

## **Intermunicipal Collaboration Framework**

The Summer Village of Sandy Beach  
(Here after called “Sandy Beach” or the “Summer Villages”)

&

The Summer Village of Sunrise Beach  
(Here after called “Sunrise Beach” or the “Summer Villages”)



## Intermunicipal Collaboration Framework

The Summer Village of Sandy Beach & The Summer Village of Sunrise Beach



### 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
- BROADBAND NETWORK INITIATIVES
- WATERSHED MANAGEMENT
- RIPARIAN AREAS
- LAKE SETBACKS: DEVELOPMENT AND SEWER
- REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

### OTHER MUTUALLY BENEFICIAL 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

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### CORE SERVICES

#### TRANSPORTATION

##### Description

The general area is serviced by Alberta Highway 642. In the immediate area the County maintains Range Road 12 with connecting portions to Highway 642 and is responsible for maintenance and snow clearing. The Summer Villages are responsible for maintenance of all roads within their respective boundaries 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 642	Province of Alberta
Range Road 12	Lac Ste. Anne County
Summer Village Roads/Streets/Lanes	Respective Summer Village

There is a general recognition the Summer Villages shall maintain the roads within its municipal boundaries, according to their respective policies, schedules and budgets. However, the Summer Villages are open to collaboration of additional/future road repairs.

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 Summer Villages 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 Summer Villages 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.

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### **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.

### **Other**

The Summer Villages will continue to support regional transportation initiatives where possible, and within current budget allocations.

No changes in how the Summer Villages 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 Summer Villages are members of the West Inter Lake District Regional Water Services Commission (WILD).

#### **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, Alberta Beach and Heatherdown truck fills. WILD Water Phase III and Phase IV are in the design phase and will include a truck fill station at or near the Summer Villages.

#### **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 Summer Villages 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 Summer Villages 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. The lagoon operates within the Summer Village of Sandy Beach. The operating costs are shared: Sandy Beach (two-thirds), Sunrise Beach (one third). Since January 2018 the lagoon is closed (non-operational) and both Summer Villages are working towards a long-term solution including possibly joining a regional transmission line.

#### Lead Municipality

The Summer Villages 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 the independent systems is currently contemplated.

#### 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 neighbouring 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 Summer Villages.

Currently, neither Summer Village maintains a comprehensive Stormwater Management Plan for the immediate subject area within their municipal boundaries.

#### Lead Municipality

The Summer Villages 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.

#### 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 Summer Villages address solid waste collection independently. The Summer Villages collect solid waste from properties within the municipality on a schedule determined by their Council, through agreements with Public Works or an external contractor.

#### Lead Municipality

While each municipality administers their own solid waste collection

services for their residents, the Summer Villages 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. Residents of the Summer Villages 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 policies and processes remain collaborative where applicable.

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### EMERGENCY SERVICES

#### Description

Both Summer Villages 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 Summer Villages are members of the Ste. Anne Regional Emergency Management Agency, along with several other Summer Villages within the greater County area and contracts a dedicated Director of Emergency Management and appoints its own local Director of Emergency Management and Deputy Director of Emergency Management.

#### Fire Services

The Summer Villages of Sandy Beach and Sunrise Beach contracts its own Fire Protection Services from Sturgeon County, with Sturgeon County being the lead municipality.

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.

#### Funding

The Summer Villages 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.

#### 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.

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.



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### **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.

## Intermunicipal Collaboration Framework

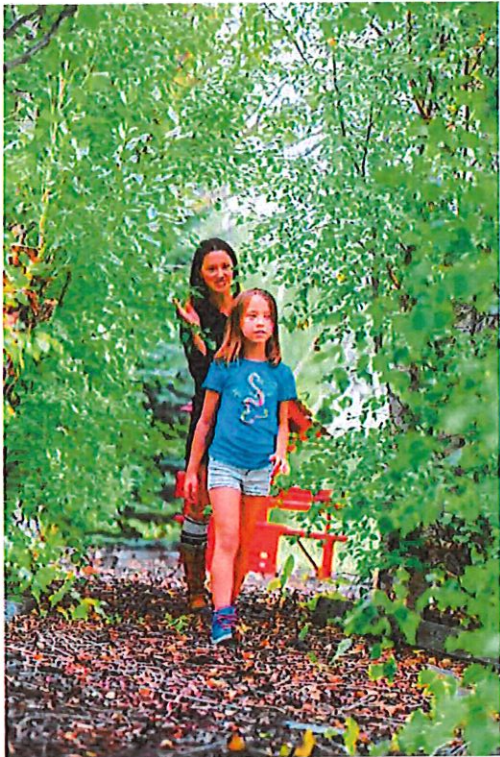
The Summer Village of Sandy Beach & The Summer Village of Sunrise Beach

### RECREATION

#### Description

The Summer Villages operate their own recreation programs including maintenance of playgrounds and parkways within their respective municipalities. 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 Summer Villages does provide contributions to recreation programs and facilities within the area.

