



**Council Organizational Meeting and Closed Session Agenda
for Monday, October 25, 2021 at 6:00 p.m.
will be held in person and also available through Electronic
Communications in the Council Chambers, at the
Town Office at 4512 – 46 Street, Olds, AB**

As of March 27, 2020 the *Meeting Procedures (COVID-19 Suppression) Regulation* was enacted to assist local municipal governments meet *Municipal Government Act* legislative requirements for holding Council meetings. The PUBLIC will have opportunity to watch the LIVE STREAM of the Council meeting, please go to olds.ca for further details. The PUBLIC will also have opportunity to attend the council meeting in person, the Town will adhere to Alberta Health Services COVID Regulations.

Council Business - Immediately prior to the Call to Order of the annual organizational meeting, the seating arrangements of Council shall be determined.

The Mayor shall occupy the center seat at the head of the Council table with the Chief Administrative Office to the immediate left of the Mayor, and the Director of Finance to the immediate right of the Mayor, with Six Council members alternating between odd and even seats on the north (right) and south (left) side of the Council table. The Director of Community Services and the Director of Protective Services will fill the last seat on the north and south side of the table and the Legislative Clerk and Director of Operations will fill the west side of the Council table. The seating of Councillors shall be determined by each Councillor secretly drawing a number between 1 and 6. The Councillor chairs are also numbered from 1 through 6.

1. CALL TO ORDER the Organizational Meeting of Town of Olds Council

CAO Merritt will conduct the swearing in of newly elected officials.

2. ADOPTION OF THE ORGANIZATIONAL MEETING AGENDA

3. DATE, TIME & PLACE OF REGULAR COUNCIL MEETINGS.

Pages 3-4 3A) Establish Date, Time and Location of Regular Council Meetings for the period November 2021 to October 2022.

4. DATE, TIME & PLACE OF POLICIES AND PRIORITIES COMMITTEE MEETINGS.

Pages 5-6 4A) Establish Date, Time and Location of Policies and Priorities Committee Meetings for the period November 2021 to October 2022.

5. DEPUTY MAYORS SCHEDULE

Page 7 5A) Deputy Mayor Schedule for the period November 2021 to October 2022.

6. APPOINTMENTS OF COUNCIL MEMBERS

Pages 8-13 6A) Appointment of Council Members to Authorities, Boards,

Commissions and Committees 2021-2022

CLOSED SESSION

FOIP Section 17 Disclosure harmful to personal privacy

7. APPOINTMENTS OF PUBLIC AT LARGE

Pages 14-19 7A) Public At Large – Appointments

8. ADJOURNMENT

PUBLIC INFORMATION:

Media Scrum: any questions arising from the media can be sent to our 'Communications Coordinator' at communications@olds.ca and they will be forwarded on to the person addressed.

CLOSED SESSION INFORMATION:

When Council goes into a **CLOSED SESSION**, meeting attendees have two options for continued participation in the virtual Council meeting:

- 1) You may click on the 'leave meeting' button and leave the meeting and then watch our Town of Olds Website and Facebook pages for **LIVE Updates** as to when Council will return. Administration will post when the meeting will reconvene and the meeting attendees are able to re-join the virtual meeting at that time; *or you may*
- 2) Stay online in the virtual meeting platform, and Administration will move all meeting attendees into the meeting 'waiting room', while Council is in their **CLOSED SESSION**. Once Council has returned, all meeting attendees in the 'waiting room' will be brought back into the open meeting forum.

For a member of the public to speak to Council during a Council meeting, the item for discussion must fall under either one of the two excerpts noted below, as per the Town of Olds Procedural Bylaw.

Queries to Council during Council Meetings:

Excerpts from Town of Olds Procedural Bylaw

Conduct of Meetings

4. The Mayor or other presiding Chair may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.

Delegations

4. 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 outlined.

