



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

November 30, 2012
Email: rcp.grants@gov.ab.ca

Municipal Affairs
Grants and Education Property Tax Branch
Municipal Grants Unit
17th Floor, 10155-102 Street
Edmonton, AB T5J 4L4

To Whom It May Concern:

Re: Tri-Region Organics Processing Facility Feasibility Study - Phase 1

Parkland County, the Town of Stony Plain and the City of Spruce Grove are requesting provincial support for the project "Tri-Region Organics Processing Facility Feasibility Study – Phase 1" through Municipal Affairs' Regional Collaboration Grant program. Please find enclosed:

- Grant Application and Supplementary Form 1
- Project details are attached in the document "Core Grant Components".
- Letters from the Chief Administrator Office for each participating community
- Copy of the Memorandum of Understanding on Environmental Sustainability Initiatives and Planning

The required Council resolution will be forwarded in early 2013. The resolution is going before each partner Council on these dates:

- City of Spruce Grove – December 10, 2012
- Parkland County – December 18, 2012
- Town of Stony Plain – January 15, 2012

Please do not hesitate to contact me with any questions about this project.

Sincerely,

Pat Vincent, CLGM
Chief Administrative Officer

Phone: 780-968-8411
Email: pvincent@parklandcounty.com

Copy: Parkland County Council
Al McCully, General Manager, Development Services
Doug Lagore, City Manager, City of Spruce Grove
Tom Goulden, Town Manager, Town of Stony Plain





November 29, 2012

The Honourable Doug Griffiths
Minister of Municipal Affairs
Legislature Office
#104 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Griffiths,

Re: Tri-Region Organics Processing Facility Feasibility Study - Phase 1

The City of Spruce Grove has submitted a joint application with Parkland County and the Town of Stony Plain for a project through the Municipal Affairs Regional Collaboration Grant program. This letter is to confirm our interest in pursuing the project "Tri-Region Organics Processing Facility Feasibility Study – Phase 1" and request provincial government support. This letter also confirms that Parkland County will act as the lead municipality and project manager for this project. The Tri-Region municipalities greatly appreciate the opportunities for collaboration made available by the Province through this granting program. We look forward to working with Municipal Affairs on this exciting initiative.

Please do not hesitate to contact me with any questions about this project.

Sincerely,

Douglas B. Lagore, CLCM
City Manager
dlagore@sprucegrove.org

The Community of Choice



November 29, 2012

Honourable Doug Griffiths
Minister of Alberta Municipal Affairs
104 Legislature Building
10800 97 Avenue
Edmonton AB T5K 2B6

RE: Tri-Region Organics Processing Facility Feasibility Study - Phase 1

Dear Minister Griffiths:

The Town of Stony Plain has submitted a joint application with Parkland County and the City of Spruce Grove for a project through the Municipal Affairs Regional Collaboration Grant program. This letter is to confirm our interest in pursuing the project "Tri-Region Organics Processing Facility Feasibility Study – Phase 1" and request provincial government support.

This letter also confirms that Parkland County will act as the lead municipality and project manager for this project. The Tri-Region municipalities greatly appreciate the opportunities for collaboration made available by the Province through this granting program. We look forward to working with Municipal Affairs on this exciting initiative.

Please do not hesitate to contact me with any questions about this project.

Sincerely,

Thomas Goulden
Town Manager

cc: Mr. Doug Lagore, CAO, City of Spruce Grove
Mr. Pat Vincent, CAO, Parkland County

CAB #.GRANTS





OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

November 30, 2012

Honourable Doug Griffiths
Minister, Municipal Affairs
Legislature Office
#104 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Griffiths:

Re: Tri-Region Organics Processing Facility Feasibility Study - Phase 1

Parkland County has submitted a joint application with The City of Spruce Grove and the Town of Stony Plain for a project through the Municipal Affairs Regional Collaboration Grant program. This letter is to confirm our interest in pursuing the project "Tri-Region Organics Processing Facility Feasibility Study – Phase 1" and request for provincial government support.