#### Lead Municipality

The Summer Villages 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

The Summer Villages may provide 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.

#### Transition Plan

No changes or transition is anticipated. The Summer Villages 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 policies and processes remain collaborative where applicable.



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### **OTHER SERVICES OF MUTUAL BENEFIT**

#### **LIBRARIES**

Primarily the residents of both Summer Villages would access library services from the Onoway Public Library or Morinville.

The Summer Villages 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 Summer Villages 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 Summer Villages administers their own FCSS program to causes within its boundaries primarily through a grant system.

Sunrise Beach has the Town of Onoway administer FCSS on their behalf.

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

The Summer Villages pays a flat fee.

### BROADBAND NETWORK INITIATIVES

Both Summer Villages 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 East of Onoway. 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.

### ASSESSMENT REVIEW BOARD (ARB)

This function has been terminated by Lac Ste. Anne County.

### REGIONAL SUBDIVISION DEVELOPMENT APPEAL BOARD (SDAB)

Sandy Beach contracts SDAB services from the County and Sunrise Beach contracts SDAB services by Milestones Municipal Services.

### INTERMUNICIPAL DEVELOPMENT PLAN (IDP)

The Municipalities have agreed not to adopt an IDP, at this time in accordance with the MGA. Either municipality may request both parties initiate the development of an Intermunicipal Development Plan subject to a formal request from their respective Council.

### 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
- Economic Development
- Weed Control
- Pest Control
- Land Use Planning/Subdivision and Development Appeal Board Services
- Building Inspection/Safety Codes Services
- Worksite Health and Safety Services



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### Dispute Resolution

The Summer Villages 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 Summer Villages. 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.

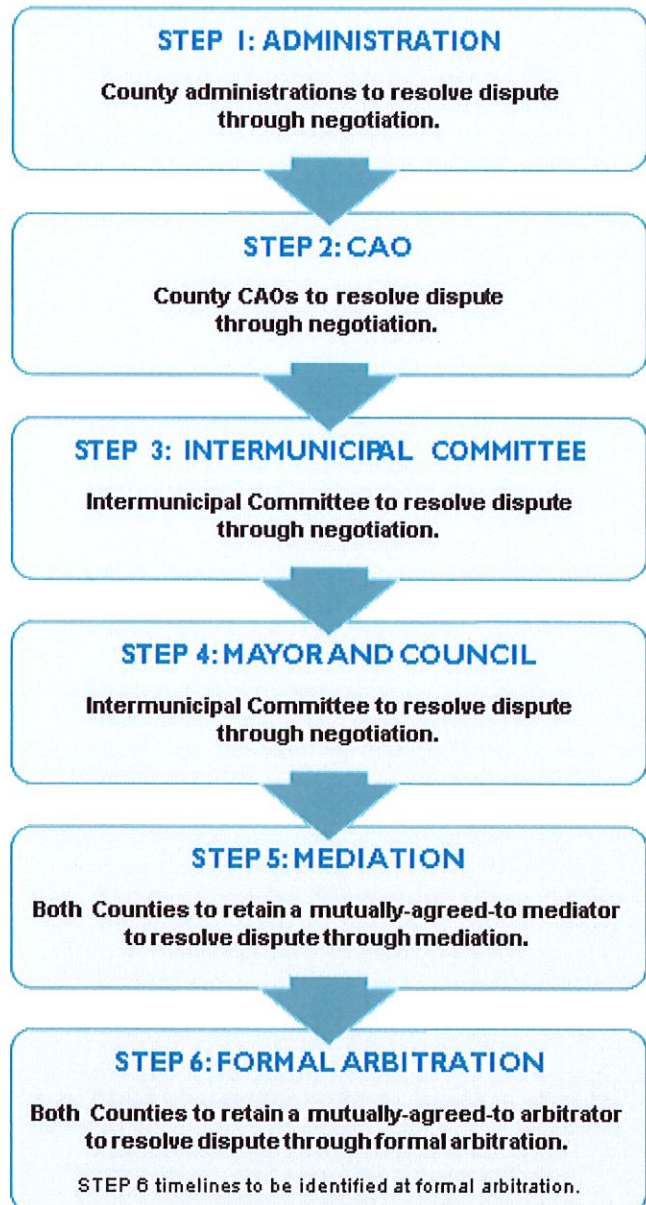
Where a dispute cannot be resolved to the satisfaction of the Intermunicipal Committee after thirty (30) calendar days, the dispute will be referred to the Councils of both municipalities.

Where a dispute cannot be resolved to the satisfaction of the Councils of both municipalities, the Summer Villages 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.







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IN WITNESS WHEREOF the parties have executed this Agreement as of \_\_\_\_\_ March \_\_\_\_\_, 2020.



**The Summer Village of Sandy Beach**

Mayor

Chief Administrative Officer

**The Summer Village of Sunrise Beach**

Mayor

Chief Administrative Officer