Queries to Council can be sent via email during the Council meeting to legislative@olds.ca



Request for Decision

**Regular Council Meeting Schedule
November 2021 to October 2022**

October 25, 2021

RECOMMENDATION

That the Regular Council meeting dates for the period November 2021 to October 2022, be held in the Council Chambers at the Town Office 4512-46 Street, Olds, Alberta as per the following schedule:

| 2021 | 1:00 P.M. | |
|-------------|------------------|--------------|
| November | 8 | 22 |
| December | 13 | - |
| 2022 | | |
| January | 10 | 24 |
| February | 14 | 28 |
| March | 14 | 28 |
| April | 11 | 25 |
| May | 9 | 24 (Tuesday) |
| June | 13 | 27 |
| July | 11 | - |
| August | - | 22 |
| September | 12 | 26 |
| October | 11 (Tues) | |

That the Annual Organizational meeting be held on Monday, October 24, 2022 at 1:00 p.m. in the Council Chambers at the Town Office 4512-46 Street, Olds, Alberta.

STRATEGIC ALIGNMENT

The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

*Municipal Government Act
Procedural Bylaw*

BACKGROUND

Excerpt from Town of Olds Procedural Bylaw 2020-15

Notice of Council Meetings

1. As a rule, regular council meetings are held the second (2nd) Monday at 1:00 p.m. and the fourth (4th) Monday at 6:00 p.m., of each month, notwithstanding any deviations as established at the annual organizational meeting.
2. The annual organizational meeting shall be held on the fourth (4th) Monday in October of each year, unless otherwise authorized by resolution of Council.
3. If a meeting date falls on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
4. Changes by way of resolution, can be made to the date, time or place of a regularly scheduled meeting, provided that at least twenty-four (24) hours' notice of the change is given to any

Councillor not present at the meeting at which the change was made and that notice is given to the public.

Typically in July and August, Council only schedules one meeting in each month.

Administration will make every effort to hold Council meetings in a public forum, while being considerate of and adhering to the requirements and recommendations of Alberta Director of Public Health, to ensure public safety.

Administration believes that amending the evening meeting time from 6 pm to 1 pm is supported with greater access to technical support during regular business hours while holding virtual meetings for transparency with public and staff access to meetings, cost effectiveness by not incurring overtime by having staff present in the evenings.

Important Dates:

- Alberta Urban Municipalities Association (AUMA) Convention & Tradeshow will be held from November 17-19, 2021 at the Edmonton Convention Centre.
- Rural Municipalities of Alberta (RMA) Fall Convention will be held November 23-26, 2021 in Edmonton, Alberta.
- Rural Municipalities of Alberta (RMA) Spring Convention (Trade Show) will be held March 14-16, 2022 in Edmonton, Alberta.
- Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show 2022 will be held in Regina, Saskatchewan from June 2-5, 2022.

RISK/CONSEQUENCES

- By not approving the schedule for council regular council meetings, Council will not be in compliance with the Municipal Government Act.
- By not approving a regular council meeting schedule, it will not allow for Council to conduct Town business as legally required.
- Council may change the times and or dates identified for any of the 2020 – 2021 Regular Council meeting schedule. Council would need to specify the changes.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS – n/a

| | | |
|----------------|--------------------------------------|------------------------|
| Author: | Marcie McKinnon Legislative Clerk | Date: October 20, 2021 |
| CAO Signature: | Michael Merritt | Date: October 21, 2021 |



Request for Decision

Policies and Priorities Meeting Schedule November 2021 to October 2022

October 25, 2021

RECOMMENDATION

That the Committee of Council Policies and Priorities meetings for the period November 2021 to October 2022, be held on the following dates at 10:00 a.m. in the Council Chambers Town Office 4512-46 Street, Olds, Alberta:

2021

November 1
December 6

2022

January 3
February 7
March 7
April 4
May 2
June 7 (Tuesday)
July 4
September 6 (Tuesday)
October 3

STRATEGIC ALIGNMENT

The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

Municipal Government Act
Council Policies & Priorities Committee Bylaw

BACKGROUND

The Policies and Priorities Committee is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Council Policies and Priorities Committee meeting. These meetings serve as an opportunity for Council to be provided with information on governance and policy matters. These meetings serve as an opportunity for Council to seek clarification on matters relating to Council business.

One (1) meeting per month, will be held in the Council Chambers, Olds Town Office on the first Monday of each month; Administration is proposing a starting time change to 10:00 am. Administration suggests that the meeting be divided with staff presentations occurring in the morning portion and public delegations presenting in the afternoon. Administration feels this meeting start time change will allow all presenters to Council enough time to present and Council enough time to ask questions and discuss accordingly.

Administration will make every effort to hold Council meetings in a public forum, while being considerate of and adhering to the requirements and recommendations of Alberta Director of Public Health, to ensure public safety.

