

**Town of Strathmore  
&  
Wheatland County**

**Intermunicipal Collaboration Framework  
2024**



Table of Contents

**Section 1 - Introduction**..... 2

**Section 2 – Definitions** ..... 2

**Section 3 – Term and Review** ..... 3

**Section 4 – Intermunicipal Cooperation** ..... 3

**Section 5 – Municipal Services** ..... 4

**Section 6 – Service Delivery & Agreements** ..... 4

**Section 7 – Collaboration Process** ..... 4

**Section 8 – Dispute Resolution Process**..... 5

**Section 9 – General** ..... 5

**Section 10 – Correspondence**..... 5

**Section 11 – Authorizations** ..... 6

## Section 1 - Introduction

- 1.1 It is recognized that Wheatland County and the Town of Strathmore share a common border, share common interests, and are desirous of collaborating to provide services to their residents and ratepayers.
- 1.2 Furthermore, the *Municipal Government Act* requires that municipalities that have a common boundary must create a framework with one another that identifies the services provided on an intermunicipal basis, how those services will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.
- 1.3 In this respect, the Parties agree as follows:
  - a) provide for the integrated and strategic planning, delivery, and funding of intermunicipal services;
  - b) steward scarce resources efficiently in providing local services; and
  - c) contribute funding to services that benefit their residents.

## Section 2 – Definitions

- 2.1 Words in this Agreement have the same meaning as in the *Municipal Government Act* except for the following commonly used terms:
  - a) “CAO” means Chief Administrative Officer.
  - b) “Capital Costs” means new facilities, expansions to existing facilities, and intensification of use of existing facilities.
  - c) “Committee” – means Intermunicipal Collaboration Committee as defined in Section 4 of this Agreement.
  - d) “Expiry Date” – means the date that this Agreement expires which is December 31, 2031.
  - e) “Parties” – means the Town of Strathmore and Wheatland County.
  - f) “Service Agreement” – means a legally binding agreement that is signed by both Parties. E.g. a contract, memorandum of agreement, or memorandum of understanding.
  - g) “Term of the Agreement” – means January 1, 2025 to December 31, 2031.
  - h) “Town of Strathmore” means a municipal corporation and the geographical area within its jurisdictional boundaries, as context requires.
  - i) “Wheatland County” means Wheatland County as a municipal corporation and geographical area within its jurisdictional boundaries, as the context requires.

## Section 3 – Term and Review

- 3.1 In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework (Framework or Agreement) shall constitute an Agreement between the Parties and shall come into force and effect on January 1, 2025, following the final adoption of the ICF by both Parties.
- 3.2 This Framework may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.
- 3.3 It is agreed by the Parties that the Intermunicipal Collaboration Committee shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry Date of this Agreement, to review the terms and conditions of the Agreement.
- 3.4 It is further agreed that the Committee shall also meet upon request by either Party.
- 3.5 The term of this Agreement begins January 1, 2025 and ends December 31, 2031.

## Section 4 – Intermunicipal Cooperation

- 4.1 Wheatland County and the Town of Strathmore have established a body known as the Intermunicipal Collaboration Committee (Committee or ICC).
- 4.2 The Committee will work together in good faith to share information about business that is of mutual interest to each municipality.
- 4.3 The Committee will meet as per the Intermunicipal Collaboration Committee Terms of Reference, or on an as-required basis to develop recommendations to both Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.
- 4.4 General Principles of Cooperation include:
  - a) A doctrine of mutual respect, including that all Committee members are open to understanding different perspectives and positions, and will strive to remain agreeable even in disagreement.
  - b) The principles of fairness and equity, with those principles applied in the pursuit of all renewed and/or new intermunicipal agreements.
  - c) Consensus-driven decision-making, following an open and honest dialogue, wherein all Committee members are actively engaged in the process.
  - d) Confidentiality in what is discussed during service negotiation meetings, recognizing that any external communication related to those negotiations will be prepared by the Committee and jointly released by both parties, only after having notified the Councils

and CAOs of both the Town and the County, by electronic communication at minimum 24 hours in advance.

