

TOWN OF OLDS BYLAW NO. 2026-22

BEING A BYLAW OF THE TOWN OF OLDS ESTABLISHING THE ECONOMIC DEVELOPMENT ACTION COMMITTEE

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a municipality may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other people;

AND WHEREAS, the council of the Town of Olds wishes to establish a council committee that provides strategic advice and recommendations while actively participating in and advancing local and regional economic and business development initiatives and providing strategic advice to council in the Town of Olds;

NOW THEREFORE, the Council of the Town of Olds in the Province of Alberta, duly assembled, enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “**Economic Development Action Committee Bylaw**”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

2.2 “Administration” means the operational arm of the Town, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO).

2.3 “Town” means the municipal corporation of the Town of Olds in the Province of Alberta.

2.4 “Chief Administrative Office” or “CAO” means the Chief Administrative Officer, as appointed by Council pursuant to section 205 of the *Municipal Government Act*, RSA 2000, c. M-26;

2.5 “Committee” means the Economic Development Action Committee.

2.6 “Council” means the Council of the Town of Olds elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21 and amendments thereto.

2.7 “Councillor” means an elected member of Council, including the Mayor.

- 2.8 "Economic Development" means activities that support business retention, growth, and diversification with the objective of fostering a positive business climate and attracting new investment, employment opportunities and increased assessment.
- 2.9 "Economic Development Strategy" means the strategy and action plan that guides economic development activities in the Town, and updates thereto.
- 2.10 "Action" means the active participation of Committee members in advancing economic development priorities and initiatives through, including undertaking responsibilities that contribute to identified outcomes.
- 2.11 "Central Alberta First" means a regional economic development partnership initiated by the Town of Olds in which the Town participates to advance collaborative economic development strategies and initiatives in Central Alberta.

3. STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 3.1 A council committee is hereby established and will be referred to as the Economic Development Action Committee (EDAC).
- 3.2 The mandate of the Economic Development Action Committee is to advance local and regional economic development by providing strategic advice and recommendations to Council and by actively participating in initiatives that support business growth, investment attraction, business retention and expansion, economic diversification, regional collaboration and the development of strategic economic zones.
- 3.3 The Committee will use an inclusive and collaborative approach that contributes to strong local and regional partnerships, leverages community and regional assets, and recognizes that economic opportunities, industries, workforce, investment and supply chains extend beyond municipal boundaries.
- 3.4 In order to fill its mandate, the Committee may:
 - (a) identify and engage stakeholder groups and seek their input into the Committee's work;
 - (b) work with Administration to develop and maintain a dialogue about matters of concern or interest related to economic development;
 - (c) assist Council to conduct research, develop strategies and policies related to economic development; and

- (d) respond to requests from Council for strategic advice on specific business and economic development issues.
 - (e) Actively participate in and support the advancement of economic development projects and priorities identified through the Town of Olds economic development strategy and Central Alberta First's regional economic development strategies, including undertaking specific responsibilities or actions assigned to Committee members.
 - (f) Identify and advance opportunities for collaboration with regional municipalities, economic development organizations, industry, educational institutions and other partners where such collaboration supports the economic interests of the Town of Olds and the broader region.
 - (g) Identify and advance opportunities for regional economic collaboration, including strategic economic areas, corridors, clusters and other initiatives that strengthen the competitiveness of the Town of Olds and the region.
- 3.5 The Committee may develop and present recommendations to Council and may undertake or support actions identified within its approved mandate and economic strategies to enhance future growth, economic and business resiliency, investment attraction and prosperity in the Town of Olds and the region. Matters requiring Council approval or direction to Administration will be referred to by the Council.
- 3.6 The Committee will provide input into the review and updating of the Economic Development Strategy as needed to address changing economic circumstances.
- 3.7 The Committee will seek to create and strengthen local and regional partnerships with municipalities, industry, community stakeholders, economic development organizations to attract investment and advance shared economic opportunities.

4. MEMBERSHIP

- 4.1 The Committee will be comprised of up to nine (9) members appointed by Council and will include:
- (a) At least one (1) member of the Town of Olds Council shall be appointed to the Committee, along with one (1) designated alternate.
 - (b) One representative of Mountain View County Council along with one (1)

designated alternative or a county resident or business will be recommended by Mountain View County and further appointed by Town of Olds Council.