RISK/CONSEQUENCES

1. Council can change the times and dates identified for the 2021-2022 Policies and Priorities Committee meetings; Council would need to identify the required change(s) and provide direction.
2. Council can direct that a bylaw amendment be prepared for consideration. Council would need to be specific in what changes would be required to the bylaw that regulates the Policies and Priorities Committee of Council.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS – n/a

| | | |
|----------------|--------------------------------------|------------------------|
| Author: | Marcie McKinnon Legislative Clerk | Date: October 20, 2021 |
| CAO Signature: | Michael Merritt | Date: October 21, 2021 |



Request for Decision

Deputy Mayor Schedule - November 2021 to October 2022

October 25, 2021

RECOMMENDATION

That the Deputy Mayor schedule for the period November 2021 to October 2022 be approved as follows:

| | |
|----------------------------|------------------|
| November and December 2021 | Councillor _____ |
| January and February 2022 | Councillor _____ |
| March and April 2022 | Councillor _____ |
| May and June 2022 | Councillor _____ |
| July and August 2022 | Councillor _____ |
| September and October 2022 | Councillor _____ |

STRATEGIC ALIGNMENT

The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

Municipal Government Act
Code of Conduct Bylaw
Procedural Bylaw

BACKGROUND

Excerpt from the Town of Olds Procedural Bylaw 2020-15:
At the annual organizational meeting, Council shall appoint one member of Council per month to act as Deputy Mayor in the absence or incapacity of the Mayor. Deputy Mayors will be assigned in Two (2) month terms, and follow the Organization Meeting approved Deputy Mayors Schedule. The rotation will begin each November.

Council can by resolution, at a council meeting, make changes to the Deputy Mayor schedule.

RISK/CONSEQUENCES

By not appointing a monthly Deputy Mayor the Town could be putting themselves at risk of no having coverage/or set schedule in the absence or incapacity of Mayor and would not be able to conduct Town business.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS – n/a

| | | |
|----------------|--------------------------------------|------------------------|
| Author: | Marcie McKinnon Legislative Clerk | Date: October 20, 2021 |
| CAO Signature: | Michael Merritt | Date: October 21, 2021 |



Request for Decision

Appointment of Elected Officials to Authorities, Boards Commissions and Committees

October 25, 2021

RECOMMENDATION

That the appointment of Elected Officials to the various Authorities, Boards and Commissions and committees for the period November 2021 to October 2022 be approved as follows:

| | |
|--|---|
| <p>CENTRAL ALBERTA ECONOMIC PARTNERSHIP (CAEP) Membership</p> | <p>Councillor Community Rep –</p> |
| <p>EMERGENCY MANAGEMENT/DISASTER SERVICES Bylaw 2019-15</p> | <p>All Council</p> |
| <p>FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) Bylaw 2019-25</p> | <p>Councillor Alternate –</p> |
| <p>INTER-MUNICIPAL COOPERATION COMMITTEE (ICC) Master Agreement effective January 1, 2016</p> | <p>Councillor - Chair Councillor Mayor - required</p> |
| <p>MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION (MVRWMC) Membership</p> | <p>Councillor Alternate -</p> |
| <p>MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION (MVRWSC) Membership</p> | <p>Councillor Alternate –</p> |
| <p>MOUNTAIN VIEW SENIORS HOUSING BOARD (MVSH) Membership</p> | <p>Councillor Alternate –</p> |
| <p>MUNICIPAL AREA PARTNERSHIP (MAP) Membership</p> | <p>Mayor - required</p> |
| <p>MUNICIPAL PLANNING COMMISSION (MPC) Bylaw 2019-23 & 2020-10</p> | <p>Councillor Councillor Councillor Alternate –</p> |

