

**BYLAW NO. 23-20  
THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA FOR  
THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL COLLABORATION  
COMMITTEE.**

**WHEREAS** section 145 of the *Municipal Government Act*, R.S.A 2000, c- M-26, provides that Council may pass bylaws to establish council committees and define their functions;

**AND WHEREAS** the municipal councils of the Town of Strathmore and Wheatland County recognize the value of ongoing communication between the two municipalities and the importance of having a mechanism of discussing matters of mutual interest;

**AND WHEREAS** the municipal councils have agreed on a Terms of Reference for the Intermunicipal Collaboration Committee;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

1.1 This Bylaw may be referred to as the "Town of Strathmore/Wheatland County Intermunicipal Collaboration Committee Bylaw".

**2. TERMS OF REFERENCE**

2.1 That the Terms of Reference in Schedule 'A' of this bylaw be adopted as the Terms of Reference for the Intermunicipal Collaboration Committee (ICC).

**3. EFFECTIVE DATE**

3.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

**READ A FIRST TIME** this 21st day of June, 2023.

**READ A SECOND TIME** this 21st day of June, 2023.

**READ A THIRD AND FINAL TIME** this 21st day of June, 2023.



**BYLAW NO. 23-20  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

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Pat Tule  
MAYOR

[Signature]  
CAO

**Schedule 'A'**

**Town of Strathmore & Wheatland County**

**Intermunicipal Collaboration Committee  
Terms of Reference**



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## **1.0 Introduction**

The Town of Strathmore is located within the western portion of Wheatland County, along Highway 1 and Highway 817. As the municipalities are no longer members of the Calgary Metropolitan Region Board (CMRB), the Town of Strathmore and Wheatland County are required to prepare and approve an Intermunicipal Development Plan and an Intermunicipal Collaborative Framework. To facilitate the preparation of these documents and to strengthen the working relationship between both municipalities, it was determined that the Intermunicipal Collaboration Committee could play a key role in this process as well as having an opportunity for elected officials to share information on a range of topics of interest to both municipalities.

## **2.0 Purpose**

The purpose of the Town of Strathmore / Wheatland County Intermunicipal Collaboration Committee (the Committee) is:

- a. to facilitate the working relationship between the two municipalities;
- b. to facilitate the ongoing sharing of information between elected officials and staff from the two municipalities;
- c. to provide a forum in which to review and discuss a range of topics of mutual interest;
- d. to oversee the development of, implementation of, and amendments to the IDP and ICF; and
- e. to participate in a conflict resolution process when matters cannot be resolved at the staff / administration level.

## **3.0 Objectives**

The objectives of the Intermunicipal Collaboration Committee include:

- a. establishing and maintaining working relationships with staff, administration and Council to facilitate the implementation of mutual goals;
- b. maintaining positive intermunicipal relations and working towards the resolution of any intermunicipal disputes that may arise;
- c. striving to understand each other's strategic interests;
- d. providing direction on lands and matters of mutual interest; and
- e. representing joint municipal interests to the Provincial government.

## **4.0 Scope**

The Committee may address any item that is of interest to Committee members and is of an intermunicipal nature. The following are some examples:

- a. Provincial and regional planning initiatives;
- b. Sub regional matters;
- c. Intermunicipal planning;
- d. Intermunicipal servicing strategies
- e. Transportation planning – including roads, pathways, and public transit;

- f. Matters regarding growth management and annexation of land;
- g. Environmental issues;
- h. Shared Servicing and Cost sharing strategies.

## **5.0 Participants**

### **5.1 Committee Members**

- a. At their respective organizational meeting, each municipality should, appoint four (4) elected officials for membership on the ICC (Committee Members).
- b. Committee Members may delegate their responsibilities to another member of their respective council (an Alternate) should they be unable to attend a meeting of the Committee.
- c. Only elected representatives of the Town of Strathmore and Wheatland County are considered Committee members.

### **5.2 Co-Chairs**

- a. At the first ICC meeting subsequent to the municipalities' respective organizational meetings, the Committee shall appoint two (2) Committee Members (one from each municipality) as co-chairs.

### **5.3 Administrative Support**

- a. Each municipal administration will assign administrative support staff to the Committee as required.
- b. Administrative support staff are not considered Committee Members.
- c. Administrative support staff may participate in Committee discussions in an advisory role.

