



AGENDA
ORGANIZATIONAL MEETING
Wednesday, October 23, 2024 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

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1. CALL TO ORDER	
2. CONFIRMATION OF AGENDA	
3. CLOSED MEETING	
3.1. Board and Committee Appointment (Public) - Disclosure harmful to personal privacy - FOIP S. 17(1)	
4. BUSINESS	
4.1. Town of Strathmore's Meeting Schedule 2024-2025 Agenda Item - AIR-24-195 - Pdf	2 - 9
4.2. Deputy Mayor Rotation Schedule Agenda Item - AIR-24-206 - Pdf	10 - 12
4.3. Council Seating Arrangement 2024-2025 Agenda Item - AIR-24-194 - Pdf	13 - 15
4.4. Board and Committee Appointments (Councillor) Agenda Item - AIR-24-207 - Pdf	16 - 54
5. ADJOURNMENT	



Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: September 30, 2024

Meeting Date: October 23, 2024

SUBJECT: Town of Strathmore's Meeting Schedule 2024-2025

RECOMMENDATION: THAT Council adopt the Town of Strathmore's 2024-2025 Meeting Schedule, as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

A set schedule will allow Council, staff and the public the ability to make necessary preparations to attend and participate in upcoming meetings.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Having a set schedule for Council Meetings allows the Public to plan to attend and participate in these meetings.

ORGANIZATIONAL:

A set schedule will allow Council and staff the ability to make necessary preparations. The proposed schedule will also allow staff to prepare agenda reports containing all relevant information.

OPERATIONAL:

N/A

FINANCIAL:

There are no financial implications, other than staff time needed to prepare agenda reports and attend meetings.

POLICY:

Pursuant to section 193(1) of the *Municipal Government Act*, "A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places."

The Town of Strathmore's Meeting Schedule has been prepared in accordance with Council's Procedure Bylaw No. 23-17. As per Bylaw No. 23-17, no Regular Council Meetings or Committee of the Whole Meetings will be scheduled during the month of August. Furthermore, no Regular Council Meeting has been scheduled for the first week of January.

Due to the October 20, 2025 Municipal Election, there have been no Council Meetings scheduled for October 2025. This is pursuant to Council Procedure Bylaw No. 23-17 section 33.1 "No Regular Council Meeting or Committee of the Whole Meeting will be held between nomination day and the inaugural organizational meeting each year a general election is held."

IMPLEMENTATION:

Administration will post the meeting schedule on the Town's website and advise internal and external stakeholders.

BACKGROUND:

The proposed meeting dates are as follows:

Regular Council Meetings

November 6, 2024
November 19, 2024 (Budget Meeting)
November 20, 2024
November 21, 2024 (Budget Meeting)
November 27, 2024 (Budget Meeting)
December 4, 2024
December 18, 2024
January 22, 2025
February 5, 2025
February 19, 2025
March 5, 2025
March 19, 2025
April 2, 2025
April 16, 2025
May 7, 2025
May 21, 2025
June 4, 2025
June 18, 2025
July 2, 2025
July 16, 2025
September 3, 2025
September 17, 2025
November 3, 2025 - *Annual Organizational Meeting*

Committee of the Whole Meetings

November 13, 2024
December 11, 2024
January 15, 2025
February 12, 2025
March 12, 2025
April 9, 2025
May 14, 2025
June 11, 2025
July 9, 2025
September 10, 2025

TIME:

Regular Council Meetings and Committee of the Whole Meetings will be held at 6:00 p.m.

LOCATION:

Regular Council Meetings and Committee of the Whole Meetings will be held in Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

The next Organizational Meeting will be held on November 3, 2025, in accordance with the *Municipal Government Act*.

Note:

Budget meetings for November 2024 were previously adopted at the September 4, 2024 Regular Council Meeting.

9.1. Council Meeting Schedule Amendment - Budget Meetings**Resolution No. 192.09.24**

The following motion was adopted by the consent agenda:

THAT Council direct Administration to schedule a Committee of the Whole Meeting on October 23, 2024 at 6:30 p.m. in Council Chambers;

AND THAT Council direct Administration to schedule the following Regular Council Meetings (Budget) Meetings for 6:00 p.m. in Council Chambers on the following dates: November 19, 21 and 27, 2024.

