

## **Intermunicipal Collaboration Framework**

Lac Ste. Anne County  
(Hereafter called the “County”)  
&  
Summer Village of Birch Cove  
(Here after called the “Village”)

## Intermunicipal Collaboration Framework

Lac Ste. Anne County & Summer Village of Birch Cove



### CORE SERVICES

- TRANSPORTATION
- WATER
- WASTEWATER
- STORMWATER MANAGEMENT
- SOLID WASTE
- EMERGENCY SERVICES
- RECREATION

### OTHER SERVICES OF MUTUAL BENEFIT

- LIBRARIES
- MEDICAL CLINICS
- FCSS
- SENIORS HOUSING
- SENIORS TRANSPORTATION
- LAKE HEALTH AND WATERSHED INITIATIVES
- BROADBAND NETWORK INITIATIVES
- SUBDIVISION DEVELOPMENT APPEAL BOARD

### OTHER MUTUALLY BENEFICIAL SERVICES

- ANIMAL CONTROL
- COMMUNITY PEACE OFFICER/BYLAWS ENFORCEMENT SERVICES
- CEMETERIES
- ECONOMIC DEVELOPMENT
- WEED CONTROL
- PEST CONTROL
- BUILDING INSPECTION/SAFETY CODES SERVICES
- WORKSITE HEALTH AND SAFETY

## Intermunicipal Collaboration Framework

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### CORE SERVICES

#### TRANSPORTATION

##### Description

The general area is serviced by Alberta Highway 33. In the immediate area the Village maintains the road network from Highway 33 at their corporate boundary. The Village is responsible for maintenance of all roads within the Summer Village and employs its own staff and equipment for road repairs, snow ploughing and the grass cutting along the roadsides.

##### Lead Government Agency

Road Network	Lead/Responsible Agency
Highway 33	Province of Alberta
Internal summervillage roads	Village

There is a general recognition that the County shall maintain the roads within its municipal boundaries, and that the Village shall maintain the roads within its municipal boundaries, according to their respective policies, schedules and budgets. However, the County and the Village are open to collaboration of additional/future road repairs on adjacent county roads, if/when required. There is recognition that currently it does not make sense for the County to collaborate or cost share on municipal roads within the Village, as there is no significant essential county thoroughfare.

The parties may provide additional services to each other, if requested, on a fee for services basis (such as sanding/salting roadways in winter, crack sealing or other maintenance required from time-to-time), where such work can be accommodated within the vending party's schedule and abilities. In addition, in-kind services may be arranged.

##### Funding

The respective communities will fund all transportation requirements through their respective tax base and/or provincial and federal grants that may be available. Where support is required from one municipality, the two municipalities will agree on the scope of work and the costs involved for each participating municipality.

##### Timeline

The County and the Village will continue consultation and support for each municipality where and when required on an ongoing basis. To help with budgeting purposes, requests and proposals for collaboration should be submitted in advance of the annual budget cycles.

##### Transition Plan

The County and the Village will continue its amiable working relationship built on fairness and equality. Changes to how the respective municipalities deal with transportation issues are not anticipated, but the two municipalities will agree to work in collaboration where possible.

##### Term of Review

Transportation issues will be reviewed on an as required basis. However, in general, the topic of Transportation shall be reviewed every five (5) years as part of the ICF process to ensure policies and processes remain collaborative where applicable.

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### **Other**

The County and the Village will continue to support regional transportation initiatives where possible, and within current budget allocations.

No changes in how the County and the Village approach transportation infrastructure and maintenance issues are required at this time. The parties will continue to work collaboratively to support transportation in the region.

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### WATER

#### Description

Most residents within the general area are serviced by either independent water wells or cisterns for their potable water requirements. The County is a member of the West Inter Lake District Regional Water Services Commission (WILD); The Village is considering becoming a member of WILD as well.

Membership in WILD requires payment of a respective member portion of governance, operating and capital costs, and allows the member access to the network and an annual allocation of potable water for their community. It is not anticipated that the Village would initiate a municipal water service in the municipality, but could work cooperatively with WILD, County and other stakeholders to provide some shared access points for residents to acquire treated water in the immediate vicinity.