This letter also confirms that Parkland County will act as the lead municipality and project manager for this project. The Tri-Region municipalities greatly appreciate the opportunities for collaboration made available by the Province through this granting program. We look forward to working with Municipal Affairs on this exciting initiative.

Please do not hesitate to contact me with any questions about this project.

Sincerely,

Pat Vincent, CLGM
Chief Administrative Officer

Phone: 780-968-8411
Email: pvincent@parklandcounty.com

Copy: Parkland County Council
Al McCully, General Manager, Development Services
Doug Lagore, City Manager, City of Spruce Grove
Tom Goulden, Town Manager, Town of Stony Plain





Regional Collaboration Program

Application Form

**This program supports strategic activities that improve the viability
and long-term sustainability of municipalities through regional
collaboration and capacity building.**

Effective April 1, 2012

http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm

1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

1.1 Grant Application Deadline

The deadline for the Municipal Internship component is October 1 of the program year.

Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

1.2 Eligibility Criteria

Refer to the eligibility criteria on the [RCP website](#) for additional information.

2. Applicant Information

2.1 Legal name of entity

Parkland County

2.2 Legal status of entity

Municipality

2.3 Contact name and title

Gabriel Clarke, Sustainability Services Coordinator

2.4 Contact primary phone number

780 968-8888 ext. 8261

2.5 Contact email address

gclarke@parklandcounty.com

2.6 Contact mailing address

53109A HWY 779, Parkland County, AB, T7Z 1R1

2.7 Contact fax number

780 968-8444

3. Project Information

3.1 Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

☒ Regional Collaboration

Sections 2 - 7, Section 10 (only required for new vendor profiles), and Supplementary Form 1 (questions 1 and 2)

☐ Mediation and Cooperative Processes

Sections 2 - 7 and Section 10 (only required for new vendor profiles).

3.1 Continued

Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

☐ Municipal Internship

Section 2 (in full);

Section 3 subsections: 3.1 (in full); 3.3 (insert "hire an intern"); and 3.8 (insert 100% in "Municipal Careers");
Section 4 (insert "1" for either the Administrator or Land Use Planner under "Municipal Careers");

Section 5 (only if formally collaborating with another municipality to host an intern);

Sections 6 and 7, and Section 10 (only required for new vendor profiles); and

Supplementary Forms 2 and 3

☐ Strategic Initiatives

Sections 2 - 7, 10 (only required for new vendor profiles),
and Supplementary Form 1 (all three questions)

3.2 Is this an amendment?

For amendments, contact a Grant Compliance Advisor for further instructions.

3.3 Name of project

Tri-Region Organics Processing Facility Feasibility Study - Phase 1

3.4 Project description

Should include project activities, scope and anticipated outputs.

Applicants may attach additional information if required.

See attached document "Core Grant Components".

3.5 Project start date and project completion date (DD/MM/YYYY)

If project start date depends on receipt of the grant funding decision then indicate "After grant funding approval" as the project start date.

Project Start Date: 1-Apr-2013

Project Completion Date: 31-Mar-2014

3.6 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe.

N/A

Complete the following table with project cost information. Please include dates along with the project phase milestones.

3.7 Project Milestones and Costs (see Appendix 2 of the Program Guidelines for example)						
Project Phase Milestone(s) and Output(s)	{A} Estimated eligible project cost (\$)	{B} Other provincial grants expected	{C} Amount (\$)	{D} Non-provincial sources of funding (\$)		{E} Funding request under this grant program [A-(C+D)] (\$)
		Grant Name	Amount (\$)	Source	Amount (\$)	
RFP-Consultant	\$2,000					
Draft Feasibility Study	\$45,000					
Finalize Study	\$15,000					
Present to Tri-Council	\$3,000					
Total	\$ 65,000	N/A	\$ 0	N/A	\$ 0	\$ 65,000

3.8 Functional Category of the Project**% of Total Project Costs**

Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities.

Governance

10

Planning and Development

90

Government-wide Objective 4: Project supporting capacity building within municipalities.