KEY ISSUE(S)/CONCEPT(S):

The key issue is whether Council wishes to adopt the proposed schedule for Regular Council Meetings and Committee of the Whole Meetings.

Pursuant to the *Municipal Government Act*, Council may adopt a meeting schedule for the upcoming year by resolution.

Section 8.2 in the Council Procedure Bylaw states:

Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.

Section 5.1 in the Council Procedure Bylaw states:

5.1. Council must hold its Inaugural Meeting, in accordance with the *Municipal Government Act*, no later than two (2) weeks after each General Municipal Election. At this Council Meeting:

- a) All Councillors must take the Oath of Office as prescribed by the Oaths of Office Act;
- b) All Councillors shall review the Council Code of Conduct Bylaw in accordance with the Code of Conduct for Elected Officials Regulation and sign the Council Covenant;
- c) A presentation shall be made by Administration regarding the Council Procedure Bylaw together with any pertinent Council Policies;

- d) The seating of Councillors in Council Chambers shall be adopted by Council;
 - e) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - f) Regular Council Meeting dates for the year shall be set by Council;
 - g) Committee of the Whole Meeting dates for the year shall be set by Council;
 - h) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council;
 - i) Members of the public shall be appointed to Council Committees by Council, if required; and
 - j) Signing authorities within Council shall be determined by Council.
- Administration is recommending that the Inaugural Meeting for 2025 be held on November 3, 2025.

However, Since the first Wednesday of January is New Year's Day, Council could decide to move the Committee of the Whole meeting to January 15, 2025. Alternatively, Council could choose either:

- 1) January 15, 2025 - Committee of the Whole Meeting, and January 22, 2025 - Regular Council Meeting (this is included in the current meeting schedule) or
- 2) January 8, 2025 - Committee of the Whole Meeting, and January 15, 2025 - Regular Council Meeting.

DESIRED OUTCOMES:

The desired outcome is for Council to adopt the 2024-2025 meeting schedule, which will give predictability to Council, staff, and the public.

COMMUNICATIONS:

Once approved, the Town of Strathmore's Meeting Schedule for November 6, 2024 - November 3, 2025 will be published on the Town of Strathmore's website.

ALTERNATIVE ACTIONS/MOTIONS:

- 1. Council may approve the recommendation.
- 2. Council may recommend changes to the proposed meeting schedule.

ATTACHMENTS:

[Attachment I: Town of Strathmore's Meeting Schedule for November 6, 2024 - November 3, 2025](#)

Veronica Anderson, Legislative Services Officer

Approved
- 07 Oct

Claudette Thorhaug, Legislative Services Officer

2024
Approved
- 07 Oct
2024

Johnathan Strathdee, Manager of Legislative Services

Approved
- 08 Oct
2024

Kara Rusk, Director of Strategic, Administrative, and Financial Services

Approved
- 10 Oct
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 11 Oct
2024



TOWN OF STRATHMORE'S MEETING SCHEDULE

NOVEMBER 6, 2024 – NOVEMBER 3, 2025*

Regular Council Meetings

November 6, 2024	April 2, 2025
November 19, 2024 (Budget Meeting)	April 16, 2025
November 20, 2024	May 7, 2025
November 21, 2024 (Budget Meeting)	May 21, 2025
November 27, 2024 (Budget Meeting)	June 4, 2025
December 4, 2024	June 18, 2025
December 18, 2024	July 2, 2025
January 22, 2025	July 16, 2025
February 5, 2025	September 3, 2025
February 19, 2025	September 17, 2025
March 5, 2025	November 3, 2025 – <i>Annual Organizational Meeting</i>
March 19, 2025	

TIME:

Regular Council Meetings to be held at 6:00 p.m.*

LOCATION:

In Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

*Unless otherwise amended by Council Resolution.



TOWN OF STRATHMORE'S MEETING SCHEDULE

NOVEMBER 13, 2024 – NOVEMBER 3, 2025*

Committee of the Whole Meetings

November 13, 2024
December 11, 2024
January 15, 2025
February 12, 2025
March 12, 2025

April 9, 2025
May 14, 2025
June 11, 2025
July 9, 2025
September 10, 2025

TIME:

Committee of the Whole Meetings to be held at 6:00 p.m.*

LOCATION:

In Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

*Unless otherwise amended by Council Resolution.



