

# TRI-MUNICIPAL REGION DISCUSSION FORUM

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## MEMORANDUM OF UNDERSTANDING

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## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU), made in triplicate as of the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2012.

### **BETWEEN:**

**THE TOWN OF STONY PLAIN**  
a Municipality incorporated pursuant to  
the laws of the Province of Alberta

**OF THE FIRST PART,**

- and –

**PARKLAND COUNTY,**  
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,**

The three municipalities of Parkland County, City of Spruce Grove and Town of Stony Plain have a long-established relationship of collaborating on major initiatives designed to enhance service and improve the quality of life for their citizens. The three municipalities have refined a process designed to enhance collaboration between the three municipalities while respecting and honouring the decision-making authority of each individual member municipality.

### **1. BACKGROUND**

#### **Purpose**

The Tri-Council provides a routine forum for inter-municipal information sharing and discussion on issues and opportunities of mutual regional interest to the three member-municipalities.

## **Membership**

- All Council members from Parkland County, City of Spruce Grove and Town of Stony Plain (“the Tri-Council”)
- CAO from each municipality are ex-officio to the Tri-Council and are a resource

## **Frequency of Meeting**

The Tri-Council would meet a minimum of three (3) times per year for either business meetings or networking opportunities.

## **Chair**

Rotates through each member-municipality.

## **2. GUIDING PRINCIPLES**

### **Guiding Principles**

Participants of the Tri-Council will contribute to a strong and positive regional relationship by:

- Striving to foster excellence in the delivery of municipal programs and services,
- Being open to innovations that can enhance the quality of life offered to regional residents,
- Considering the balance needed to serve both local interests and regional opportunities,
- Communication of timely information between member municipalities and their elected officials
- Communicating in an open and respectful manner so as to enhance the understanding and trust between the civic leadership of the three municipal partners,
- Bringing a collaborative approach that strives to identify mutually beneficial solutions between municipal or community partners,
- Focusing regional discussion around areas of interest that impact or benefit all three member municipalities,
- Respecting the individual accountability of each elected official and his or her right to individual decision-making at their respective council meetings,
- Respecting that each partner is a different size with different capacity to act, and
- Celebrating collective and partners’ success.

### **3. REGIONAL CAPITAL PROJECTS/SERVICES/PROGRAMS**

#### **3.1 Preliminary Review Process**

The following basic steps will be followed:

- i. Project ideas could come from individual municipalities, Tri-Council 'idea/brainstorming' discussions, annual municipal or regional strategic planning activities or potentially proposals from outside groups.
- ii. Establish a preliminary review team composed of staff with content knowledge from each member municipality.
- iii. Staff would review the proposal in light of the approved preliminary regional screening criteria and assess whether it meets the initial regional screen or not. They may elect to meet with the project proponent or simply review the documentation.
- iv. The review team would summarize their preliminary findings and either develop a collective recommendation or summarize any differing opinions for discussion at the CAO's meeting and at a subsequent Tri-Council meeting.
- v. Proposals will be discussed for information at the Tri-Council meeting and could include, if desired by the Tri-Council, an information presentation by the project host. If any further action is needed, then the respective Councils will review for consideration any incremental resources or next steps for the project review and/or implementation.
- vi. External proponents would be made aware of any going-forward information or decision-making processes.

#### **3.2 Preliminary Regional Screening Criteria (See Schedule A attached)**

- i. Project retains the current level of regional services to a significant number of residents from all three municipalities.
- ii. Project provides a new or enhanced priority service to a significant number of residents from all three municipalities.
- iii. Project addresses strategic planning priorities of three municipalities.
- iv. Operational or capital partners of any project (facility or service) are established as a registered society or not-for-profit corporation and collectively represent sufficient membership or market members to sustain the service or facility for a significant period of time.
- v. All residents can access the facility or service delivered through the project.

- vi. A market needs assessment of the facility or/service validates current and future demands the proposed project would serve.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS MOU AS WITNESSED AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

**TOWN OF STONY PLAIN**

Per:	Per:
Name:	Name:
Title:	Title:

**PARKLAND COUNTY**

Per:	Per:
Name:	Name:
Title:	Title:

**SPRUCE GROVE**

Per:	Per:
Name:	Name:
Title:	Title:

## SCHEDULE A

Preliminary Regional Screening Criteria	Yes	No	N/A	Comments
<b>Overall – Regional Benefits</b>				
1. Project retains <u>the current level of regional services</u> to a significant number of residents from all three municipalities.				
2. Project <u>provides a new or enhanced priority service</u> to significant number of residents from all three municipalities.				
<b>Relevance to Municipal Priorities</b>				
3. Projects address strategic planning priorities of the three municipalities.				
<b>Macro Project Fundamentals</b>				
4. Operational or capital partners of any project (Facility or service) are established as a registered society of not-for-profit corporation and collectively represent sufficient membership or market members to sustain the service or facility for a significant period of time.				
5. All residents can access the facility or service delivered through the project.				
6. A market needs assessment of the facility/service validates current and future demands the proposed project would serve.				