

**Intermunicipal Collaboration Framework  
Between  
Parkland County  
And  
Lac Ste. Anne County  
Bylaw 2018-15**

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**WHEREAS**, Parkland County and the Lac Ste. Anne County share a common border; and

**WHEREAS**, Parkland County and the Lac Ste. Anne County 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 3 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 / Lac Ste. Anne County Intermunicipal Development Plan.
  - f. "Party" – means Lac Ste. Anne County and Parkland County.
  - g. "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 the bylaws by both Counties.
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 Counties.
3. Amended versions to this agreement shall supersede and replace all previous versions of this agreement.
4. It is agreed that Parkland County and Lac Ste. Anne County 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 Lac Ste. Anne County agree to create a recommending body known as the Intermunicipal Collaboration 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 County 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. Agriculture matters (including Alternative Land Use Services (ALUS) initiative).
  - b. Emergency and emergency aid.
  - c. Fire service agreements.
  - d. Intermunicipal and regional transportation issues including Transportation and Utility Corridors, truck and natural resource haul routes.
  - e. Long-term growth plans including the Intermunicipal Development Plan, municipal development plans, applicable area structure plans and other strategic studies.
  - f. Joint economic development initiatives.
  - g. Opportunities to coordinate water, wastewater and lagoons rates and usage.
  - h. Opportunities to coordinate engineering design standards.
  - i. Safety codes services.
  - j. Policing and bylaw enforcement matters; and,
  - k. Rural broadband delivery, technology, and telecommunications alignment between both Counties.
3. The Committee shall consist of four (4) members, being two (2) Councillors from each County.
4. 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.
5. Parties will give 30 calendar days of a notice for a meeting. Meeting requests will be 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 Counties 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 Lac Ste. Anne County 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 County currently has with their respective neighbours.
2. Parkland County and Lac Ste. Anne County have agreed that each County will provide the following services for their residents independently:
  - a. Parkland County
    - i. Affordable Housing
    - ii. Agricultural Services
    - iii. Animal Control
    - iv. Assessment Services
    - v. Bylaw Enforcement
    - vi. Communications
    - vii. Emergency Services
    - viii. Information Technology
    - ix. Municipal Administration
    - x. Purchasing / Procurement Services
    - xi. Policing Services
    - xii. Recreation
    - xiii. Rural Road Maintenance

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

#### **5.B Existing service agreements between both municipalities**

1. The Counties have worked collaboratively in the past with the following agreements to serve residents of both counties. Where agreements have lapsed, the Committee may desire to review and renew agreements:
  - a. Fire and Emergency 911 Dispatch
    - Parkland County and Lac Ste. Anne County has an agreement in place (1996) for the provision of emergency 911 dispatch services to serve residents of both counties.
  - b. Fire Dispatch Service
    - Parkland County and Lac Ste. Anne County have a contract in place (2004) for the provision of fire dispatch services to serve residents of both counties.
  - c. Fire Services Agreement
    - Parkland County and Lac Ste. Anne County have an agreement in place (1983) for the provision of fire services to serve resident of both counties.
  - d. Shared Community Peace Officer Services Agreement
    - Parkland County and Lac Ste. Anne County have an agreement in place (2010) for the sharing of community peace officers' services as it pertains to joint traffic safety (Road Safety Vision 2010 initiative).

## 6. Land Use

1. Matters of a land use and development nature impacting both Counties shall be guided by policies set out in the Parkland County / Lac Ste. Anne County Intermunicipal Development Plan. Where policies may not be covered by the Intermunicipal Development Plan, both Counties shall refer to policies in their respective Municipal Development Plans and other statutory plans.

## 7. Collaboration Process

1. Either County may initiate the development of a new capital project and/or new service it deems to be critical or essential to the community. Prior to submitting a formal written notice for a new cost-sharing agreement the initiating County's Chief Administrative Officer will consult and seek informal support from the other County's Chief Administrative Officer.
2. Once either municipality has received written notice of a new capital project or new service, 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 7 of this document.
4. Future capital projects or service 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.