| | |
|---|---|
| OLDS & DISTRICT CHAMBER OF COMMERCE Membership | Councillor Alternate – |
| OLDS CITIZENS ON PATROL SOCIETY (COP) Membership | Councillor Alternate – |
| OLDS INSTITUTE FOR COMMUNITY & REGIONAL DEVELOPMENT (OICRD) Membership | Councillor Alternate – |
| OLDS POLICING ADVISORY COMMITTEE (OPAC) Terms of Reference – Approved by Council on June 22, 2020 | Councillor Alternate – |
| OLDS MUNICIPAL LIBRARY BOARD (OML) Bylaw 2019-17 | Councillor |
| PARKLAND COMMUNITY PLANNING SERVICES (PCPS) Membership | Councillor Alternate – |
| PARKLAND REGIONAL LIBRARY (PRL) Membership | Councillor |
| PUBLIC ART ADVISORY COMMITTEE (PAAC) Council Policy 120C | Councillor Councillor |
| RED DEER RIVER MUNICIPAL USERS GROUP (RDRMUG) Membership | Councillor Alternate – |
| SOUTH RED DEER REGIONAL WASTEWATER COMMISSION (SRDRWC) Membership | Councillor Alternate – |
| SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION (SAEWA) Membership | Mr. Larry Wright Alternate - Councillor |
| <i>Central Alberta Regional Joint Assessment Review Board</i> <i>Legislated 2020-01</i> <i>(City of Red Deer and Partner Municipalities)</i> | <i>Town Council does not appoint Elected Officials to this Board.</i> |

| | |
|---|--|
| <p>Regional Inter-Municipal Subdivision and Development Appeal Board <i>Legislated 2018-43 (Town of Olds, Parkland Community Planning Services and Partner Municipalities)</i></p> | <p><i>This Board has been eliminated and replaced by the Central Alberta Regional Joint Assessment Review Board.</i></p> |
| <p>INTER-MUNICIPAL PLANNING COMMISSION <i>Bylaw 2008-13</i></p> | <p><i>This Board has been eliminated by the 2020 Inter-municipal Development Plan (IDP).</i></p> |
| <p>INTER-MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD <i>Bylaw 2008-02</i></p> | <p><i>This Board has been eliminated by the 2020 Inter-municipal Development Plan (IDP).</i></p> |

STRATEGIC ALIGNMENT

The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

*Municipal Government Act
Code of Conduct Bylaw
Council Member Appointment Policy 107C*

BACKGROUND

As per Town of Olds Council Policy 107C Council Member Appointment: Members of the Olds Town Council are appointed to Authorities, Boards, Commissions, and other various committees; Council is responsible for elected officials appointments to said Authorities, Boards, Commissions, and other committees.

RISK/CONSEQUENCES

Should Council not appoint elected officials to each authority, board, committee or commission (ABC's) the Town would have no representation to ensure that the best interest of the town is being considered and that the activities of the ABC's do not exceed the authority of said ABC.

FINANCIAL CONSIDERATIONS

Approved by budget New = Budget Adjustment

| Cost | Funding Source (budget/in kind/grant) with G/L Code |
|-------------------|--|
| | Council Personal Development Plans in Operational Budget |
| Total Cost | |

ATTACHMENTS

1. Town of Olds Council Policy 107C Council Member Appointment

| | | |
|----------------|--------------------------------------|------------------------|
| Author: | Marcie McKinnon Legislative Clerk | Date: October 20, 2021 |
| CAO Signature: | Michael Merritt | Date: October 21, 2021 |



107C
Elected Official Appointments

Prepared By: Office of the CAO

Council Approval Date: August 23, 2021

Effective Date: Upon Approval

Council Motion No.: 21-336

References: Municipal Government Act
Council Code of Conduct Bylaw
Procedural Bylaw
Records Management Retention Schedule Bylaw
Elected Official Professional Development Policy
Remuneration and Benefits Policy

POLICY STATEMENT

Members of Olds Town Council are appointed to Authorities, Boards, Commissions or Committees.

PURPOSE

To provide for the appointment of Elected Officials to Authorities, Boards, Commissions or Committees.

DEFINITIONS

“Ad Hoc or Advisory” means a Committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective. This committee has a beginning and an end.

“Authority, Board, Commission or Committee” or “(ABCC)” means a committee to which members of the public and elected officials are appointed to at the Town of Olds annual Organizational Meeting, and/or as required throughout the year. The ABCC’s have been granted the authority to bring committee recommendations to Council for decision.

“Elected Official Committee” means an Ad Hoc, Advisory or Standing Committee, or any other body established by Council. An Elected Official Committee does not include an Assessment Review Board established under section 454 or a Subdivision and Development Appeal Board established under section 627.

“Standing Committee” means a Committee, formed to do its assigned work on an ongoing basis. This committee does not have an end date and it is formed to discuss items specific to municipal functions. (I.e. Standing Committee on Transportation)

SCOPE

This policy applies to all members of the Town of Olds Council.