#### Lead Municipality

There are various independent water providers currently servicing the region, including both water well installers and cistern installers, both subject to development permit reviews by the respective municipal agent. At present, WILD Water has completed Phase I and Phase II of their construction, which includes the Kapasiwin and Alberta Beach truck fills. WILD Water Phase III and Phase IV are in the design phase and may include a truck fill closer to Lake Isle and may include tap-offs for both local subdivisions within the County and the Village, from which future municipal distribution could connect.

At this time, possible shared access to water may be an opportunity for collaboration between the County and the Village and/or other regional partners (i.e. water fill station within proximity to several municipalities could be developed on an agreed cost-sharing formula).

#### Funding

Funding for private water services is the responsibility of the subject property owner, and no municipal subsidies for this service are offered. Funding obligations for members of WILD are determined through membership agreements and the WILD business plan and are confirmed through the annual budget of WILD.

If additional funding is required for new water facilities, these agreements will be negotiated with the participating municipalities and stakeholders. In addition, the County and the Village agree to support each other through various grant funding opportunities, when they arise.

#### Timeline

While the business plan is being reviewed currently and the inclusion of new members and the financing of future phases will be addressed concurrently, there are no imminent changes to operations and financing of WILD, or other private water service providers, which require specific review by the parties at this time.

#### Transition Plan

Existing agreements are in place. If new projects are initiated, then a transition plan will be developed for the planned project.

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### **Term of Review**

Contractual arrangements with WILD shall dictate any timeline requirements for agreement review. However, in general, the topic of Water Supply shall be reviewed every five (5) years as part of the ICF process to ensure policies and processes remain collaborative where applicable.

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### **WASTEWATER**

#### **Description**

Properties within the immediate area of the County and the Village are serviced by private septic tanks (sometimes including field systems) and contractors provide pump-out services at the request of property owners when/if required.

#### **Lead Municipality**

The County and the Village are responsible to ensure proper septic systems are installed and operational within their respective municipalities.

#### **Funding**

Installation and maintenance costs of private septic systems are the responsibility of property owners, including development and safety codes permit costs, and neither municipality subsidizes these costs.

#### **Timeline**

Ongoing agreements are in place and no imminent changes are being considered.

#### **Transition Plan**

No transition away from independent wastewater is contemplated at this time.

#### **Term of Review**

In general, the topic of Wastewater shall be reviewed every five (5) years as part of the ICF process to ensure policies and processes remain collaborative where applicable.

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### STORMWATER

#### Description

The municipalities both require that developments within their respective community channel stormwater into municipally maintained ditches, to be eventually redirected towards the local watershed applicable waterways. No development shall direct water onto neighboring property unless it is the natural flow of water or has been granted Water Act Approval. In general, jurisdiction of this falls to the respective Planning and Development departments in either the County or the Village.

Currently, neither the County nor the Village maintains a comprehensive Stormwater Management Plan for the immediate subject area within their municipal boundaries.

#### Lead Municipality

The County and the Village are responsible to ensure adherence to any specific, or general, Stormwater Management policies within their municipal boundaries. Respective Planning & Development departments oversee compliance to same.

In the event the County does conduct large scale Stormwater Analysis for areas adjacent to the Village. The County will endeavor to consult with the Village to see if they would like to partner into the project

#### Funding

Installation and maintenance of municipal stormwater ditches within a municipality are the responsibility of the respective municipal partner. Collaboration on developing a sub-regional Stormwater Management Plan, if undertaken, will be cost shared at a rate to be negotiated if/when this occurs, and ideally would be covered, in whole or in part, by a mutually supported grant application.

#### Timeline

No immediate action is required but should be revisited in the event development in the area merits it or both municipalities consent to developing an IDP.

#### Transition Plan

Stormwater Management requires Alberta Environmental Protection's approval, both under the Environmental Protection and Enhancement Act and under the Water Act. Guidelines were developed to help municipalities in the planning and design of Stormwater Management systems. Once planned/designed and put into operation, the facilities then become the responsibility of each municipality. As such drainage courses cross municipal borders they will require coordination/collaboration in-order to operate and function appropriately.

