

Intermunicipal Services Summary for the ICF

Direction Set by Intermunicipal Collaboration Committees of the MD Wainwright and the Villages of Irma, Chauvin, and Edgerton (April 2018)

Purpose of the Document

The intermunicipal services summary is a catalogue of existing and new collaborative opportunities between the MD and the Villages of Irma, Chauvin, and Edgerton (“the Municipalities”). It is directly associated with Intermunicipal Collaboration Framework (i.e., Bylaws #XXXX (MD), #XXXX (Irma), #XXXX (Chauvin), #XXXX (Edgerton), “the ICFs”) and provides the Municipalities with an overview of the integrated or collaborative services they currently offer or may offer in the future.

Contents of the Document

The intermunicipal services summary is organized into the six categories outlined in the Municipal Government Act, R.S.A 2000, Chapter M-26, (“the MGA”): transportation, solid waste, water & waste water, emergency services, recreation, and other. The services described in each category are the services identified by the Intermunicipal Collaboration Committees (“ICCs”) along with MNP during the execution of the ICF project in Spring 2018 as having the most potential for continued or new collaboration.

Each service in the document is named, described, and contextually explained. The document also indicates whether the opportunity for collaboration is primarily about maintaining or formalizing an existing service and/or exploring a new service. It is a record of the direction established by the ICCs for intermunicipal collaboration.

Use of the Document

The intermunicipal services summary is a resource for the ICCs and the Municipalities. Each service described herein has been assigned a name (e.g., TRNS-1, SW-2, etc.) such that it can be referenced in other documents (e.g., implementation road map, business cases, tracking documents, Council reports, etc.). The ICCs may wish to develop future versions of the document (perhaps on an annual basis) as they work through and initiate actions relating to the opportunities. The acronyms TICE and ICE are used in the document with those letters standing for the Town of Wainwright (T), the Village of Irma (I), the Village of Chauvin (C), and the Village of Edgerton (E).

Direction Set by MD & Villages ICCs per Category Identified in the MGA

	Area of Collaboration (Service Area) <i>Lead municipality indicated</i>	Looking Forward			Direction from ICCs	Context	Considerations for Agreements
		Maintain Current Collaboration	Formalize Current Collaboration	Explore Collaboration Opportunities			
Transportation	TRNS-1: Snow Removal <i>M.D. Leadership</i>	X			Maintain current collaboration. Consider formalizing current “handshake” agreement. The process for outlining and determining which roads and the level of service they require may be specified in an appendix. Any further specifications should be completed in a way that does not restrict current or future levels of collaboration, as the informal process used at present has proven effective and sustainable.	As needs in the villages evolve, there may be the need to review the services/service-levels provided.	If formalized, this agreement requires a detailed procedure for determining which roads will receive snow removal and at what level of priority. This does not have to be described completely in the body of the agreement but should be detailed somewhere within the document (e.g. an appendix).
	TRNS-2: Road Maintenance <i>M.D. Leadership</i>	X			Maintain current collaboration. Consider formalizing current “handshake” agreement. The process for outlining and determining which roads and the level of service they require may be specified in an appendix. Any further specifications should be completed in a way that does not restrict current or future levels of collaboration, as the informal process used at present has proven effective and sustainable.	Current process is ICE request service from MD, the service is accepted or declined, a quote is developed, the quote is accepted or declined, the work is scheduled and executed. Planning meetings can be used to coordinate requests and timing; MD currently does its best to provide service on a timely/predictable basis to the villages.	If formalized, this agreement requires a detailed procedure for determining which roads will receive maintenance and at what level of service. This does not have to be described completely in the body of the agreement but should be detailed somewhere within the document (e.g. an appendix).