Municipal Careers

0

TOTAL

100%

3.9 Will the project involve the use of municipal forces to carry out the project?

N/A

If you have answered yes to this question, please attach a brief business case with this profile (refer to Program Guidelines Appendix 2) – NOT APPLICABLE TO THIS PROGRAM

4. Functional Category Details

Identify the outputs expected from this project.

Output	Expected Type and Quantity		Unit
	Type	Quantity	
Governance: Activities that support the ongoing management of the municipality through its elected officials.			
Reports and studies	Regional governance exploration or implementation		Number of reports/studies
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols		Number of cooperation protocols established
Policies	New		Number of policies developed
	Revised		Number of policies revised
Revenue/cost-sharing models	Models		Number of models developed
Regional Services Commission (RSC)	Start-up Costs		Number of RSC start-ups

Output	Expected Type and Quantity		Unit
	Type	Quantity	
Planning and Development: Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.			
Reports or studies	Capacity building		Number of reports/studies
	Regional collaboration	1	Number of reports/studies
	Cooperation assessment		Number of reports/studies
Regional plans	Land Use		Number of plans developed
	Service delivery		Number of plans developed
	Business Plan		Number of plans developed
Start-up activities	Communications		Number of activities undertaken
	Information management systems		Number of systems established
Consultation	Consultations		Number of consultations undertaken
Municipal Careers: Activities that support the retention and attraction of skilled employees of local governments.			
Placement of municipal intern in a participating municipality or service agency	Administrator		Number of municipal interns
	Land Use planner		Number of municipal interns
For any of the above Functional Categories (Governance, Planning and Development, or Municipal Careers)			
Other output _____	_____		Number of _____

5. Collaboration Information

5.1 Will you be collaborating with another municipality/organization?

☒ Yes ☐ No

5.2 If yes, provide the names of the eligible municipalities/organizations with whom you are collaborating.

City of Spruce Grove
Town of Stony Plain

5.3 Briefly describe the nature of the collaboration (maximum of 100 words).

See attached document "Core Grant Components".

5.4 If there is a resulting asset, please indicate who will own the asset.

N/A

6. Supporting Documentation and Application Submission

6.1 Application Form Checklist

Did you:

Check ☒

Ensure that the application was signed by the Chief Administrative Officer or Duly Authorized Signing Officer?

☒

6.2 Program Component

I confirm that I have:

Check ☒

Regional Collaboration

Completed all sections of the application form;

☒

Completed Supplementary Form 1 (questions 1 and 2);
and

☒

Ensured resolutions are in place for all project
participants (including Project Manager).

☐

Mediation and Cooperative Processes

Sent a letter from my municipality's Chief Elected
Official to the Minister of Municipal Affairs, describing
the nature of the issue and requesting provincial
government support;

☐

Contacted Municipal Dispute Resolution Services Staff
for assistance in completing the application; and

☐

Completed all sections of the application form.

☐

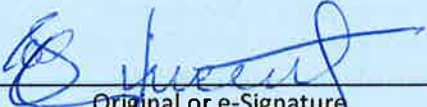
6.2 Program Component	I confirm that I have:	Check ☒
Municipal Internship	Completed all required sections of the application form;	☐
	Completed Supplementary Forms 2 and 3; and	☐
	Ensured that resolutions are in place if formally partnering to host an intern.	☐
Strategic Initiatives	Completed all sections of the application form;	☐
	Completed Supplementary Form 1 (all three questions); and	☐
	Ensured resolutions or motions are in place if required.	☐

6.3 Method of submission	Submit the grant application via mail, fax or email. Please submit your application using only <u>one</u> method.
6.4 Submission address	Alberta Municipal Affairs Grants and Education Property Tax Branch Municipal Grants Unit 17 th Floor, 10155-102 Street Edmonton AB T5J 4L4 Fax: 780-422-9133 Email: rcp.grants@gov.ab.ca

Reminder: Applications for the Municipal Internship component are due by October 1 of the program year. Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

7. Application Certification

Pat Vincent	

Printed Name	
	30-Nov-2012
_____	_____
Original or e-Signature	Date
Chief Administrative Officer or Duly Authorized Signing Officer	

I certify that the information contained in this application is correct, that all Regional Collaboration Program funds will be used in accordance with the Regional Collaboration Program Guidelines and that the allocated grant amount will be applied in the year(s) and manner described above should this application be accepted by the Minister.