#### Term of Review

Any arising Stormwater Management concerns that impact adjacent municipalities should be addressed in a timely fashion. However, in general, the topic of Stormwater Management shall be reviewed every five (5) as part of the ICF process to ensure policies and processes remain collaborative where applicable. In addition, the topic of Stormwater Management should be included in future IDP discussions to ensure a consistent sub-regional approach.



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### SOLID WASTE



#### Description

Both the County and the Village address solid waste collection independently. The County provides residents with access to local transfer stations; property owners are also able to contract solid waste collection for their property via private contractors in the area. The Village collects solid waste from properties within the municipality on a schedule determined by their Council, through agreement with an external contractor.

#### Lead Municipality

While each municipality administers their own solid waste collection services for their residents, both the County and the Village are members of the Highway 43 East Waste Commission. Membership in this Commission ensures that collected solid waste can be deposited locally, by residents or collection contractors, for a tipping fee based on the weight of the refuse.

The Regional Landfill is owned and operated by the Highway 43 East Waste Commission and access is offered to residents of any partner municipality. The County also operates a network of transfer stations which provide local access to their residents. Residents of the Village must take all additional solid waste to the main Regional Landfill site.

#### Funding

Municipal solid waste collection is covered through respective municipal taxation and charges. The Regional Landfill is operated by the Highway 43 East Waste Commission and their costs are covered through tipping fees.

#### Timeline

This is an ongoing agreement with the Highway 43 East Waste Commission and its municipal partners. There is no imminent matter requiring review.

#### Transition Plan

No changes are expected to occur in the immediate future.

#### Term of Review

Any contractual arrangements with external contractors for solid waste service provision will dictate any timeline requirements for agreement review. And, contractual arrangements with Highway 43 East Waste Commission will dictate any timeline requirements for agreement review. However, in general, the topic of Solid Waste shall be reviewed every five (5) years as part of the ICF process to ensure polices and processes remain collaborative where applicable.

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### EMERGENCY SERVICES

#### Description

Both the County and the Village recognize the importance of providing local emergency response services to their municipalities. They also recognize the importance of collaborating on a regional level, when and where possible, to promote a safer region and meaningful response to local and regional emergencies. In general, the emergency response capacity under the jurisdiction of the municipalities includes Emergency Management Coordination and Fire Protection and Rescue Services.

The County operates a fire service internally, which includes mutual aid agreements with all surrounding municipal fire services. The Village garners fire services through an external contract with the County of Barrhead.

Fire Services includes an agreement between the County and Barrhead County which contains mutual aid clauses for assistance between County Fire Services and Onoway Regional Fire Services.



#### Lead Municipality

#### Emergency Management

The County operates its own Emergency Advisory Committee and Management Agency, and subsequently dedicated Director of Emergency Management.

The Village is a member of the Barrhead County Fire Services.

Each agency oversees the general planning, preparation and

management of disaster response for their respective service area.

#### Fire Services

The County operates its own municipal Fire Department. There are six (6) County fire stations, including the County Fire Services – Station 3, located east of the Hamlet of Rich Valley (the closest County station to the Village).

The Village contracts its Fire Protection Services from the County of Barrhead. The closest primary fire hall to the Village through this service is in the Town of Barrhead.

Through ongoing negotiations, mutual aid agreements for fire service matters has been incorporated, with a mechanism for mutual aid when requested and addressing jurisdictional command and command transfer when dual responses are initiated.

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### **Funding**

The County funds its emergency response services through municipal taxation and annual budget allocation.

The Village funds its emergency management services through taxation to pay annual requisitions to the respective management committees. The Ste. Anne Regional Emergency Management Agency is funded through taxation based on an annual requisition determined by their advisory committee. The Barrhead County Fire Services is funded through taxation based on an annual budget divided between the members (currently based on lot count).

### **Timeline**

No imminent changes to emergency services provision in or between either municipality is anticipated at this time. Fire Services are reviewed annually within each respective municipality, and quarterly meetings are planned at an operational level between the fire service providers.