Report for Council

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: October 17, 2023

Meeting Date: October 23, 2024

SUBJECT: Deputy Mayor Rotation Schedule

RECOMMENDATION: THAT Council confirm the Deputy Mayor Rotation Schedule as follows:

- Councillor Montgomery - October 27, 2021 - June 30, 2022
- Councillor Peterson - July 1, 2022 - February 28, 2023
- Councillor Wegener - March 1, 2023 - October 31, 2023
- Councillor Langmaid - November 1, 2023 - June 30, 2024
- Councillor Wiley - July 1, 2024 - February 28, 2025
- Councillor Mitzner - March 1, 2025 - October 20, 2025

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

A published schedule for the Deputy Mayor Rotation will give internal and external stakeholders the knowledge of who will have the responsibilities for the Chief Elected Official, if the Mayor is not available.

ORGANIZATIONAL:

N/A

OPERATIONAL:

The Deputy Mayor will take the Chair if the Mayor is unable to attend or relinquishes the chair.

FINANCIAL:

N/A

POLICY:

The Deputy Mayor Rotation Schedule was made in accordance with section 3.6 of the Council Procedure Bylaw No. 22-10.

Pursuant to section 152(1) of the *Municipal Government Act*:

“A council must appoint one or more councillors as deputy chief elected official so that

(a) only one councillor will hold that office at any one time, and

(b) the office will be filled at all times.”

IMPLEMENTATION:

The schedule will be published to ensure predictability and transparency for Council, Administration, and the public.

BACKGROUND:

During the annual Organizational Meeting, Council adopts a schedule for Deputy Mayors for the following year. A fair and equitable manner is to have each Councillor hold the position of

Deputy Mayor during their term of office. Therefore, each Councillor will be appointed as Deputy Mayor for an eight (8) month term.

KEY ISSUE(S)/CONCEPT(S):

The *Municipal Government Act* states that Council must appoint a deputy chief elected official. The Deputy Mayor will take the chair in the event that the Mayor is unavailable or relinquishes the chair.

DESIRED OUTCOMES:

The desired outcome is for the existing Deputy Mayor Rotation Schedule to be confirmed.

COMMUNICATIONS:

Should Council adopt the proposed Deputy Mayor Rotation Schedule, Administration will have the schedule posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may approve the existing Deputy Mayor Rotation Schedule.
 2. Council may provide Administration further direction regarding the Deputy Mayor Rotation Schedule.
-

Johnathan Stratthdee, Manager of Legislative Services

Approved
- 15 Oct
2024

Kara Rusk, Director of Strategic, Administrative, and Financial Services

Approved
- 15 Oct
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 15 Oct
2024



Report for Council

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: September 29, 2024

Meeting Date: October 23, 2024

SUBJECT: Council Seating Arrangement 2024-2025

RECOMMENDATION: THAT Council confirm the 2024-2025 Council Seating Arrangement as follows (from Mayor Fule's left to right):

- Councillor Montgomery
- Councillor Peterson
- Councillor Wegener
- Mayor Fule
- Councillor Mitzner
- Councillor Wiley
- Councillor Langmaid

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

N/A

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

Historically, the Town of Strathmore has confirmed the Council seating arrangement at every organizational meeting. At the Inaugural Meeting in 2021, Council drew for seats and adopted the previous seating arrangement. However, a change was made to the seating arrangement in 2023. Administration is recommending that Council adopt the current seating arrangement for the remainder of the term.

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may approve the recommendation.
2. Council may provide further direction to Administration regarding Council's seating arrangement.

Veronica Anderson, Legislative Services Officer

Approved
- 07 Oct
2024

Claudette Thorhaug, Legislative Services Officer

Approved
- 07 Oct
2024

Johnathan Strathdee, Manager of Legislative Services

Approved
- 08 Oct
2024

Kara Rusk, Director of Strategic, Administrative, and Financial Services

Approved
- 10 Oct
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 11 Oct
2024



Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: October 6, 2024

Meeting Date: October 23, 2024

SUBJECT: **Board and Committee Appointments (Councillor)**

RECOMMENDATION:

THAT Council make the following Councillor appointments to external boards and committees:

- Councillor Montgomery to the Community Futures Wild Rose Board for a term of one (1) year ending October 20, 2025.
- Councillor Mitzner to the Community Futures Wild Rose Board as an alternate for a term of one (1) year ending October 20, 2025.
- Councillor Langmaid to the Marigold Library Board for a term of one (1) year ending October 20, 2025.
- Councillor Peterson to the Wheatland and District Emergency Medical Services Association for a term of one (1) year ending October 20, 2025.
- Councillor Wegener to the Wheatland and District Emergency Medical Services Association for a term of one (1) year ending October 20, 2025.
- Councillor Mitzner to the Wheatland and District Emergency Medical Services Association as an alternate for a term of one (1) year ending October 20, 2025.
- Councillor Peterson to the Wheatland Housing Management Body Board for a term of one (1) year ending October 20, 2025.
- Councillor Wegener to the Wheatland Housing Management Body Board for a term of one (1) year ending October 20, 2025.
- Councillor Langmaid to the Municipal Library Board for a term of one (1) year ending October 20, 2025.

THAT Council make the following Councillor appointments to internal boards and committees:

- Councillor Wegener to the Regional Emergency Management Committee for a term of one (1) year ending

October 20, 2025.

- Councillor Langmaid to the Regional Emergency Management Committee as an alternate for a term of one (1) year ending October 20, 2025.
- Councillor Langmaid to the FCSS Advisory Board for a term of one (1) year ending October 20, 2025.
- Councillor Langmaid to the Culture and Wellbeing Task Force until May 31, 2025.

THAT Council appoint the following Councillors to the Intermunicipal Collaboration Committee:

- Mayor Fule for a term of one (1) year ending October 20, 2025.
- Councillor Mitzner for a term of one (1) year ending October 20, 2025..
- Councillor Peterson for a term of one (1) year ending October 20, 2025.
- Councillor Wegener for a term of one (1) year ending October 20, 2025.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Council appointments to the various external boards and committees allows Council to be involved in the community with organizations that align with Council's strategic priorities.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Every year during the Organizational Meeting, Council adopts Councillor appointments to external and internal boards and committees. Once the appointments are made, Administration arranges for these appointments to be placed on the website for the public to access. In doing so, the community can be made aware of Council's involvement on these boards and committees.

ORGANIZATIONAL:

Appointing members of Council to various external boards and committees allows Council to be involved in the community. Some of these external boards and committees directly affect Town business as they are joint boards and committees with neighbouring municipalities.

OPERATIONAL:

N/A

FINANCIAL:

There are no financial implications, other than staff time needed to prepare these reports for Council.

POLICY:

In accordance with section 145 of the *Municipal Government Act*, a Council may establish such Committees as Council determines necessary.

On March 28, 2022, the Province of Alberta notified the Town that Strathmore will no longer be a member of the Calgary Metropolitan Region Board (CMRB). Since the Town has left the CMRB, the Town of Strathmore and Wheatland County must by bylaw adopt an Intermunicipal Development Plan (IDP) (S. 631, *MGA*) and must adopt by resolution or bylaw an Intermunicipal Collaboration Framework (ICF) (S. 708.33, *MGA*). The Town will need to appoint Councillors to the Intermunicipal Collaboration Committee for the purpose of negotiating an ICF and IDP.

In accordance with Town's Municipal Library Board Bylaw, Council may appoint up to 2 members of Council to the board - Council appointed one member last year.

Pursuant to section 5.1 of Bylaw No. 22-05, Council appoints one primary member and one alternate member to the Emergency Management Committee.

In accordance with Bylaw No. 23-12, Council appoints one Council Member to the Family & Community Support Services (FCSS) Advisory Board.

IMPLEMENTATION:

Once Council has appointed members to external and internal boards and committees, Administration will send confirmation for each appointment.

BACKGROUND:

The previous year's Council board and committee membership was as follows:

Boards/Committees	Council Member(s)
Intermunicipal Collaboration Committee	Mayor Fule Councillor Peterson Councillor Mitzner Councillor Wegener
Community Futures Wild Rose Board	Councillor Montgomery Councillor Mitzner (alt)
Regional Emergency Management Committee	Councillor Wegener Councillor Langmaid (alt)
Marigold Library Systems Board	Councillor Langmaid
Municipal Library Board	Councillor Langmaid
FCSS Advisory Board	Councillor Langmaid
Wheatland and District Emergency Medical Services Association Board	Councillor Peterson Councillor Wegener Councillor Mitzner (alt)
Wheatland Housing Management Body Board	Councillor Peterson Councillor Wegener

At the Organizational Meeting on October 26, 2022, Council passed the following motion regarding the Strathmore Wheatland Chamber of Commerce Board and Strathmore Handi-Bus Association.