- (c) Up to two representatives from other municipalities or counties within the region, which may include senior administrative or executive representatives, economic development representatives, or members of the business community.
- (d) Five (5) public-at-large members to be recruited through a public application process.
- (e) Considerations for public at large appointments for EDAC will include, where possible, individuals who provide relevant business, industry, institutional or economic development expertise, including:
 - o Business representatives from key industries and economic sectors;
 - o Business and Industry service association representatives;
 - o Educational, research and innovation institution representatives; and
 - o Financial institution, business development or advisory representatives.

- 4.2 Councillors appointed to the Committee are voting members.
- 4.3 When making appointments to the Committee, the Council will consider individuals that have a broad knowledge of the Olds and region and a demonstrated interest in economic development.
- 4.4 Members must not be current employees of the Town and must not have been employed by the Town for a minimum of 12 months prior to appointment.
- 4.5 Members shall be appointed for terms of two (2) years and can be renewed for an additional term of two (2) or three (3) years, to a maximum of 9 years, at the pleasure of Council, with the exception of Councillors, who shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.6 Should a vacancy arise, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.7 For the initial appointments only, one half of the members would be appointed for a 1-year term and the rest for a 2-year term, notwithstanding section 4.6.
- 4.8 A member of the Town administration shall chair committee meetings but not be eligible to vote.

- 4.9 If a member is absent from three (3) consecutive meetings, the Council may declare the position vacant and appoint a successor.
- 4.10 Council may terminate the appointment of any member at any time.
- 4.11 Members appointed to this Committee will not receive remuneration.

5. ADMINISTRATION & CONFIDENTIALITY

- 5.1 **Access to Information** All records, communications, notes, and documents created, received, or maintained by Committee members in relation to Committee business are subject to the custody and control of the Town and governed by the Access to Information Act (ATIA). Members shall promptly provide any requested records to the Town's Designated Officer upon request for the purpose of processing access requests.
- 5.2 **Protection of Privacy** Committee members shall collect, use, disclose, and protect personal information strictly in accordance with the Protection of Privacy Act (POPA) and the Town of Olds Privacy Management Program. Confidential or personal information obtained through Committee activities shall not be disclosed, reproduced, or used for any purpose other than authorized Committee duty.

6. BUDGET

- 6.1 The EDAC budget will be included under the Economic Development department's budget. It may, however, identify a budget item subject to approval of the Council or as delegated through a reserve or operating budget.

7. PROCEDURE

- 7.1 Committee members are required to agree and maintain confidentiality and comply with all Town bylaws, policies, and procedures.
- 7.2 The Committee will:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
 - (b) meet on a quarterly basis; and
 - (c) provide the annual meeting schedule to the Town's Legislative Clerk to be posted on the Town's website.
- 7.3 No additional notice of regularly scheduled meetings is required.

- 7.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
- (a) members of the Committee by email; and
 - (b) the public by posting a notice on the Town's website.
- 7.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the Town's website.
- 7.6 A quorum at any regular meeting shall be six (6) members and must include one (1) Councillor.
- 7.7 The Committee will follow the meeting procedures set out in the Town's Council Procedure Bylaw. A tie vote shall constitute defeat of any motion considered by the Committee.
- 7.8 The Chairperson will preside over all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chairperson's duties, the committee will select an Acting Chairperson to perform those duties.
- 7.9 All Committee meetings shall be held in public and conducted in accordance with the Town of Olds Council Procedure Bylaw, except where a meeting or part of a meeting is closed to the public in accordance with the Municipal Government Act.
- 7.10 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 7.11 Sub-committees may be appointed and will report back to the Committee as necessary. It is not required that the Chairperson be a member of any sub-committee.
- 7.12 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

8. ANNUAL WORKPLAN AND REPORTING

- 8.1 The Committee will support and advance the priorities and actions identified within the Town's economic development strategy and Central Alberta First's regional economic strategies. that identifies key priorities and goals based on its mandate.
- 8.2 The Committee may provide reports which include recommendations on

matters related to the Committee's mandate to the Council, as appropriate.

8.3 At least once per year, the Committee will report to Council.

9. REPEAL

8.1 Town of Olds Bylaw 2023-37 all amendments thereto are hereby repealed.

10. SEVERABILITY

10.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

11. EFFECTIVE DATE

11.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

READINGS

Read for the first time on the 14 day of September 2026.

Read a second time on the 28 day of September 2026.

Read a third and final time on the 28 day of September 2026.

SIGNATURE LINE



Dan Daley,
Mayor



Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 29 day of September 2026.