RESPONSIBILITIES

Council is responsible for Elected Official appointments to Authorities, Boards, Commissions or Committees. All members of Council shall adhere to the Council Code of Conduct Bylaw when representing the Town of Olds.

STANDARDS

1. Elected Official Appointments

- 1.1. Elected Official appointments will be made annually at the Organizational Meeting.
- 1.2. Each Councillor is to submit an expression of interest pertaining to annual appointments to Authorities, Boards and Commissions to the Mayor by the end of September. This process will be the same during an election year.
- 1.3. Appointment of Elected Official Members to Authorities, Boards, Commissions, or Committees, is coordinated by the Mayor.
- 1.4. Should there be interest from more than one Elected Official Member to any particular Authority, Board, Commission, or Committee, appointment to said ABCC will be voted upon at the Organizational Meeting.
- 1.5. A request for decision for Elected Official appointments will be prepared for presentation at the Organizational Meeting, held in accordance with the Municipal Government Act.
- 1.6. The Mayor acts as an ex-officio member of all Elected Official Committees solely appointed by the Council of the Town of Olds as provided by the Municipal Government Act.
- 1.7. All members of Council shall attend training and orientation session(s) as soon as provided following their election to Council, in order to fulfill their commitment to Authorities, Boards, Commissions, and Committees.
- 1.8. Within reasonable means, alternates appointed should attend training and the Annual General Meeting of an Authority, Board, Commission, or Committee.

2. Elected Official Role

- 2.1. Elected Officials appointed to Authorities, Boards, Commissions, or local Committees containing members of the public, if possible:
 - An elected official who is assigned a local committee chair role shall work to train a public member to take over the role of chair on the ABCC; and
 - Shall avoid making motions on subjects likely to be presented to Council for further review.
- 2.2. Elected Officials appointed ensure that the activities of the committee do not exceed the authority of the committee granted by Council as defined by bylaw or terms of reference.
- 2.3. An Elected Official on a Committee shall not be considered as an advocate for the interests of the committee and shall not be expected to present issues or recommendations to the receiving body on behalf of the Committee.
- 2.4. Elected Official members have fiduciary duties to both the Town and the body to which they were appointed and must be cognizant of the "hat" they are wearing and where their duty of loyalty and fidelity lies. Elected Officials must act in the best interest of the town when sitting at the Council table, and conversely, must act in the best interests of the Authority, Board, Commission or Committee appointed to.

*Council Approval Date: August 22, 2011 Motion 11-255
 Policy at the time was called Council Committee and Appointment Policy Motion 11-214
 Amended October 24, 2011 Motion 11-330
 Amended: October 9, 2018 Motion 18-389
 Amended: June 8, 2020 Motion 20-213*



Request for Decision

Public at Large Appointments

October 25, 2021

RECOMMENDATION

FCSS

That _____ be appointed to the Family & Community Support Services Advisory Board (FCSS), for a term of two years, to expire at the 2023 Organizational Meeting.

MPC

That _____ and _____ be appointed to the Municipal Planning Commission (MPC), for a term of two years, to expire at the 2023 Organizational Meeting.

OML

That _____, _____, and _____ be appointed to the Olds Municipal Library Board (OML), for a term of two years, to expire at the 2023 Organizational Meeting.

OPAC

That _____, _____ and _____ be appointed to the Olds Policing Advisory Committee (OPAC) upon completion of a suitable criminal record and swearing of an Oath of Office, for a term of two years, to expire at the 2023 Organizational Meeting.

PAAC

That _____ and _____ be appointed to the Public Art Advisory Committee (PAAC), for a term of two years, to expire at the 2023 Organizational Meeting.