	Area of Collaboration (Service Area)	Looking Forward			Direction from ICCs	Context	Considerations for Agreements
		Maintain Current Collaboration	Formalize Current Collaboration	Explore Collaboration Opportunities			
Solid Waste	SW-1: Waste - Waste Management Contract <i>M.D. Leadership</i>	X			Maintain current Waste Management contract (and renegotiate in 2019). Explore the possibility of one company handling both waste and recycling management.	The existing contract in place includes all five (5) municipalities (M. D. Wainwrights, the Town, Irma, Chauvin, Edgerton). Coordinating the duration of waste and recycling contracts may provide valuable in the future if one provider is to handle both services.	N/A
	SW-2: Waste - Recycling Contract (GFL) <i>Leadership TBD</i>			X	Explore expansion of joint recycling contract between Town, Irma, and Chauvin to include Edgerton.	Edgerton citizens are accustomed to managing their recycling independently (i.e., without an intermunicipally-provided service). MD has an existing unilateral contract in place for third-party recycling services.	N/A

	Area of Collaboration (Service Area)	Looking Forward			Direction from ICCs	Context	Considerations for Agreements
		Maintain Current Collaboration	Formalize Current Collaboration	Explore Collaboration Opportunities			
Water & Waste Water	[No Opportunities Identified]						

	Area of Collaboration (Service Area)	Looking Forward			Direction from ICCs	Context	Considerations for Agreements
		Maintain Current Collaboration	Formalize Current Collaboration	Explore Collaboration Opportunities			
Emergency Services	ES-1: DEM <i>M.D. Leadership</i>	X	X		Maintain and formalize current DEM arrangement under which one regionalized DEM is shared between MD, Town, and ICE. Each CAO of participating municipalities is a Deputy CAO. Disaster and emergency planning and protocol are collaborative in nature.	Previous key resources covered multiple roles, or did not have the capacity/skillset to be completely successful in the role as DEM. All municipalities agreed to create a shared DEM to maximize resources.	N/A
	ES-2: RCMP <i>Town Leadership</i>	X			Communicate with RCMP on an ongoing basis to ensure service levels remain appropriate for cost. Consider jointly funding another RCMP officer.	Capture when RCMP come to the villages to better understand existing service delivery and needs with the goal of providing increased reliability and consistency in police presence. Current crime rates may not warrant the high cost of implementation. Further discussion could take place to coordinate a conversation with the RCMP and the five municipalities. As it is difficult to acquire an experienced RCMP Officer, the addition of a shared RCMP must come with the certainty	N/A

*MD Wainwright & Villages of Irma, Chauvin, & Edgerton
Intermunicipal Services Summary for the ICF*

						that it would improve current service levels/outcomes.	
	ES-3: EMS <i>Leadership TBD</i>			X	Coordinate a joint effort between the Municipal District, Town, and ICE to record and collate available emergency response data to examine current service levels and identify areas of improvement.	All municipalities are in agreeance that improvements to service levels are possible, but that it may be a challenge to achieve/influence change.	N/A
	ES-4: Fire <i>M.D Leadership (current collaboration)</i> <i>Leadership TBD (future opportunities)</i>	X			(1) Maintain status quo. Continue Mutual Aid Agreement and shared training activities.	Acknowledging the existing Mutual Aid Agreement, municipalities will review its terms every five years to discuss the possibility of regionalization.	The Mutual Aid Agreement should be referred to in the ICF. As part of its inclusion, develop a clause to review every five years. The Mutual Aid Agreement would possibly cease to be relevant if the service was fully regionalized.
				X	(2) Examine possibility for increased collaboration in fire services delivery.	While a potential cost saving opportunity for fire services operations, equipment, and training, regionalized fire departments pose the risk losing autonomy and oversight at the municipal level. Shared service delivery also has the potential to negatively impact service levels.	The group indicated that they would revisit this item in the context of the ICF and its five-year review period. There are several different versions/models that could be explored.

	Area of Collaboration (Service Area)	Looking Forward			Direction from ICCs	Context	Considerations for Agreements
		Maintain Current Collaboration	Formalize Current Collaboration	Explore Collaboration Opportunities			
Recreation	REC-1: Shared Use <i>M.D. Leadership (current collaboration)</i>	X			(1) Maintain current collaboration. Consider formalizing current “handshake” agreements.	Much is working well and may benefit from being captured.	N/A
	<i>Leadership TBD (future opportunities)</i>			X	(2) Explore possibility of improved tracking of user data in some or all recreation sites.	Though intended to add clarity, increased tracking could cause division and conflict, as well as additional work / resourcing from the Municipalities. The Municipalities will assess if tracking is of value for the required effort.	This activity would not necessarily mean that user data would determine cost-sharing arrangements. The intent is for the data, if collected, to be used to facilitate conversation.