8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Grants and Education Property Tax Branch - Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	rcp.grants@gov.ab.ca
Resource	Website address	
Regional Collaboration Program guidelines and application form	http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm	
Municipal Internship	http://www.municipalaffairs.alberta.ca/ms/internship/	
Collaborative Governance Initiative	http://www.municipalaffairs.alberta.ca/1488.cfm	
Mediation Services for Municipalities	http://municipalaffairs.alberta.ca/MDRS.cfm	
Municipal Grants Web Portal	http://municipalaffairs.alberta.ca/municipalgrants.cfm	
Government of Alberta Strategic Business Plan	http://www.finance.alberta.ca/publications/budget/index.html	
Municipal Affairs Vision, Mission, Core Business and Goals	http://www.municipalaffairs.alberta.ca/mc_mah_vision.cfm	

9. Legal Statements

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17th floor, 10155-102 Street, Edmonton AB T5J 4L4.

10. Vendor Profile (Provide vendor information only if it is NOT on file with Municipal Affairs)

Required information

Vendor profile information collection

Financial institution name

Address

City

Province

Postal code

Transit number

Account title

Type of account

Supplementary Form 1 – Regional Collaboration or Strategic Initiatives

Supplementary Questions

1. What are the short and long-term project benefits? (i.e. how does the project respond to municipal and regional needs?)

For example:

Short-term benefit - a study, service delivery plan or strategy (decision tool) to assist the collaborating municipalities with determining the viability of regional municipal service delivery.

Long-term benefit - a coordinated and well-planned regional service delivery method that will contribute to the overall municipal viability and quality of life.

See attached document "Core Grant Components".

2. How will project benefits be shared among the participating municipalities/organizations in the region?

For example:

All participating municipalities will form a regional governance structure (decision body, communication network) in support of the service delivery.

See attached document "Core Grant Components".

If this project falls under the **Strategic Initiatives component**, also answer the following:

3. How do the project outcomes respond to provincial priorities?

N/A

Supplementary Form 2 – Municipal Internship – Project Financial Allocations

Please indicate which stream you are applying for: Administrator ☐ Land Use Planner ☐

Table 1 – Salary and Benefits (Refer to Appendix 2 of the guidelines for instructions on completing this form.)

The grant portion that must be allocated to the intern's salary is \$30,000 and to benefits is \$2,000.

For the Land Use Planner stream there is a second instalment of the grant for Year 2. The second year instalment portion allocated to salary is \$15,000 and to benefits is \$2,000.

Host organizations are expected to top up these amounts to a salary and benefit level that is appropriate for the organization.

The Salary and Benefit allotments **cannot** be reallocated to Intern Expenses.

Indicate what contribution your municipality/organization will make towards intern salary and benefits.

Municipal Internship Stream	Municipal Internship Grant	Municipal/ Organization's Contribution	Total
Salary - Administrator	\$30,000		
Benefits - Administrator	\$2,000		
Salary - Land Use Planner	\$30,000 (Year 1)		
	\$15,000 (Year 2)		
Benefits - Land Use Planner	\$2,000 (Year 1)		
	\$2,000 (Year 2)		

Supplementary Form 2 – Municipal Internship – Project Financial Allocations (Continued)

Table 2 – Expenses

The grant portion for mandatory professional development opportunities and discretionary expenses is \$11,000. Refer to the table below for specific types of expenses.

For the Land Use Planner stream there is a second instalment of the grant for Year 2 of \$2,000 for expenses.

Host organizations may incur additional expenses beyond the \$11,000 depending on the organization's professional development policies, priorities and the organization's geographic location (as travel costs to participate in professional development opportunities will vary).

The Expenses allotment **cannot** be reallocated to Intern Salary and Benefits.