### **5.4 Guests**

- a. The Committee may invite guests to present and/or contribute at Committee meetings.
- b. Guests may include private consultants, staff or elected officials from other municipalities, representatives of organizations, the Province, or special interest groups or members of the public, as deemed appropriate by the Committee.
- c. Other council members from the Town of Strathmore and Wheatland County may attend meetings at any time as observers but are not considered Committee Members unless acting as Alternate for a Committee Member.

## **6.0 Committee Roles and Responsibilities**

### **6.1 Committee Members**

Each Committee Member is responsible for:

- a. attending scheduled meetings of the Committee or appointing an Alternate to attend in their place;
- b. representing the interests of their municipality and working cooperatively to achieve the objectives of the Committee;

- c. sharing information, communicating concerns and ensuring continued cooperative relations between the two municipalities;
- d. reporting to and communicating from their respective councils regarding Committee business;
- e. managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities;
- f. providing direction to administrative support staff regarding ICC projects, actions and requirements;
- g. voting on motions when requested to do so by the Chair; and
- h. adhering to these Terms of Reference.

## **6.2 Chair**

The municipalities will alternate chairing meetings. The acting Chair for each meeting is responsible for:

- a. confirming quorum, opening the meeting, and asking Committee Members to confirm the agenda and approve the meeting notes from the previous meeting;
- b. keeping discussion on topic, facilitating the agenda, and ensuring all members of the Committee are given the opportunity to contribute; and
- c. subsequent to a motion being proposed by a Committee Member, the Chair must request the Committee Members vote on the motion.

## **6.3 Administrative Support Staff**

Staff assigned as administrative support to the Committee will alternate hosting meetings. Administrative support staff are responsible for:

- a. Meeting Preparation & Coordination
  - i. Coordinating together on the preparation and distribution of agendas and information packages to Committee Members at least seven (7) days in advance of the meeting.
  - ii. Coordinating those wishing to present to the Committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the Committee's discussion of agenda items.
- b. Information Management and Record Retention
  - i. The Administrative Support Staff from the hosting municipality are responsible for drafting meeting notes, distributing notes and agendas, the general administrative and coordination of meetings, and recording Committee votes and recommendations.
  - ii. Hosting staff will endeavour to have draft notes to staff from the other municipality for review one week following the meeting.
  - iii. Administrative support staff from both municipalities will co-ordinate with each other to retain records of information presented to the Committee, as well as Committee agendas and meeting notes in accordance with each municipality's record retention bylaws. Only agendas and meeting notes confirmed by the Committee and items accepted by the Committee as information are to be retained.

- c. Implementing Directions of the Committee
- d. Staff may be directed by the Committee to prepare materials in order to facilitate projects, presentations, proposals, or communications on behalf of the ICC.

## **7.0 Governance**

### **7.1 Authority**

- a. The ICC has no official legislative status or decision-making authority. The Committee is able to forward recommendations to the municipal councils for ratification and/or to render a formal decision.
- b. The Committee may direct staff to undertake activities such as preparing letters, information packages / notices or presentations, and hosting public meetings in regards to ICC matters.

### **7.2 Quorum**

- a. Quorum is required before the Chair may open an ICC meeting.
- b. Quorum is defined as a minimum of two (2) Committee Members (or a combination of Committee Members and their alternates) from each municipality being in attendance.

### **7.3 Decision Making and Voting**

- a. The operation of the ICC is based on negotiation and consensus building. However, the Committee will need to make decisions in order to provide directions to staff and give recommendations to the municipal councils.
- b. Decisions are made by voting and only Committee Members are eligible to vote. Voting is done by a show of hands with the aim of establishing a consensus position.
  - i. If there are an equal number of votes for and against a motion, the motion is defeated.
- c. The Committee may decide during a meeting to vote on specified items via email. If the motion is not supported unanimously, the Committee Members shall use the following process:
  - i. Have further discussions and put forth another motion to reach consensus.
  - ii. Table the item and reconsider it at a subsequent meeting.
  - iii. Decide on the item by simple majority.

## **8.0 Meetings**

### **8.1 Advertising Meetings**

- a. ICC meetings will be advertised in accordance with the requirements of Sections 195 and 196 of the *Municipal Government Act* by each municipality in a manner of their choosing.