STRATEGIC ALIGNMENT

The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

- Municipal Government Act*
- Procedural Bylaw 2020-15*
- Elected Official Appointment 107C Council Policy*
- Public at Large Appointments 113C Council Policy*
- Governing documents for respective ABCC's*

BACKGROUND

Family and Community Support Services (FCSS): Has **THREE** two-year terms to be filled
Received one re-application

Excerpt from Bylaw 2019-25:

5. MEMBERSHIP

The Board shall consist of a maximum of seven (7) members who shall be appointed by resolution of Council. The Board shall be comprised of:

- 5.1. One (1) member of Council appointed annually at the Organizational Meeting.*

- 5.2. *Five (5) to six (6) members of the public at large selected to represent a broad cross section of the community.*
- 5.3. *Members appointed to the Board shall be residents of the Town of Olds. Consideration may be given to appointment of no more than two citizens residing in Mountain View County within the designated Olds Recreation Area.*

Municipal Planning Commission: Has **THREE** two-year terms to be filled

Received two re-applications

Excerpt from Bylaw 2019-23:

3.3 *The Commission shall consist of seven (7) Members, including:*

- a) *at least two (2) members of Council; and*
- b) *the remaining positions shall be members of the public at large who reside in the Town.*

Olds Municipal Library Board (OML): Has **SIX** two-year terms to be filled

Received three re-applications

Excerpt from Bylaw 2019-17:

STRUCTURE

5. (b) *The Board shall consist of not fewer than 5 and not more than ten (10) members appointed by Council.*
- (c) *A minimum of one (1) to a maximum of two (2) representatives of Town of Olds Council may be appointed to be members of the Board at any one time.*
- (d) *One representative of Mountain View County Council or a County resident will be appointed by Mountain View County, and further endorsed by Town of Olds Council.*
- (e) *Factoring the number of Town of Olds Council appointees, between three (3) and eight (8) members at large who can be residents of the Town of Olds or Mountain View County as long as the majority are residents of the Town of Olds.*

Olds Policing Advisory Committee (OPAC) – has **THREE** two-year terms to be filled

Received four applications

Excerpt from OPAC Terms of Reference:

The OPAC shall consist of a maximum of seven (7) voting members who shall be appointed by resolution of Council as follows:

- (a) *two (2) members of Town Council, plus one (1) alternate;*
- b) *five (5) citizen members who work or reside in Olds.*

Public Art Advisory Committee (PAAC) – has **TWO** two-year terms to be filled

Received two applications

Excerpt from Council Policy 120C

“Public Art Advisory Committee” means a committee comprised of but not limited to: individuals qualified to ensure an artwork’s suitability to the community and who are visual artists, curators, community representatives, architects; a Councillor as appointed by Council; and gift donor representatives and Town staff representatives as required. The Committee will make recommendations to Council for final approval.

PAAC will consist of a minimum of five (5) and a maximum of seven (7) representatives, with a minimum of two (2) Town of Olds Elected Officials, two (2) visual Artists.

Administration will make every effort when holding committee meetings in a public forums, to be considerate of and adhere to the requirements and recommendations of Alberta Director of Public Health, to ensure public safety.

Administration will continue to advertise seeking volunteers for the various ABCC's in the local print media, social media and on the Town of Olds website.

SPECIAL THANKS

The Mayor and Council wish to thank the following volunteers for the time they have dedicated to their respective boards and committees over the years and wish them all the best in their future endeavors:

Rose Haugen – Family and Community Support Services
Barb Adair - Family and Community Support Services
Rudy Durieux – Municipal Planning Commission
Lisa Szafron – Olds Municipal Library Board
Carolyn Horne – Olds Municipal Library Board
James Cummings – Olds Policing Advisory Committee
Michael Keeling-Barrand - Olds Policing Advisory Committee
Renu Mathew – Public Art Advisory Committee
Judy Douglas – Public Art Advisory Committee

RISK/CONSEQUENCES

- Council may choose to not appointment members to respective ABC's, however that would limit the ability of said ABC to function as required.
- Council can change the appointments. Council would need to be specific in what changes would be required.

FINANCIAL CONSIDERATIONS – potentially volunteer required training for respective ABC's.

ATTACHMENTS – Council Policy 113C Public at Large Appointments

| | | |
|----------------|--------------------------------------|------------------------|
| Author: | Marcie McKinnon Legislative Clerk | Date: October 22, 2021 |
| CAO Signature: | Michael Merritt | Date: October 21, 2021 |



Prepared By: Office of the CAO

Council Approval Date: August 23, 2021

Effective Date: Upon Approval

Council Resolution No.: 21-336

References: Human Resources Canada
 Municipal Government Act
 Elected Official Member Appointment Policy
 Civic Recognition Policy

POLICY STATEMENT

The Town of Olds values the work of volunteers to any Authority, Board, Commission or Committee that the Town of Olds manages and as such will provide a consistent and fair approach to the appointment and recognition of volunteer members.