This table is provided for information and planning purposes. Applicants are strongly encouraged to consider how the \$11,000 expense portion will be allocated and to be prepared to supplement with additional funding if necessary. At the time of application it is not necessary to specify how the internship expenses will be allocated.

Hosts WILL incur expenses for the following Municipal Internship requirements: - Intern's attendance at one conference; - Intern's enrollment in one course or workshop; - Intern's attendance at ministry Internship workshops; and - Supervisor's attendance at ministry Internship workshops.	Hosts MAY incur expenses for the following discretionary items: - Recruitment of intern; - Relocation costs for intern; - Additional conferences for intern; - Additional courses or workshops for intern; - Association memberships for intern; - Safety gear for intern; and/or - Electronic equipment (up to \$1,500) for use by the intern during the internship.
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The detailed financial breakdown for project expenses will be part of the information provided by successful host organizations in the final financial reporting.

Supplementary Form 3 – Municipal Internship Supplementary Questions

Please indicate which stream you are applying for: **Administrator** ☐

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Land Use Planner

--	--

1. Why is your organization interested in hosting an intern?
2. Considering that interns are recent graduates who typically consider training and development opportunities high priority items in their careers, what unique features does your organization have to offer an intern in the areas of:
 - a. learning opportunities?
 - b. staff skills and experience (e.g. opportunities for mentoring)?
 - c. unique projects or experiences?
 - d. location benefits (e.g. services, unique geographical features)?
3. An intern will be expected to contribute to your organization; however he/she is not to be considered a temporary staff person to cover other employee absences.
 - a. What do you expect an intern to bring to your organization?
 - b. How do you anticipate balancing the day-to-day pressures placed on the municipality with the Municipal Internship component's training and development focus?

4. The Program Workplan requires that host organizations provide interns with experience in a wide variety of functional areas. When considering the variety of activities undertaken in your organization, in what areas does your organization:
- a. have the greatest strength (e.g. extensive work in particular areas)?
 - b. have a shortage of activities or expertise (e.g. limited variety)?
 - c. how will your organization address these shortages or lack of activities to ensure your intern gains experience in all areas?
5. Who is your proposed supervisor? What position and qualifications does this person hold? What professional, supervisory and mentoring skills does this person possess that will help him/her be an effective supervisor?
6. Hosts are expected to contribute financial resources to this program, as outlined in the tables in Supplementary Form 2. However, a successful host-intern partnership depends upon the organization also dedicating staff resources to the program. What is the staff complement of your municipality and what will their role be in supporting the supervisor and intern?

Core Grant Components

Municipal Regional Collaboration Grant, Nov 30, 2012 intake Tri-Region Organics Processing Facility Feasibility Study - Phase 1

Application Form

Q. 3.4 - Project Description

The purpose of this project is to complete a feasibility study for an organics processing facility in the Tri-Municipal Region (i.e. jurisdictions of Parkland County, the Town of Stony Plain, and the City of Spruce Grove) and to explore management and processing options. Both municipal and public/private sector partnership opportunities will be considered. Tri-Region municipalities are looking for increased stability for organics processing so they can expand their existing organics programs and divert a higher percentage of their respective waste streams from regional landfills. The intent is for this project to build on the findings of the Capital Region Waste Minimization Advisory Committee (CRWMAC) Integrated Regional Solid Waste Management Plan (results expected April 2013).

The project is divided into two phases:

- Phase 1 – Feasibility Study, and;
- Phase 2 – Implementation Plan and Preliminary Design

This grant application focuses on Phase 1. Core activities of Phase 1 include:

- review relevant background studies and waste data;
- evaluate the existing organics management program in each community;
- determine requirements for a new organics processing facility based on the projected organics input and existing regulatory framework;
- identify potential sources for additional organics material (including from local multi-family and Industrial, Commercial, and Institutional (ICI) streams as well as from other nearby communities);
- explore potential synergies for processing between different waste streams
- provide initial processing concept and site criteria for proposed facility;
- conduct a detailed cost analysis of organics managements options and discuss financial and operational implications of the proposed facility;
- match local end product demand with recommended end product(s) and identify whether revenue generation opportunities exist within the region, and;
- determine whether opportunities exist to collaborate with other municipalities in the Capital Region and/or private sector partners on this initiative.