### **8.2 Scheduling Meetings**

- a. The Committee shall, at the first meeting held following the Organizational Meeting, confirm the dates and number of meetings for the following year. All efforts should be made to hold a minimum of four (4) regularly scheduled meetings per year.

- b. Either municipality may request an additional meeting to discuss pressing matters. Additional meeting requests should be submitted to the CAO of either municipality, who will have the authority to direct staff to organize a meeting at the earliest date possible.
- c. Requests for cancellation or rescheduling of meetings should also be submitted to the CAO of either municipality in writing with reasons for the cancellation. The matter can then be directed to administration to reorganize the meeting and contact all appropriate members and guests of the meeting cancellation.

### **8.3 Hosting and Chairing Meetings**

- a. Hosting and chairing of meetings will be alternated between the two municipalities. However, meetings may be held at any location deemed appropriate by the majority of Committee Members.
- b. The Co-Chair (or their Alternate) from the hosting municipality will assume the duties of the Chair for a meeting.

### **8.4 Meeting through Electronic Communications**

- a. Committee members may attend an ICC meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Members will prioritize the use of video calling when possible.

## **9.0 Public Accessibility**

### **9.1 Meeting Attendance**

- a. All Committee meetings are open to the public to attend; however, the public may only make presentations to the Committee at the discretion of the Chair.
- b. In accordance with Section 197 of the Municipal Government Act, the Committee may choose to close all or part of a meeting to the public and go into a closed session. The Committee must pass a motion unanimously for the Committee to go into closed session.

### **9.2 Presentations to the Committee**

- a. Any member of the public wishing to present a matter to the Committee shall submit a written request to either the CAO of the Town of Strathmore, or the CAO of Wheatland County at least five business days prior to the Committee meeting. Exceptions may be made at the discretion of either CAO or the Committee.
- b. Presentations shall be limited to 10 minutes unless there is consent by the Committee to extend the allotted time.
- c. Debate concerning matters raised during public presentations shall take place at the discretion of the Committee.
- d. Information presented during the public presentation shall relate only to the subject matter for which the presentation was originally requested.

### **9.3 Meeting Notes**

- a. All approved meeting notes are available to the public upon request.

## **10.0 Communication Procedures**

### **10.1 Internal Communication**

- a. Staff shall provide advisory support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.
- b. All meeting notes and other communications internal to the Committee should be distributed by staff to Committee members in a timely manner.
- c. Staff shall maintain a record of all internal communications. Draft notes are not part of the Committee record; all approved notes are part of the Committee record.

### **10.2 External Communications**

- a. *Recommendation to Council:*  
All recommendations to Councils as well as minutes of the matter at Council meetings should be distributed by staff to Committee members in a timely manner. Staff shall maintain a record of Recommendations to Councils, decisions, and minutes regarding Committee business.
- b. The Committee's recommendations may be delivered to Councils by
  - i. A joint Council meeting;
  - ii. A joint presentation to individual Councils;
  - iii. A joint written submission agreed to by the Committee for delivery to individual Councils; or
  - iv. A combination of the above.
- c. *Communications with other external groups, such as, the public, NGO's, Provincial Government departments, the press:*
- d. The Committee may direct the CAOs to prepare letters, information packages/notices, presentations, or host public meetings on Committee business jointly. The development of a graphic showing logos and information from both Municipalities may be undertaken in order to facilitate communications on behalf of the Committee.
- e. Committee members shall follow their respective Council Code of Conduct Bylaws.

### **10.3 Information received by the Committee**

- a. Studies, surveys, projects and other information as directed by the Committee members or considered by either members or staff as of interest to the Committee shall be collected and distributed by staff to Committee members in a timely manner and shall be maintained as part of the Committee record for future reference.

## **11.0 Committee Costs and Budget**

- a. All costs associated with the Committee shall be jointly shared between the municipalities.
- b. Each municipal council shall decide which types of spending the ICC has the authority to approve and which items shall require approval by the respective councils.

## **12.0 Maintenance and Review of Terms of Reference**

### **12.1 Maintenance of the Terms of Reference**

- a. These Terms of Reference shall be jointly maintained by Staff from both municipalities and will be reviewed and updated as required.

### **12.2 Approval and Amendments to the Terms of Reference**

- a. The Terms of Reference and amendments thereto come into effect only upon resolutions being passed by both councils.