As of 2020, both emergency management mechanisms are operational; the immediate future is expected to see additional planning and internal training, with possible joint exercises as early as 2021. At some point, mutual aid agreements specifically for Emergency Management may be negotiated between the partner agencies.

### **Transition Plan**

Following completion of emergency management plans and successful internal exercises, joint emergency management training should be considered. Once these joint exercises build a solid working relationship between the parties' mutual aid agreements may be considered for negotiation.

### **Term of Review**

Existing contractual arrangements for Emergency Management and/or Fire Services will dictate any timeline requirements for agreement review. However, in general, the topic of Emergency Services shall be reviewed every five (5) years as part of the ICF process to ensure policies and processes remain collaborative where applicable.

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### RECREATION

#### Description

The County and the Village operate their own recreation programs including maintenance of playgrounds and parkways within their respective municipalities. There are no permanent (perennial) recreation programs offered within the Village, either by the Village or the County. The traditional 'major' recreation facilities (Arenas, Swimming Pools & Curling Rinks) are owned and operated by other agencies/organization/municipalities.

Both municipalities recognize that their residents participate in recreation programs and access recreation facilities that are owned, operated or organized by other entities.



The Village does provide contributions to recreation programs and facilities within the area.

The County also provides contributions to recreation programs facilities within the area based on a grant allocation methodology.

#### Lead Municipality

The County organizes only minimal direct programming but does offer some recreation programming via a "Summer Program." All residents in and around the surrounding municipalities are welcome to participate.

The County operates and maintains applicable recreation facilities/amenities within its municipal borders.

The Village operates and maintains applicable recreation facilities/amenities within its municipal borders.

As noted above, many recreation programs and facilities are offered by other entities. Both municipalities support and promote these undertakings.

#### Funding

County provides funding to external agencies and organizations responsible for operating and/or maintaining recreation programs and facilities. Currently the funding is derived from an annual Recreation Tax (via Bylaw) and distributed through the grant on a funding formula also considered annually.

The Village provides funding for recreational facilities and activities within the region as established within the annual budget, including applicable grant allocations (i.e. FCSS).

#### Timeline

No imminent changes are being considered.

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### **Transition Plan**

No changes or transition is anticipated. The County and the Village agree to support one another with grant opportunities.

Currently both municipalities are involved in the Recreation & Culture Facility Assessment Initiative through the Revenue and Cost Sharing Committee, a regional initiative. The progress of this initiative may inform opportunities for future collaboration on recreation facilities and programs.

### **Term of Review**

Recreation matters will be reviewed on an as required basis. However, in general, the topic of Recreation shall be reviewed every five (5) years as part of the ICF process to ensure polices and processes remain collaborative where applicable.

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### OTHER SERVICES OF MUTUAL BENEFIT

#### LIBRARIES

Both the County and the Village are members of the Yellowhead Regional Library System. Regional Library Systems are established under the Libraries Act and are intended to provide professional and technical support to public libraries. As a member, both municipalities pay an annual requisition to the Yellowhead Regional Library based on a per capita levy.

Locally, the County has established the Lac Ste Anne County Library Board through Bylaw. This Board is responsible for the operations of three library service points located within the boundary of County – those being the Darwell Public Library, Sangudo Public Library and Rich Valley Public Library. The Board also provides funding and support to three urban municipal libraries – Alberta Beach Municipal Library, Onoway Public Library and Mayerthorpe Public Library (but does not have any operational controls on those municipal libraries).

Primarily the residents of the Village and County residents living in and around that general area would access library services from the Rich Valley **Public Library**.

The County commits an annual per-capita allotment, funded through taxation, to the County Library Board, who in turn provides funding to each of the six Public Libraries in the region. The County Library Board uses a distribution funding formula which considers per-capita and lumpsum dollars dispersed through a predetermined service area map. In addition, the County provides grant funding directly to each library through FCSS and Recreation grant programs, upon funding availability.

The Village provides annual funding to the local libraries, with the level of funding determined annually during the budget process and paid through general taxation or various grants.

#### Transition Plan

No changes are anticipated within this process.