Resolution No. 299.10.22

Moved by Councillor Mitzner

THAT Council direct Administration to work with the Strathmore Wheatland Chamber of Commerce Board and Strathmore Handi-Bus Association Board on alternative forms of Town representation within the boards.

CARRIED

The new partnership agreement with the Strathmore Wheatland Chamber of Commerce states, "A member of Town administration, as appointed by the Town's Chief Administrative Officer, shall sit as a non-voting member at all Chamber board meetings and shall provide economic updates, as requested."

Furthermore, the MOU with Strathmore Handi-Bus (signed April 6, 2022) does not include a Council member being appointed to the association's board.

During a Regular Council meeting on February 7, 2024, Council passed the following motion regarding Council membership for the Intermunicipal Collaboration Committee.

Resolution No. 028.02.24

Moved by Councillor Wegener

THAT Council appoint the following Councillors to the Intermunicipal Collaboration Committee:

- Mayor Fule for a term of one (1) year ending October 31, 2024.
- Councillor Mitzner for a term of one (1) year ending October 31, 2024.
- Councillor Peterson for a term of one (1) year ending October 31, 2024.
- Councillor Wegener for a term of one (1) year ending October 31, 2024.

AND THAT Council rescind Resolution No. 278.10.23.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

KEY ISSUE(S)/CONCEPT(S):

The key issue is whether Council wishes to appoint members to external and internal boards and committees for November 1, 2024 to October 20, 2025.

DESIRED OUTCOMES:

The desired outcome is for Council to appoint members to external and internal boards and committees for November 1, 2024 to October 20, 2025.

COMMUNICATIONS:

The Town will post Council's appointments on the website and will contact each board and committee and confirm that appointments have been made.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction to Administration regarding Councillor membership to boards and committees.

ATTACHMENTS:

[Attachment I: Council Boards and Committees Appointments](#)

[Attachment II: 22-05 - Regional Emergency Management Bylaw \(ID 64376\)](#)

[Attachment III: 22-14 - Library Board Bylaw \(ID 64839\)](#)

[Attachment IV: 23-12 - Boards and Committees Bylaw Amending Bylaw \(ID 71943\)](#)

[Attachment V: 23-20 - Town of Strathmore{2}Wheatland County Intermunicipal Collaboration Committee Bylaw \(ID 74631\)](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 15 Oct
2024

Kara Rusk, Director of Strategic, Administrative, and Financial Services

Approved
- 15 Oct
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 15 Oct
2024



TOWN OF STRATHMORE

COUNCIL APPOINTMENTS

INTERNAL/EXTERNAL BOARD OR COMMITTEES

Name	Boards/Committees Appointment	Term End Date	Resolution
Mayor Fule	Intermunicipal Collaboration Committee	October 31, 2024	028.02.24
Councillor Langmaid	Municipal Library Board	October 31, 2024	276.10.23
	Marigold Library Board	October 31, 2024	276.10.23
	Regional Emergency Management Committee (alt)*	October 31, 2024	277.10.23
	FCSS Advisory Board*	October 31, 2024	277.10.23
	Culture and Wellbeing Taskforce*	October 31, 2024	277.10.23
Councillor Mitzner	Community Futures Wild Rose Board (alt)	October 31, 2024	276.10.23
	Wheatland and District Emergency Medical Services Association (WADEMSA)(alt)	October 31, 2024	276.10.23
	Intermunicipal Collaboration Committee	October 31, 2024	028.02.24
Councillor Montgomery	Community Futures Wild Rose Board	October 31, 2024	276.10.23
Councillor Peterson	Wheatland and District Emergency Medical Services Association (WADEMSA)	October 31, 2024	276.10.23
	Wheatland Housing Management Body (WHMB)	October 31, 2024	276.10.23
	Intermunicipal Collaboration Committee	October 31, 2024	028.02.24
Councillor Wegener	Wheatland and District Emergency Medical Services Association (WADEMSA)	October 31, 2024	276.10.23
	Wheatland Housing Management Body (WHMB)	October 31, 2024	276.10.23
	Regional Emergency Management Committee*	October 31, 2024	277.10.23
	Intermunicipal Collaboration Committee	October 31, 2024	028.02.24