Provided the feasibility study in Phase 1 demonstrates that this initiative is financially viable, Phase 2 of the project would be pursued by Tri-Region municipalities in 2013/2014. This phase would focus on the project implementation plan and would:

- recommend the process to implement the proposed governance structure;
- develop a detailed financing plan including potential funding sources;
- develop a detailed site and facility design;
- explore the link between collection and processing and evaluate options, and;
- complete other specific actions/decisions that may be required to enable the project goals and objectives to be achieved (as determined in Phase 1).

The anticipated outputs for the Phase 1 study are:

- bound copies of the project report for all Tri-Region municipalities;
- electronic version of the report (Microsoft Word) and appropriate appendices and supporting documents and data sets, and;
- presentation of results at a Tri Council meeting.

Anticipated outputs for the Phase 2 study will be determined following the Phase 1 study.

Q.5.3 - Describe the Nature of the Collaboration

The three participating communities adopted the Tri-Municipal Memorandum of Understanding on Sustainability Initiatives and Planning in the spring of 2012 (attached). The intent of this MoU is to encourage the three municipalities to work together to build environmentally sustainable communities. This feasibility study is one example of working together to implement the MoU. The Project Steering Committee will include members of the MoU Working Group as well as waste management specialists from each community. The Tri-Municipal Region communities have a strong history of forming partnerships and working together to provide services and facilities. Examples include the Tri-Leisure Centre (all), Horizon Stage (Spruce and Parkland), an annual Household Hazardous Waste round-up (Parkland and Stony), and the proposed RCMP facility (Spruce and Stony).

Supplementary Form - 1

Q.3 - What are the short and long term benefits (i.e. how does the project respond to municipal or regional needs)?

The concept for a municipally run organics processing facility in the Tri-Region has been discussed off and on for a number of years. All three communities recognize the benefit of partnering on this initiative to achieve the required economies of scale. Challenges with the existing organics management system include:

- lack of control over and predictability of rate increases for processing;
- uncertainty over the stability of existing private sector organics processors;
- limited options for processing, particularly in the west end of the Capital Region where transportation costs and related environmental impact are minimized; and

- concerns about the quality and quantity of the compost end product that processors currently require municipalities (Stony and Spruce) to take back combined with the additional transportation charges for hauling this material.

The primary short-term benefit of this project is completing a feasibility study to assess whether this is a viable option and if so, providing a path forward to actually building and operating this facility.

If Phase 1 supports moving forward with the facility, the primary long term benefit would be on-going stable and predictable organics processing capacity for the participating municipalities. This in turn enables Tri-Municipal Region communities to strengthen and expand their respective waste diversion and organics programs and keep organic waste out of regional landfills. Greater stability in processing would also allow the municipalities to explore opportunities in other sectors (e.g. ICI, multi-family residential). Another important long-term benefit would be the ability for the municipalities to have more control over the end product and to tailor this to local needs (both in municipal operations and for use by community members). A related benefit is the potential revenue stream from the sale of the recommended end product(s) (viability to be determined in Phase 1 study). Additional organizational benefits include working together to use limited resources more effectively and deepening the relationship between the Tri- Region municipalities.

A number of long-term environmental benefits also exist with this project. These include reducing greenhouse gas emissions through expanded waste diversion programs and reducing the overall use of chemicals and water in green spaces and in agricultural areas by increasing the use of compost (e.g. added nutrients, greater ability to retain water). Building on this, greater use of compost in the Tri-Region will close the loop on local diversion programs.

Q.2 - How will project benefits be shared among participating communities?

All communities will benefit from working together and using resources more effectively. All three partners also will benefit from greater control over the end product for use on sports fields and in other green spaces. Spruce Grove and Stony Plain currently have well-developed residential curbside organics programs with a combined 3,500-4,000 tonnes of material requiring processing annually. These two communities will benefit from the stability and predictability the proposed facility would bring to their existing organics program and allow them to grow their programs. For Parkland County, this facility would link in with a program to expand organics collection at its transfer stations and recycle depots (currently limited to leaf and yard waste only at one of six stations and none of the two depots) and provide the economy of scale required for further program development. Also, it is anticipated synergies can be created between the end product generated through local intake programs and Parkland County's substantial agricultural sector.