PURPOSE

This policy is to establish a process in which the Town of Olds recruits volunteers for public at large appointments to various Town managed Authority, Board, Commission or Committee (ABCC's) and how those volunteers will be recognized for their contribution.

SCOPE

This policy applies to all Town of Olds residents who are eligible to be appointed to an ABCC, that has been created by Council bylaw.

DEFINITIONS

“Ad Hoc or Advisory”, means a Committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective. This committee has a beginning and an end.

“Authority, Board, Commission or Committee” or “(ABCC)” means a committee to which members of the public and elected officials are appointed to at the Town of Olds annual Organizational Meeting, and/or as required throughout the year. The ABCC's have been granted the authority to bring committee recommendations to Council for decision.

“Conflict of Interest” is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party.

“Elected Official Committee” means an Ad Hoc, Advisory or Standing Committee, or any other body established by Council. An Elected Official Committee does not include an Assessment Review Board established under section 454 or a Subdivision and Development Appeal Board established under section 627.

‘Legally entitled to work in Canada’ is defined by Human Resources and Skill Canada as a Canadian citizen; permanent resident; refugees in Canada to whom that status has been legally granted

“Standing Committee” means a Committee, formed to do its assigned work on an ongoing basis. This committee does not have an end date and it is formed to discuss items specific to municipal functions. (I.e. Standing Committee on Transportation)

‘Pecuniary Interest’ means something of which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse, or a business in which employs you or in which you have an interest.

RESPONSIBILITIES

The Chief Administrative Officer is responsible to ensure the recruitment of volunteers to Town managed ABCC’s are performed within the terms of this policy.

STANDARDS

Public at Large Members are appointed to Authority, Boards, Commissions or a Committee that are granted the authority by Council to make decisions on behalf of Council to which elected officials and residents are appointed to at the Town of Olds annual Organizational Meeting or occasionally, as required.

Authority, Board, Commission or Committee Administration

- a) A current record of all appointments to town managed Authority, Board, Commission or Committees, including term end dates and mailing address of each member is maintained by the Town Legislative Clerk.
- b) To be eligible for appointment as a public at large member to a Town managed ABCC’s , applicants must be:
 - of the full age of 16 years to 18 years of age with consent in writing from a parent or guardian; or over the age of 18 years; and
 - Canadian citizens or those legally entitled to work in Canada as defined by Human Resources Canada or a temporary visa holder or a refugee waiting for their claim for refugee status to be determined;
 - Not be an employee of the Town;
 - Not be in arrears or otherwise owing the Town;
 - Not be in litigation with the Town; and
 - Not have been convicted of an indictable offence or a criminal offence involving fraud.
- c) All appointments shall be for a two-year term except as required by statute or if the appointment is to fill a vacancy then the appointment shall be for the remainder of the two-year term. If the remainder of the two year term is less than six months the recommendation may reflect the remainder of the two year term, plus a subsequent two year term.
- d) Those volunteers seeking reappointment will be considered with all other applications received. (must re-apply).
- e) Public at large members may request or be required to attend governance training.

Volunteers will be invited to the Town hosted annual Volunteer Appreciation Night and a Appropriate Gift and Certificate of Appreciation from Town of Olds will be issued to volunteer members or members at large for recognition of their service on Council Authority, Board,

Commission or Committee. Each individual will only be entitled to receive one gift per committee which they have volunteered for.

Membership

- a) Public at large members are required to notify the town in writing if their place of residence changes.
- b) If a public at large member misses three consecutive meetings without the Chair having received notice of the members justifiable absence or, if a member misses three regular meetings the Chair of the Authority, Board, Commission or Committee can request their resignation.
- c) Public at large members shall not disclose any confidential or personal information that they have access to through the performance of their duties.
- d) At the end of their appointment, public at large members are to return all documents and other materials acquired through the performance of their duties to the Town of Olds.
- e) Public at large members shall not discuss or vote on any matter which they have a pecuniary interest of any other conflict of interest.
- f) In the performance of their duties, public at large members should act with the appropriate courtesy and respect, and shall conduct themselves with decorum.
- g) If Public at large members wish to withdraw, resign, or quit a committee they are appointed to by Council motion, must do so in writing to the Legislative Clerk.

*Approval Date: September 14, 2020 Resolution No.20-332
Rewrite of Administrative Policy 302*