*Internal Boards/Committees



Boards/Committees	Council Member(s)
Intermunicipal Collaboration Committee	Mayor Fule Councillor Peterson Councillor Mitzner Councillor Wegener
Community Futures Wild Rose Board	Councillor Montgomery Councillor Mitzner (alt)
Emergency Management Committee	Councillor Wegener Councillor Langmaid (alt)
Culture and Wellbeing Taskforce	Councillor Langmaid
Marigold Library Systems Board	Councillor Langmaid
Municipal Library Board	Councillor Langmaid
FCSS Advisory Board	Councillor Langmaid
Wheatland and District Emergency Medical Services Association Board	Councillor Peterson Councillor Wegener Councillor Mitzner (alt)
Wheatland Housing Management Body Board	Councillor Peterson Councillor Wegener

BYLAW NO. 22-05
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY,
AND PLANNING AND COORDINATING GROUP**

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS the municipalities of the Wheatland Region wish to establish a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group;

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:**

1.0. SHORT TITLE

1.1 This Bylaw may be cited as the "Regional Emergency Management Bylaw."

2.0. DEFINITIONS

2.1 In this Bylaw the following words and terms shall have the following meanings:

- a) "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- b) "Council" means the Council of The Town of Strathmore;
- c) "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- d) "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- e) "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- f) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
- g) "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- h) "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i) "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, that council;
- j) "Minister" means the Minister charged with administration of the Act;
- k) "Parties" means Wheatland County, The Town of Strathmore, The Village of Hussar, The Village of Rockyford, and The Village of Standard;
- l) "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional

Emergency Partnership as established by agreement between and the bylaws of the Parties;

- m) "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n) "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster;
- o) "Wheatland Regional Emergency Partnership" (WREP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties; and
- p) "Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT

- 3.1 Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.
- 3.2 Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.
- 3.3 Council agrees through the WREP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.

- 3.4 Council agrees through the WREP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.

4.0. ROLE OF COUNCIL

4.1 Council shall:

- a) By resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b) Provide for the payment of expenses of its member(s) of the Committee;
- c) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREP Region;
- d) Approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREP Region;
- e) Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f) By resolution appoint a DEM.

4.2 Council may:

- a) by resolution appoint one (1) or more DDEM;
- b) by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and

- c) enter into agreements with and make payments, grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

5.0. COMMITTEE STRUCTURE

5.1 The Committee shall:

- a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
- b) have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
- c) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
- d) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

6.0. AGENCY STRUCTURE

6.1 The Agency shall be comprised of the following persons:

- a) the CAO of each municipality which is a member of WREP;
- b) the DEM of each municipality which is a member of WREP; and
- c) the DDEM of each municipality which is a member of WREP.

6.2 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

- a) RCMP Detachment Commander or designate;
- b) Fire Chiefs or designates;

- c) Wheatland and District Emergency Medical Services Association Manager or designate;
- d) Enforcement Services Supervisor or designate;
- e) Family and Community Support Services Director or designate; Public Works Supervisor or designate;
- f) Utility Manager or designate;
- g) Emergency Public Information Officers or designates;
- h) Emergency Social Services Manager or designate;
- i) Alberta Health Services representatives or designates;
- j) School Superintendent or designate;
- k) Disaster Social Services Managers or designates;
- l) Representative(s) from adjacent municipalities or First Nations;
- m) Representatives from local business;
- n) Representatives from local industry or industrial associations;
- o) Representatives from Alberta Municipal Affairs;
- p) Representatives from local utility companies; and
- q) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

7.0. PLANNING AND COORDINATING GROUP

7.1 The WREP Planning and Coordinating Group shall:

- a) consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators. Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;
- b) guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREP Region;
- c) determine the direction of the Agency and any of its subgroups;
- d) coordinate all emergency services and other resources used in an emergency;
- e) ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.
 - ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.
- f) ensure someone is designated to discharge the responsibilities specified in Section 7.1 (b through e) of this Bylaw.