TRI-MUNICIPAL REGION
MEMORANDUM OF UNDERSTANDING
ON ENVIRONMENTAL SUSTAINABILITY INITIATIVES AND PLANNING

This Memorandum of Understanding made in triplicate as of the 31st day of July, A.D. 2012.

BETWEEN:

PARKLAND COUNTY,

A Municipality incorporated pursuant to the laws of the Province of Alberta

OF THE FIRST PART,

-and-

THE TOWN OF STONY PLAIN,

A Municipality incorporated pursuant to the laws of the Province of Alberta

OF THE SECOND PART,

-and-

THE CITY OF SPRUCE GROVE,

A Municipality incorporated pursuant to the laws of the Province of Alberta

OF THE THIRD PART,

WHEREAS, over the last few decades, the concept of sustainability has slowly moved up the municipal agenda to the point that it has become a major priority for both rural and urban municipalities today;

AND WHEREAS, the national trend is well-reflected in our region and the three municipalities have developed, as a result of their own initiative, sustainability plans for their respective jurisdictions;

AND WHEREAS, since many of the sustainability challenges we face as individual municipalities spill over beyond our borders, we have realized that there is a need to begin discussing ways we can address these challenges in a more coordinated manner;

AND WHEREAS, the governments of the Tri-Municipal Region have a strong history of working together to promote the common interests of the region, and wish to extend this cooperative relationship to the realm of environmental sustainability;

AND WHEREAS, we believe that by strengthening our cooperative relationship we will be better positioned to address those sustainability challenges we face on a regional basis;

NOW THEREFORE, the parties hereto wish to enter into a Memorandum of Understanding to begin the discussion on working together on environmental sustainability initiatives and planning where synergies exist and agree as follows:

A. PURPOSE

1. The purpose of this Memorandum of Understanding is to facilitate discussion about projects and initiatives that have the potential to provide two major benefits to the region:
 - a. Initiatives and sustainability planning will have more impact if implemented on a region-wide basis rather than on a smaller scale, and
 - b. More effective use of limited resources.
2. This Memorandum of Understanding will also assist in exploring an increased level of cooperation between Parkland County, the Town of Stony Plain and the City of Spruce Grove with respect to environmental sustainability initiatives and planning.

B. MEMBERSHIP

1. The Chief Administrative Officers from each municipality are members of the Tri-Municipal Region Environmental Sustainability Working Group (the "Working Group.").
2. The Chief Administrative Officers will designate members of administration from their respective municipalities to participate in the Working Group. It is recommended that members be selected based on their experience with and responsibility for implementing environmental sustainability initiatives within their respective municipality.

C. GUIDING PRINCIPLES

1. As representatives of the City of Spruce Grove, the Town of Stony Plain, and of Parkland County, we acknowledge society's desire to create a stable sustainable future.
2. We further acknowledge that such a future is not certain. It will take the good will and determined work of many individuals and organizations, as well as better cooperation between our municipalities to achieve this goal.
3. We are proud to be part of a community as rich in natural amenities, economic opportunities, and social possibilities as the Tri-Municipal Region, and to be working on behalf of a future in which our economy, environment, society and governance are integrated in ways that foster vibrant communities, strong economies, and healthy ecosystems.
4. We commit ourselves to creating conditions necessary for a sustainable future. As a first step towards reaching this future end-point, we initially commit to focusing our attention and resources on the environmental component of sustainability.
5. Expansion of this Memorandum of Understanding to include the economic, governance, social and cultural aspects of sustainability could be considered at some future date.
6. By seeking innovative and flexible solutions to the challenges that confront us, by sharing our knowledge, and by working together, we strive to explore:
 - a. Initiatives of shared interest and the possibility of establishing cooperative arrangements for individual initiatives where and when it makes sense to do so, and
 - b. The possibility of establishing a commonly-held definition of sustainability, and
 - c. The potential of establishing a shared regional sustainability planning framework.

