and credible manner.

SCOPE

This policy applies to all Town of Olds employees and Elected Officials.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate is responsible for overseeing this policy.

Elected Officials should refer to Section 3 - Communicating on Behalf of the Municipality from the Council Code of Conduct Bylaw as follows:

- A Councillor must not claim to speak on behalf of Council unless authorized to do so.
- Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- A Councillor who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Councillor personally disagrees with Council's position.
- Councillors shall not make a statement when they know that statement is false.
- Councillors shall not make a statement with the intent to mislead Council or members of the public.

STANDARDS

All media requests are to be directed to the Communications Coordinator as the first point of contact for Media Relations who will coordinate with subject matter experts for response.

The Town of Olds will communicate information to the media in a timely manner when the information is of public interest or concern.

The Town of Olds will take steps to correct inaccurate information communicated by the media.

The Town of Olds will strive to maintain positive relationships with key media personnel and outlets.

Whenever possible, Town of Olds employees will receive information *before* it is communicated externally to the media and/or general public.

When dealing with members of the media, Town of Olds representatives must:

- demonstrate professionalism at all times;
- be available for timely comment and response;
- understand the demands of an increasingly fast paced news cycle;
- be transparent (often without providing full disclosure);
- provide truthful, accurate, and factually approved information; and
- communicate with empathy (by genuinely demonstrating an understanding of the public's concerns, even if they are misled or based on misperceptions about the situation).

Approved: January 28, 2013 Motion No.: 13-24



116C
Plain Language

Prepared By: Office of the CAO

Council Approval Date: January 13, 2020

Effective Date: Immediately

Council Resolution No.: 20-12

POLICY STATEMENT

The Town of Olds will use Plain Language whenever possible when communicating while recognizing our legislated obligations.

PURPOSE

This policy is intended to encourage a culture of plain language communication, and to ensure that there is a high degree of understanding and acceptance of information among internal and external stakeholders. All communications prepared by the Town of Olds in all departments should adhere to the standards in this policy.

SCOPE

This policy applies to all Town of Olds Staff and Elected Officials.

RESPONSIBILITIES

The Chief Administrative Officer (or designate) is responsible to administer this policy within the standards established.

STANDARDS

1. All Town of Olds representatives, officials, and communications personnel should use the following standards when drafting communication products:
 - Use clear, concise and understandable language
 - Use short sentences
 - Use bullet lists wherever possible and appropriate
 - Use descriptive headers and sub headers
 - Avoid relying on glossaries and defined terms
 - Avoid using language or text that is:
 - Too long
 - Too wordy or difficult to understand
 - Repetitive
 - Poorly organized
 - Bureaucratic, legalistic or overly complex
2. There are many types of communications produced by the Town of Olds that are in a standard format mandated by the Municipal Government Act. In some instances, the communications disseminated in accordance with this act do not adhere to plain language guidelines and may be difficult to read or understand. The Town of Olds communications should strive to serve as an interpreter for mandated communications.

POLICY #102C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Brand Standards
Policy Number:	102C
Approval:	Town Council
Review Date:	October 15, 2024, Motion 24-419
Review Date:	February 22, 2016, Motion 16-75
Review Date:	March 24, 2015
Approved Date:	July 11, 2011
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds shall have an official brand (trademark/logo) and brand standards, which will guide all elements of our brand to ensure a consistent visual identity for the Town of Olds.

Purpose:

The Town of Olds trademark/logo provides a branded representation of the Town Corporation, its elected officials, and administration. The OLDS trademark/logo serves as a visual identity for municipal services, a facility, a park, a program, or an endorsed event. Each trademark/logo provides immediate public recognition to individuals, events, and facilities formally associated with and/or supported by the municipality.

Standards:

The trademark/logo may not be altered in any way and must be used in accordance with the Brand Standards Guide. If a proposed application of the brand is not outlined in the guide, the Town of Olds Supervisor – Engagement and Communications is responsible for reviewing the intended application and make recommendations to the Chief Administrative Officer.



COMMITTEE OF THE WHOLE COVER SHEET

Date: April 7, 2025
Author: Marcie McKinnon
Department: Office of Chief Administrative Officer
SUBJECT: **Procedural Bylaw Amendment**

COMMITTEE DIRECTION

Accept the **Procedural Bylaw Amendment bylaw 2025-07** as presented and direct the Chief Administrative Officer to bring forward to a future Council meeting for consideration.