8.0. AUTHORITY AND POWERS

- 8.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw, and the requirement specified in Section 8 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 8.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 9 of this Bylaw; and the requirements specified in Section 8 of this Bylaw are hereby delegated to any two (2) or more members of the Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

9.0. STATES OF LOCAL EMERGENCY

- 9.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area in which it exists.
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) forward a copy of the declaration to the Minister forthwith.
- 9.2 Subject to Section 8, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the

duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a) cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d) control or prohibit travel to or from any area of the Town of Strathmore;
- e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Town of Strathmore;
- f) cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;
- g) authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
- h) cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within the Town of Strathmore for the duration of the state of local emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any

power specified in Section 9.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 8 and 9.

- 9.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.
- 9.4 In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.
- 9.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.
- 9.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution is passed under Section 9;
 - b) a period of seven days has lapsed since it was declared unless it is renewed by resolution;
 - c) the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
 - d) the Minister cancels the state of local emergency for the affected area.

- 9.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

10.0. AGREEMENTS AND POLICIES

- 10.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.
- 10.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

11.0. SEVERABILITY

- 11.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

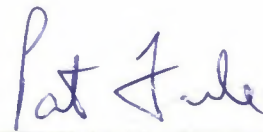
12.0. REPEAL AND EFFECTIVE DATE

- 12.1 Bylaw 19-05 is hereby repealed.
- 12.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME this 16th day of February, 2022.

READ A SECOND TIME this 6th day of April, 2022.

READ A THIRD AND FINAL TIME this 6th day of April, 2022.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

BYLAW NO. 22-14
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE TOWN OF STRATHMORE MUNICIPAL LIBRARY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, pursuant to the Libraries Act, R.S.A. 2000, Ch. L-11,

- Council may pass bylaws providing for the establishment of a municipal library board;
- the municipal library board is a corporation that shall be known, in the Town of Strathmore, as "The Strathmore Library Board"; and
- members of the municipal library board are appointed by Council;

AND WHEREAS, the Libraries Act and Regulations govern the provision of library services within a municipality;

NOW THEREFORE the 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 "Municipal Library Board Bylaw".

2. DEFINITIONS

- 2.1. In this Bylaw, words have the meanings set out in the Act, except that:
- a) "Board" means the Strathmore Library Board;
 - b) "Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Municipal Government Act and pursuant to the Chief Administrative Officer Bylaw;
 - c) "Council" means the municipal council of the Town of Strathmore;
 - d) "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.
 - e) "Member" means an individual appointed as a member of the board;

- f) "Pecuniary Interest" is as described in Division 6 of Part 5 of the Municipal Government Act, R.S.A. 2000, Ch. M-26, as if the provisions therein applied to Members rather than Councillors.
- g) "Town" means the municipal corporation of the Town of Strathmore.

3. BOARD MEMBERSHIP

- 3.1. The Board shall consist of no fewer than 5 and no more than 10 members appointed by Council and shall be composed of:
 - a) Up to 2 members who may be Councillors;
 - b) All remaining members shall be residents of the Town of Strathmore
- 3.1. No employee of the Library or the Town shall be eligible for appointment to the Board.
- 3.2. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

4. TERM OF OFFICE

- 4.1. The term of office for:
 - a) Councillors shall be for one (1) year starting from the time they are appointed at the annual organizational meeting;
 - b) Town of Strathmore resident members shall be for up to three (3) calendar years at the discretion of Council.
- 4.2. Members may not be appointed for more than two (2) additional consecutive terms of office unless at least two-thirds (2/3) of Council passes a resolution stating that the member may be reappointed for more than three (3) consecutive terms.
- 4.3. Notwithstanding the foregoing, a Member's term of office shall continue until a Member is appointed in that Member's place. However, a Member immediately ceases to be a Member if, prior to the expiry of his or her term of office:
 - a) Council in its reasonable discretion revokes the Member's appointment;
 - b) The member resigns from the Board (effective upon receipt of notice of such resignation);
 - c) The member fails to attend three (3) consecutive regular meetings of the board unless authorized by a resolution of the board;

- d) The member ceases to be eligible pursuant to Section 3.1;
- e) The Member has a Pecuniary Interest in a particular matter before the Board, has not declared the same, and has not recused him or herself from voting on the matter; or
- f) In the case of a member referenced in 3.1 (a) ceases to be an elected Councillor.

4.4. When a Member ceases to be a Member in accordance with Section 4.3, Council shall, as soon as possible, appoint a successor to fill the vacancy before the remainder of the Member's term of office.