## 8. Indemnity

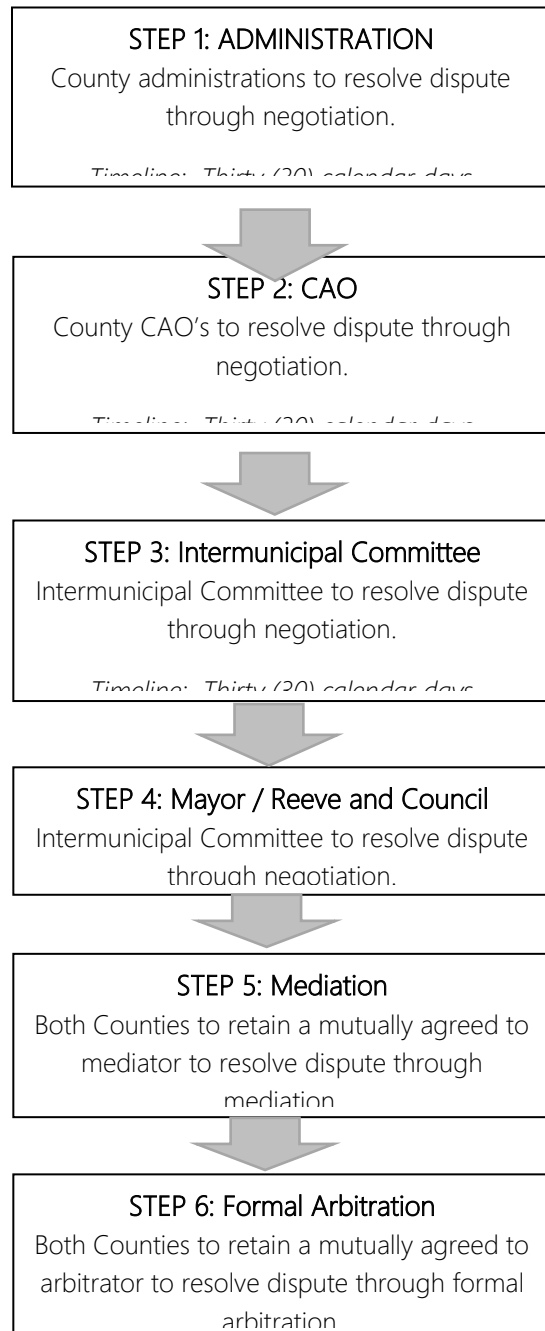
1. Parkland County shall indemnify and hold harmless Lac Ste. Anne County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Parkland County, its employees or agents in the performance of this Agreement.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

## 9. Dispute Resolution

1. Lac Ste. Anne County and Parkland County commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
2. Both Counties 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 administrations of both Lac Ste. Anne County and Parkland County. Where a dispute cannot be resolved to the satisfaction of both parties after thirty (30) calendar days, the dispute will be referred to the Chief Administrative Officers of both Counties.
4. 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.
5. 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 / Reeve and Council of both Counties.
6. Where a dispute cannot be resolved to the satisfaction of the Mayor / Reeve and Council of both Counties, Parkland County and Lac Ste. Anne County will seek the assistance of a mediator acceptable to both parties. The costs of mediation shall be shared equally between the Counties.
7. In the event of a dispute cannot be resolved through 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.
8. The costs of arbitration shall be shared equally between the Counties.
9. For all development, subdivision or planning matters Intermunicipal disputes shall follow agreed to processes outlined in the Parkland County / Lac Ste. Anne County Intermunicipal Development Plan and the *Municipal Government Act*. In situations where the 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.



## 10. Dispute Resolution Process Chart



### Notes

*STEP 4 timelines to be determined mutually by both Councils.*

*STEP 5 timelines to be identified at the mediation stage.*

*STEP 6 timelines to be identified at formal arbitration. Decisions of an arbitrator are final and binding on both parties.*

## 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 Lac Ste. Anne County to:

Lac Ste. Anne County  
c/o Chief Administrative Officer  
Box 219  
Sanguedo, AB T0E 2A0

## 12. Authorizations

Signed and dated on:

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Mike Heck, CAO, Parkland County

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Mike Primeau, CAO, Lac Ste. Anne County

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Date

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Date

## Appendix One: Potential areas for future joint capital projects and service initiatives

1. Joint Subdivision and Appeal Board for Intermunicipal Development Plan (IDP) plan area