BACKGROUND

Upon further review of the Procedural bylaw, Administration recommends more clarity on the following items:

- public hearing conducted by electronic means; and
- notice of motions

Regarding public hearings, administration felt the bylaw was not clear that public hearings are to be conducted by electronic means and are proposing a definition of 'electronic means' be added along with the following point be added: *As per section 199 of the MGA, Public Hearings under Part 17 of the MGA are to be conducted by electronic means.*

Regarding Notice of Motions administration is recommending that Notice of Motion points 138 to 147 be deleted and replace with 138 to 142 as captured on the draft bylaw. These changes are being recommended to provide better clarity on the Notice of Motion process.

ATTACHMENTS

1. Bylaw 2025-07 Procedural Bylaw 2025-03 Amendment Bylaw

**TOWN OF OLDS
BYLAW NO. 2025-07
PROCEDURAL BYLAW (2025-03) AMENDMENT**

WHEREAS under the authority of and subject to the provisions of the *Municipal Government Act*, Statutes of Alberta, 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;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, and amendments thereto, a council has the power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw in the same way as the original bylaw;

AND WHEREAS, the Town of Olds wishes to amend **Procedural Bylaw 2025-03**;

NOW THEREFORE, the Council for the Town of Olds, duly assembled, hereby enacts as follows:

1. Bylaw 2025-03 is amended as follows:

1.1 By adding the definition:

"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 course of the meeting.

1.2 By adding the following point:

As per section 199 of the MGA, Public Hearings under Part 17 of the MGA are to be conducted by electronic means.

{Inserted as point 154, shifting the subsequent points in the section down in numbering.}

1.3 Deleting the Notice of Motion section points 138 to 147

Notice of Motion

~~138. A Member of Council wishing to reconsider, alter 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 only at a regular Council Meeting.~~

~~139. The Notice of Motion shall:~~

- ~~a. be considered at a regular Council Meeting preceding the Meeting at which reconsideration of the matter is requested;~~
- ~~b. specify the Meeting proposed to bring the matter to, for reconsideration;~~
- ~~c. indicate, in the substantive portion of the Motion, the action which is proposed to be taken on the matter; and~~
- ~~d. be recorded in the Meeting Minutes.~~

~~140. A template for a Notice of Motion outlined in this section is attached as Schedule 'C.'~~

141. ~~Notwithstanding the other provisions of this section, no Motion made, or action taken shall be reconsidered unless:~~
- ~~a. it is a Motion made or an Action taken at a Meeting held six (6) months or more before its reconsideration; or~~
 - ~~b. approval for reconsideration of a Motion made or an action taken less than six (6) months earlier is given by a two-thirds (2/3) majority vote of Council prior to reconsideration.~~
142. ~~Only a Member of Council who voted with the side may move to reconsider an item. When a Motion is lost on a tie vote, the prevailing side are those who voted against the Motion.~~
143. ~~A written copy of the Notice of Motion shall be provided to the CAO prior to Adjournment of the Meeting.~~
144. ~~The Notice of Motion will be placed on the next regular Council Meeting Agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.~~
145. ~~Once approved by Council Notice of Motion given at a regular Council Meeting it will be addressed in a time frame not beyond the end of the third month from when it was presented unless Council directs otherwise.~~
146. ~~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.~~
147. ~~Notwithstanding the other provisions of this section, if a Notice of Motion was not provided, the requirement for notice contained in this section may be waived on a two-thirds (2/3) majority vote and the item is considered as urgent business.~~

1.4 Replacing with the following Notice of Motion Section 138 to 141

138. Notice of Motion

- (1) A Councillor may bring forward any item for Council's consideration by providing a Notice of Motion in accordance with this section.
- (2) 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.
- (3) 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.

(4) 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.

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

139. Debate and Decision on a Notice of Motion

(1) 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.

(2) 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.

(3) The originating Councillor shall have the right to introduce and speak first to the motion.

140. Waiving Notice

(1) A Councillor may bring forward a motion without prior notice, provided that 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.

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

141. Reconsideration

- (1) 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.
- (2) For the purposes of this bylaw, a recent decision shall be any decision made within the preceding 6 months.

142. Administrative Review

- (1) 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.
- (2) If a motion directs Administration to undertake significant work or involves financial implications, Administration may recommend deferral pending a more comprehensive review or report.

READINGS

Read for the first time on the ____ day of April 2025.

Read a second time on the ____ day of April 2025.

Unanimous consent given for third reading given on the ____ day of April 2025.

Read a third and final time on the ____ day of April 2025.

SIGNATURE LINE

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ---- day of April 2025.

DRAFT