5. Meetings

- 5.1. The Board shall meet at least every four (4) months and at any other time it considers necessary.
- 5.2. A quorum at any board meeting shall be a majority of all appointed members that comprise the Board.

6. Powers and Duties

- 6.1. The Board will perform all duties and exercise all powers imposed upon it by the *Libraries Act* and related regulations, and any other applicable legislation or order.
- 6.2. The Board shall submit a proposed budget to the Town on an annual basis, and where applicable, shall align its budgeting processes and policies with that of the Town.
- 6.3. The Board shall annually provide the Town with a financial report in a form satisfactory to Council.
- 6.4. The Board on passing a Bylaw shall forthwith forward a copy of the bylaw to the Town.

7. Agreements/Understandings

- 7.1. In the event that the Board and the Town wish to enter into mutual agreements or memoranda of understanding, the CAO may negotiate and execute said agreements and/or memoranda on the Town's behalf, with the requirement that any resulting budget impacts must be approved by Council prior to implementation of the agreement.

8. Severability

- 8.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be

severable from all other sections of this bylaw.

9. Repeal and Effective Date

- 9.1. Bylaw 00-12 is hereby repealed.
- 9.2. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this 1st day of June, 2022.

READ A SECOND TIME this 1st day of June, 2022.

READ A THIRD AND FINAL this 1st day of June, 2022.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

BYLAW NO. 23-12
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO AMEND THE BOARDS AND COMMITTEES BYLAW NO. 22-26.

WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of establishing Council Committees within the Town of Strathmore;

AND WHEREAS the Municipal Government Act authorizes Council to pass a bylaw establishing procedures to be followed by Council Committees;

AND WHEREAS Council considers it expedient to pass a bylaw establishing a Council Committee for the purpose of establishing a Family and Community Support Services Advisory Board;

NOW THEREFORE the 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 "Boards and Committees Bylaw Amending Bylaw".

2. AMENDMENTS

- 2.1. That Bylaw No. 22-26 be amended to add schedule A of this Bylaw as schedule D of Bylaw No. 22-26.

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 5th day of April, 2023.

READ A SECOND TIME this 5th day of April, 2023.

READ A THIRD AND FINAL TIME this 5th day of April, 2023.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE,
AND FINANCIAL SERVICES

Schedule 'A'**Family & Community Support Services Advisory Board****MANDATE**

To receive, review, and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Program.

COMMITTEE STRUCTURE

The Family & Community Support Services (FCSS) Advisory Board will consist of:

- One (1) Council member;
- Five (5) public-at-large representatives (Town residents); and
- One (1) FCSS Representative as a non-voting member.

Preference will be given to applicants who:

- Have previous board or committee experience
- Have experience with grant writing or reviewing grant applications
- Have experience with non-profit organizations

The FCSS Advisory Board will elect a board chair during the first meeting following the Town of Strathmore's Organizational Meeting.

ADMINISTRATIVE RESOURCES

The Town will provide one (1) staff member to provide support to the committee.

QUORUM

Four (4) members shall constitute a quorum of the Board.

TERM

Members will be appointed for a term of up to three (3) years, up to a maximum of three consecutive terms.

AUTHORITY

The FCSS Advisory Board shall:

- Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation and for United Way project funding based on the terms of the current Letter of Agreement;
- Prioritize project applications based on community needs and priorities. Provide recommendations for funding allocation of FCSS and United Way grant dollars;
- Develop and facilitate the delivery of fundraising activities that will strengthen

our position to achieve positive change and build a strong community;

- Make recommendations to Council for the allocation of funds based on the FCSS Act, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:
 - FCSS grant funding; and
 - United Way of Calgary and Area grant funding;
- Monitor progress and outcomes of funded social initiatives within the community;
- Increase awareness of social issues and the services and resources available for Strathmore residents; and
- Comply with the Town of Strathmore Procedural Bylaw and Municipal Government Act.

SUPPORTING DOCUMENTS

- Policy No. 5102 – Family and Community Support Services Grant Program

MEETING SCHEDULE

The Board will meet a minimum of three (3) times a calendar year, or as agreed upon at previous Committee meeting.

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 COLLOBORATION
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.

Pat Aule

MAYOR

Ken Sosh

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.