	Area of Collaboration (Service Area)	Looking Forward			Direction from ICCs	Context	Considerations for Agreements
		Maintain Current Collaboration	Formalize Current Collaboration	Explore Collaboration Opportunities			
Other	OTH-1: Health and Safety Officer <i>Leadership TBD</i>			X	Explore introduction of a joint Safety Officer for ICE or TICE, maintaining current MD Safety Officer.	As new legislation/regulation creates greater liability risk for the individual municipalities and their elected representatives, the Town and MD need to prioritize accordingly. There is potential for collaboration with Town/ICE, and the MD would like to be involved in the discussion, with the potential to leverage the MD's established policy/process/structures. In the long term, the municipalities may revisit a regional Safety Officer, but liability remains a concern for Councillors at this time.	N/A
	OTH-2: Bylaw Enforcement Officer / Peace Officer <i>Leadership TBD</i>	X			Maintain status quo. Revisit possibility of additional shared bylaw enforcement and/or peace officer at a future date.	There is mutual agreement that there would need to be enough revenue or work to justify additional enforcement. This service area can be reviewed in five years.	Incorporate requirement to revisit the possibility of shared bylaw enforcement in five years.
	OTH-3: Tourism & EcDev	X			Maintain status quo, explore future collaborative	All five municipalities are currently involved in the early stages of a regional marketing	

*MD Wainwright & Villages of Irma, Chauvin, & Edgerton
Intermunicipal Services Summary for the ICF*

	Leadership TBD				opportunities within the MD and beyond as they appear.	strategy – details have not been confirmed or decided upon. The Town and villages have worked well together in the past.	
	OTH-4: Procurement <i>Leadership TBD</i>			X	Improve coordination/communication when making large and/or bulk purchases.	Capture what is working well, look for more opportunities for group buying, placeholder to revisit formalizing a joint procurement function at five-year mark. Service levels can change if personal relationships with vendors aren't there.	Outline protocol for joint purchasing between MD and Town. Include requirement for improved procurement integration to be formalized in five years.
	OTH-5: Knowledge & Resource Sharing <i>Leadership TBD</i>			X	Develop coordination around knowledge and resource sharing; build tools for capturing key knowledge.	Establish a shared "database" of knowledge, key resources and contacts, key information, and expertise. This agreement will be an informal means to compile key lessons learned and/or best practices.	Outline protocol for knowledge "database".
	OTH-6: Joint Assessment Review Board <i>Leadership TBD</i>			X	Set up Joint Assessment Review Board for MD & TICE.	Though not a highly utilized resource, there is a significant opportunity to reduce the total number of boards and level of training, selection, and other resource-draining processes required by each municipality. As such, municipalities will review/set up a Joint Assessment Review Board. The villages already share a Joint Assessment Review Board which is a good starting point for this item.	Establish procedures and policy for the creation of a Joint Assessment Review Board with the intention of cost and resource sharing.
	OTH-7: Joint Subdivision Appeal Board <i>Leadership TBD</i>			X	Create Joint Subdivision Appeal Board for MD & TICE.	Though not a highly utilized resource, there is a significant opportunity to reduce the total number of boards and level of training, selection, and other resource-draining processes required by each municipality.	Establish procedures and policy for the creation of a Joint Subdivision Review Board with the intention of cost and resource sharing.

*MD Wainwright & Villages of Irma, Chauvin, & Edgerton
Intermunicipal Services Summary for the ICF*

						As such, municipalities will review/set up a Joint Subdivision Review Board.	
	OTH-8: Quality Management Planning <i>Leadership TBD</i>			X	Explore setting up joint QMP or more coordinated approach to QMP for MD & ICE or MD & TICE.	The Municipalities wish to discuss Quality Management Planning and the efforts required to have it fully realized.	