Intermunicipal Collaboration Framework
Between
Parkland County
And
Village of Spring Lake

Bylaw No. 369

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WHEREAS, Parkland County and the Village of Spring Lake share a common border; and

WHEREAS, Parkland County and the Village of Spring Lake share common interests and are desirous of working together to provide services to their ratepayers; and

WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by each municipality and the funding arrangements for these services.

NOW THEREFORE, by mutual covenant of the parties hereto it is agreed as follows:

1. Definitions

1. In this Agreement

    a. "Committee" means Intermunicipal Collaboration Committee as defined in Section 4 of this Agreement.

    b. "In Scope Services" means services that both parties may consider for joint cost sharing or management and are identified in Section 3 of this Agreement.

    c. "Service agreement" means a legally binding agreement such as a Contract, Agreement or Memorandum of Understanding that is signed by both parties.

    d. "Capital Costs" means new facilities, expansions to existing facilities and intensification of use of existing facilities.

    e. "Intermunicipal Development Plan" in this agreement means the Parkland County / Village of Spring Lake Intermunicipal Development Plan.

    f. "Out of Scope" means services that both parties have agreed will not form part of this Agreement and are defined in Section 4 of this Agreement.

    g. "Party" means the Village of Spring Lake and Parkland County.

    h. "Year" means the calendar year beginning on January 1st and ending on December 31st.

2. Term and Review

1. In accordance with the Municipal Government Act, this is a permanent Agreement and shall come into force on the passing of bylaws by both municipalities.

2. This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement. Amended copies of this Agreement shall come into force on the passing of bylaws by both municipalities.

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3. Amended versions to this Agreement shall supersede and replace all previous versions of this Agreement.

4. It is agreed that Parkland County and the Village of Spring Lake shall meet at least once every four years, or upon request by either party, commencing no earlier than 90 calendars days and no later than 180 calendar days after a municipal election to review the terms and conditions of the agreement.

3. Intermunicipal Cooperation

1. Parkland County and the Village of Spring Lake agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).

2. The Committee will meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting municipal residents, except matters where other current operating structures and mechanisms are operating successfully. "In scope services" to be considered in this agreement for potential future joint-cost sharing or management include:

   a. Emergency and emergency aid (mutual aid);
   b. Fire service agreements;
   c. Intermunicipal and regional transportation issues including Transportation and Utility Corridors, truck and natural resource haul routes;
   d. Long-term growth plans including the Intermunicipal Development Plan, municipal development plans, applicable area structure plans and other strategic studies;
   e. Joint economic development initiatives;
   f. Opportunities to coordinate engineering design standards;
   g. Policing and bylaw enforcement matters; and,
   h. Rural broadband delivery, technology, and telecommunications alignment between both municipalities.

3. Where the Committee desires a joint cost sharing or management agreement on any of the items identified as "in scope services", a service agreement shall be required to be developed on that specific item.

4. Out of scope topics to this agreement include:

   a. Agriculture matters (including Alternative Land Use Services (ALUS) initiative);
   b. Opportunities to coordinate water, wastewater and lagoons rates and usage; and,

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c. Safety codes services.

5. The Committee shall consist of four members, being two Councillors from each municipality.
6. The Chief Administrative Officers will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. Chief Administrative Officers will be responsible for forwarding all recommendations from the Committee to their respective Councils.
7. Parties will give 30 calendar days of a notice for a meeting. Meeting requests will directed to the Chief Administrative Officer for the respective municipality.

4. Service Delivery

1. Where the Committee desires a joint cost sharing or management agreement on any of the items identified as "in scope services", a service agreement shall be required to be developed on that specific item.
2. When developing service agreements, the Committee shall clearly identify which municipality will lead service delivery for the service(s).
3. When developing service agreements, the Committee shall determine the appropriate funding for the service(s) being discussed.
4. All future service agreements shall set out a process for discontinuing the service provided if one or both municipalities wish to discontinue in the service delivery.
5. All future service agreements shall set out a time frame for the delivery of the service(s) being discussed including the start and end date of the service delivery.

5. Municipal Services

5.A Understanding of Services provided by each municipality to residents

1. Parkland County and the Village of Spring Lake have agreed that the best and most efficient way to provide services to residents is to continue providing services through the various arrangements that each municipality currently has with their respective neighbours.
2. Parkland County and the Village of Spring Lake have agreed that each municipality will provide the following services for their residents independently:
   a. Parkland County
      i. Affordable Housing

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ii. Agricultural Services
iii. Animal Control
iv. Assessment Services
v. Bylaw Enforcement
vi. Emergency Services
vii. Information Technology
viii. Municipal Administration
ix. Purchasing / Procurement Services
x. Policing Services
xi. Recreation
xii. Transportation
xiii. Water and Wastewater
xiv. Solid Waste

b. Village of Spring Lake

i. Animal Control
ii. Assessment Services
iii. Bylaw Enforcement
iv. Emergency Services
v. Information Technology
vi. Municipal Administration
vii. Purchasing / Procurement Services
viii. Policing Services
ix. Recreation
x. Transportation
xi. Water and Wastewater
xii. Solid Waste

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5.B Existing service agreements between both municipalities

1. The municipalities have worked collaboratively in the past with the following agreements in place to serve residents of both municipalities. Where agreements have lapsed, the Committee may desire to review and renew agreements:

a. E9-1-1 Call Answer Services Agreement

- Parkland County and the Village of Spring Lake (formerly the Summer Village of Edmonton Beach) have an agreement in place (1996) for the provision of emergency 911 dispatch services to serve residents of both municipalities.

b. Pound Services Agreement

- Parkland County and the Village of Spring Lake have a contract in place (2006) wherein the County agrees to provide animal pound services for animals obtained within the municipal boundaries of Spring Lake.

c. Fire Services Agreement

- Parkland County and the Village of Spring Lake have an agreement in place (1992) wherein the County agrees to provide firefighting assistance to the Village, where a fire occurs within the limits of the Village.

d. Supply of Enforcement Services Agreement

- Parkland County and the Village of Spring Lake have an agreement in place (2013) wherein the County agrees to supply the Village with enforcement services through the Community Peace Officers employed by the County.

6. Land Use

1. Matters of a land use and development nature impacting both municipalities shall be guided by policies set out in the Parkland County / Village of Spring Lake Intermunicipal Development Plan. Where policies may not be covered by the Intermunicipal Development Plan, both municipalities shall refer to policies in their respective municipal development plans and other statutory plans.

7. Collaboration Process

1. In the event that either municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer.

2. Once either municipality has received written notice of a new project, an Intermunicipal Committee meeting must be held within 30 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

3. The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements. In the event that the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 9 of this document.

4. Future projects or initiatives to explore by the Committee are included in Appendix One of this Agreement. This list may be updated from time to time as agreed to by the Intermunicipal Committee.

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8. Indemnity

1. Parkland County shall indemnify and hold harmless the Village of Spring Lake, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Parkland County, its employees or agents in the performance of this Agreement.

2. The Village of Spring Lake shall indemnify and hold harmless Parkland County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Village of Spring Lake, its employees or agents in the performance of this Agreement.

9. Dispute Resolution

1. The Village of Spring Lake and Parkland County commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner.

2. Both municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.

3. Any dispute arising out of the implementation of this Agreement will firstly be addressed by the Chief Administrative Officers of both the Village of Spring Lake and Parkland County. Where a dispute cannot be resolved to the satisfaction of both Chief Administrative Officers after thirty (30) calendar days, the dispute will be referred to the Intermunicipal Committee.

4. Where a dispute cannot be resolved to the satisfaction of the Intermunicipal Committee after thirty (30) calendar days, the dispute will be referred to the Mayor and Council of both municipalities.

5. Where a dispute cannot be resolved to the satisfaction of the Mayor and Council of both municipalities, Parkland County and the Village of Spring Lake will seek the assistance of a mediator acceptable to both parties. The costs of mediation shall be shared equally between the municipalities.

6. In the event a dispute cannot be resolved through the steps outlined above, the dispute may be referred to a single arbitrator mutually acceptable to both parties. Failing mutual agreement, either party may apply to a Judge of the Court of Queen's Bench of Alberta to appoint an arbitrator whose decision shall be final and binding upon both parties.

7. The costs of arbitration shall be shared equally between the municipalities.

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8. For all development, subdivision or planning matters Intermunicipal disputes shall follow agreed to processes outlined in an approved Intermunicipal Development Plan between both municipalities and the *Municipal Government Act*. In situations where an approved Intermunicipal Development Plan is in conflict with the *Municipal Government Act* as it pertains to intermunicipal disputes, provisions in the *Municipal Government Act* shall prevail.

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10. Dispute Resolution Chart

	Notes
STEP 1: CAO CAO's of both municipalities to resolve dispute through negotiation. *Timeline: Thirty (30) calendar days*	
STEP 2: Intermunicipal Committee Intermunicipal Committee to resolve dispute through negotiation. *Timeline: Thirty (30) calendar days*	
STEP 3: Mayor and Council Mayors and Council to resolve dispute through negotiation.	*STEP 3 timelines to be determined mutually by both Councils.*
STEP 4: Mediation Both municipalities to retain a mutually agreed to mediator to resolve dispute through mediation.	*STEP 4 timelines to be identified at the mediation stage.*
STEP 5: Formal Arbitration Both municipalities to retain a mutually agreed to arbitrator to resolve dispute through formal arbitration.	*STEP 5 timelines to be identified at formal arbitration. Decisions of an arbitrator are final and binding on both parties.*

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11. Correspondence

1. Written notice under this Agreement shall be addressed as follows:

   a. In the case of Parkland County to:

      Parkland County
      c/o Chief Administrative Officer
      53109A – Hwy 779
      Parkland County, AB T7Z 1R1

   b. In the case of the Village of Spring Lake to:

      Village of Spring Lake
      c/o Chief Administrative Officer
      990 Bauer Avenue
      Spring Lake, AB T7Z 2S9

12. Authorizations

Signed and dated on:

Mike Heck, CAO Parkland County	Emily House, CAO Village of Spring Lake
Date	Date

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Appendix One: Potential areas for future joint projects and initiatives

No items identified at this time.

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