## Section 5 – Municipal Services

- 5.1 The Town of Strathmore and Wheatland County each deliver a range of services to their respective residents within their municipality.
- 5.2 Both parties agree to continue providing services to their respective municipalities in as many areas as possible.
- 5.3 The Town of Strathmore and Wheatland County have a history of working together to jointly provide the following municipal services to their residents:

SERVICE AREA	DELIVERY METHOD	SERVICE SHARED	IMPLEMENTATION & TERM, FUNDING
Emergency & Fire Services	Intermunicipal Collaboration	Delivery of emergency management services in case of a disaster or major event.	Mutual Aid Agreement
Recreation	Intermunicipal Collaboration	Recreational Facilities	Recreation Cost Sharing Agreement

## Section 6 – Service Delivery & Agreements

- 6.1 When both parties agree to enter into a new joint servicing arrangement, a Service Agreement shall be required regarding that specific service.
- 6.2 When developing Service Agreements for each Council’s consideration, both Parties shall discuss and clearly identify which municipality will lead service delivery for the service(s) being considered, and determine the appropriate funding model for that/those service(s).
- 6.3 All future Service Agreements shall:
  - a) set out the terms for cost contribution funding that is transparent, fair, and equitable.
  - b) set out a timeframe for the delivery of the service(s) being discussed, including the agreement start and end dates.
  - c) set out a process for discontinuing the service.
  - d) include a dispute resolution process.

## Section 7 – Collaboration Process

- 7.1 Either Party may initiate the development of a new service it deems to be critical or essential, and which may be beneficial to both Parties in one form or another.

- a) Prior to submitting a formal written notice for a new or amended agreement, the initiating Party's CAO will consult and seek formal support from the other Party's CAO, provided in writing, unless otherwise agreed upon with an amendment made to this Collaboration Process overview.
- 7.2 Once either Party has received written notice of a new or amended service area, an ICC meeting must be held within a maximum of 30 days from the date at which written notice was received, unless both CAOs agree otherwise, in writing.
- 7.3 The ICC will be the forum through which future Service Agreements are addressed and developed.
- 7.4 Both Parties recognize that the decision to participate, or not participate, in a service or capital project ultimately lies with the respective municipal councils, and shall not move forward unless both Parties agree.

## Section 8 – Dispute Resolution Process

- 8.1 Both Parties acknowledge that disagreements may arise from the interpretation, execution, or administration of services outlined in the Intermunicipal Collaborative Framework agreement.
- 8.2 If a dispute arises related to services outlined in the Intermunicipal Collaborative Framework agreement, both Parties shall follow the dispute resolution process outlined in the Town of Strathmore – Wheatland County Intermunicipal Development Plan, or the Dispute Resolution Process specified in any Agreement between the Parties.

## Section 9 – General

- 9.1 Headings in this Agreement are for reference purposes only.
- 9.2 Words in the singular shall include the plural or vice-versa whenever required.
- 9.3 This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.
- 9.4 Should any provisions of this Agreement become or be deemed invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

## Section 10 – Correspondence

- 10.1 Any and all Service Agreements must be signed by both Parties.

10.2 Official correspondence, as written notice under this Agreement, shall be addressed as follows:

In the case of the Town of Strathmore, to:

Town of Strathmore  
P.O. Box 2280  
1 Parkland Drive  
Strathmore, AB, T1P 1K2

In the case of Wheatland County, to:

Wheatland County  
242006 Range Road 243  
Wheatland County, AB, T1P 2C4

## Section 11 – Authorizations



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Mayor Pat Fule, Town of Strathmore



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Reeve Amber Link, Wheatland County



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CAO Kevin Scoble, Town of Strathmore



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CAO Brian Henderson, Wheatland County

November 26, 2024

Date Signed