7. We commit to working together to explore our options and to select the path that will be in the best interest of each community, and of the region as a whole, as we shift towards a more sustainable way of life.

D. IMPLEMENTATION STRATEGY

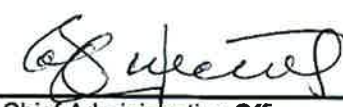
1. Three components form the basis for advancing the Memorandum of Understanding:
 - a. Responsibility for advancing the Memorandum of Understanding will rest with the Working Group. This Working Group will come into effect with the adoption of the Memorandum of Understanding and will be guided by the Terms of Reference attached hereto as Appendix A to this Memorandum of Understanding.
 - b. On-going communication with Council, senior administration, and members of the public to collect input on proposed initiatives will occur through existing channels of communication within each municipality.
 - c. Annual updates on the progress and activities of the Working Group will be presented to the Councils at the regularly scheduled Tri-Council meetings of the Councils of Parkland County, the City of Spruce Grove and the Town of Stony Plain.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the date and year first written:

PARKLAND COUNTY



Mayor



Chief Administrative Officer

TOWN OF STONY PLAIN



Mayor



Chief Administrative Officer

CITY OF SPRUCE GROVE



Mayor



Chief Administrative Officer

Appendix A

TERMS OF REFERENCE

TRI-MUNICIPAL REGION ENVIRONMENTAL SUSTAINABILITY WORKING GROUP

1. Purpose

To advance the *Tri-Municipal Region Memorandum of Understanding on Environmental Sustainability Initiatives and Planning* by exploring the following:

- Initiatives of shared interest and the possibility of establishing cooperative arrangements for individual initiatives where and when it makes sense to do so, and
- The possibility of establishing a commonly-held definition of sustainability, and
- The potential of establishing a shared regional sustainability planning framework.

2. Background

The municipal governments of the Tri-Municipal Region, being Parkland County, the Town of Stony Plain, and the City of Spruce Grove, have a strong history of working together to promote the common interests of the region. Recent years have increasingly demonstrated that sustainability challenges spill over municipal borders and require cooperation among neighbouring communities. The Tri-Municipal Region Environmental Sustainability Working Group formalizes this cooperative spirit in order to explore the above-mentioned issues.

The Memorandum of Understanding facilitates a discussion about projects and initiatives that have the potential to provide two major benefits to the region:

- Initiatives and sustainability planning will have more impact when implemented on a region-wide basis rather than on a smaller scale, and
- More effective use of limited resources.

3. Role of the Working Group

Members of the Working Group are responsible for engaging in ongoing communication with their respective Councils, senior administration, and members of their communities, as well as collecting input on proposed initiatives as required. This will occur through existing channels of communication within each municipality. Input received through this process will be incorporated into Working Group discussions.

4. Composition of the Group

The Chief Administrative Officer of each municipality will designate one or two members of administration from their respective municipal organizations to participate in the Working Group. It is recommended that members be selected based on their experience with, and responsibility for, implementing environmental sustainability initiatives within their respective municipalities.

The Chairperson position will be decided upon by the members of the Work Group at their first meeting, for a one-year term, after which the members may choose a different Chairperson or the same Chairperson for the next one-year term.

5. Meetings and Documentation

Meetings are held quarterly and/or on an as needed basis. The location for meetings will rotate between each municipality. Meeting outcomes will be documented by a member of the Working Group on a rotating basis. Formal records will be held by Parkland County.

6. *Working Group Term*

The Working Group will come into effect with the adoption of the Memorandum of Understanding on Environmental Sustainability Initiatives and Planning. The function of the Working Group will be reviewed on an ongoing basis by each municipality for ongoing relevance and effectiveness, and will be dissolved, if deemed appropriate, by written acceptance from each municipality.

7. *Reporting*

The Working Group will report annually on its progress at the regularly scheduled Tri-Council meetings of the Councils of Parkland County, the City of Spruce Grove and the Town of Stony Plain.