#### FCSS

Both the County and the Village receive annual provincial FCSS funding, by agreement, through Alberta Children's Services. The provincial funding represents 80% of the total FCSS funding, with each municipality contributing a required 20% contribution, as defined in their respective agreement with the province. Each municipality manages their own FCSS delivery model. Programming must meet the requirements and mandate, as determined by Alberta Children's Services.

The County administers their own funds and gives to causes within the boundaries as well as within adjacent municipalities, primarily through a grant allocation system. The County also provides some direct programming and service delivery to address community social needs.

The Village has entered an agreement with the Town of Onoway to administer the summer village's FCSS program. The Town of Onoway administers FCSS for several local municipalities and gives to causes within the regional boundaries of the County, through a grant allocation system.

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### **SENIORS HOUSING**

Both municipalities provide funding for seniors housing throughout the region through an annual requisition from the Lac Ste Anne Foundation.

### **SENIORS TRANSPORTATION**

The East End Bus Society is a legal entity formed to meet Senior's transportation and socialization needs in the area. Through a hired program coordinator, a variety of shopping, recreational and cultural excursions are planned with the intention of promoting independence, self-worth and socialization opportunities to the users.

The County has member representation on the Lac Ste. Anne East End Bus Society. The Village has representation on the Lac Ste. Anne East End Bus Society via member appointment from the Lac Ste. Anne East Summer Villages Association.

The County provides financial and in-kind support to the operational and capital costs of the Society. The Village provides an annual capital contribution, as well as FCSS grant support.

### **LAKE AND WATERSHED INITIATIVES**

Both the County and the Village are members of local lake and watershed management groups and will strive to manage development on the lake through ongoing advocacy.

### **BROADBAND NETWORK INITIATIVES**

Both the County and the Village recognize the importance of reliable internet and cellular connectivity in rural areas and remote communities. The County has spearheaded the construction of a network of transmission towers within the region, including one north west of Rich Valley. Populating these towers remains a challenge, and both municipalities are supportive of continued lobbying of independent service providers and the provincial and federal governments to address the gap in this important service.

### **REGIONAL SUBDIVISION DEVELOPMENT APPEAL BOARD (SDAB)**

Currently the Village is a member of the County's regional SDAB. The County has spearheaded the development of this Board to hear all planning and development appeals of the County and partner members. Both municipalities are supportive of this continued partnership and maintaining the same level of service. The costs associated to the Village are outlined in another agreement. In the event this service becomes no longer viable for the County to operate. The County shall provide the Village one (1) year notice prior to cancelling the partnership or whatever is greater between this agreement and any signed contracts.

### **ASSESSMENT REVIEW BOARD (ARB)**

Currently the Village is a member of the County's regional ARB board. The County has spearheaded the development of this Board to hear all Assessment appeals of partner members. Both municipalities are supportive of this continued partnership and maintaining the same level of service. The costs associated to the Village and the terms are outlined in another agreement.

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### **OTHER MUTUAL BENEFICIAL SERVICES**

Both municipalities agree to work in good faith for the betterment of both parties' citizens and where possible work collaboratively to maximize service levels and reduce regulations on the following services:

- Animal Control
- Community Peace Officer/Bylaw Enforcement Services
- Cemeteries
- Economic Development
- Weed Control
- Pest Control
- Building Inspection/Safety Codes Services
- Worksite Health and Safety Services



## Intermunicipal Collaboration Framework

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### Dispute Resolution

The County and the Village commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner. Where there is no other existing agreement or bylaw the following dispute resolution process will prevail.

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.

Any dispute arising out of the implementation of this Agreement will firstly be addressed by the administrations of both the County and the Village. 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 municipalities.

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.

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 Councils of both municipalities.

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

In the event that 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.

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

For all development, subdivision or planning matters Intermunicipal disputes shall follow agreed to processes outlined in this agreement 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.



**Intermunicipal Collaboration Framework**

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IN WITNESS THEREOF the parties have executed this Agreement as of Aug. 15 2020.


Lac Ste. Anne County

  
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Reeve

  
\_\_\_\_\_  
County Manager

Summer Village of Birchcove

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer