

PROJECT CHARTER

CITY OF ST. ALBERT & STURGEON COUNTY RECREATION ICF

OCTOBER 31, 2018

PROJECT SUMMARY

<p>PROJECT OBJECTIVES</p>	<ul style="list-style-type: none"> • To identify shared recreation opportunities and challenges; • To develop mechanisms and processes to address shared recreation opportunities and challenges between Sturgeon County and the City of St. Albert; • To establish a framework for collaboratively planning and providing recreation opportunities to support regional growth
<p>PROJECT MANAGERS</p>	<ul style="list-style-type: none"> • Manager, Community and Regional Planning (Sturgeon County) • Manager, Government Relations (City of St. Albert)
<p>PROJECT TEAM</p>	<ul style="list-style-type: none"> • Manager, Community Services (Sturgeon County) • Director, Recreation and Parks (City of St. Albert) • Legislative Services (Sturgeon County and City of St. Albert) • Other Planning and Government Relations, or municipal staff as required
<p>PROJECT RESOURCES AND OTHER SUPPORT</p>	<ul style="list-style-type: none"> • ICF Task Force • Intermunicipal Affairs Committee (IAC) • CAO Executive Project Sponsorship
<p>TIMING</p>	<ul style="list-style-type: none"> • Conduct Environmental Scan and Gap Analysis of Current State (Fall 2018/Winter 2019) • Develop and Workshop Proposal with ICF Task Force (Winter/Spring 2019) • ICF Task Force Provide Recommendation to IAC (October 2019) • Joint Council Bylaw and/or Agreement Completed (Fall 2019/Winter 2020)
<p>DELIVERABLE(S)</p>	<ul style="list-style-type: none"> • A Recreation Bylaw or Agreement that fulfills the requirement of an Intermunicipal Collaboration Framework (ICF), and/or describes how Sturgeon County and the City of St. Albert will collaborate with respect to sub-regional intermunicipal recreation.

INTRODUCTION

Background:

With the enactment of the *Modernized Municipal Government Act* in 2017, April 1 of 2018 signaled the start for most municipalities in Alberta to complete and adopt Intermunicipal Collaboration Frameworks (ICFs) with adjacent neighbours by April 1, 2020. A standard ICF must address the planning and funding of, Transportation, Water and Wastewater, Solid Waste, Emergency Services, and Recreation within an inter-municipal context. An ICF must take the form of matching municipal Bylaws, must contain a dispute resolution mechanism, and must be reviewed every five (5) years.

Since both Sturgeon County and the City of St. Albert are members of the Edmonton Metropolitan Region Board (EMRB), it is intended that the Metropolitan Region Servicing Plan will act as ICF for all services excluding Recreation. At the June 14, 2018 EMRB Board Meeting, the determination was made not to add Recreation to the Servicing Plan thereby triggering the requirement for the City and County to complete a Recreation ICF by April 1, 2020.

PROJECT REQUIREMENTS

PROJECT SCOPE

Administrations from the City of St. Albert and Sturgeon County will work together to elaborate on our shared inter-municipal current state, and current and future challenges and opportunities regarding recreation. An external consultant is required to help bring together this information. These findings will be reviewed and workshopped with the ICF Task Force as well as potential solutions, to form the basis of an ICF to be endorsed by the Intermunicipal Affairs Committee (IAC) and referred to both Councils for approval.

KEY PROJECT OUTCOMES

Outcome	Expected Benefits
More competitive sub-region	Enhanced accessibility; Enhanced regional/provincial “draw” for investment; Sustainable service provision that meets the needs of Sturgeon County and City of St. Albert’s growing communities
Bylaw or Agreement with clear roles and responsibilities	Reduction in duplication/enhanced coordination;

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	'Seamless' provision of services across municipalities;
Enhanced coordination and planning across municipal boundaries regarding recreation	Improved level of service-delivery and agreed upon framework for future facility planning
Completion of legislated "requirement," should Recreation not be added to the Metropolitan Region Servicing Plan	Municipal Affairs' satisfaction; Seen as Collaboration "Champions"; Input/output of the MRSP

INPUTS, LINKAGES AND INTERDEPENDENCIES

The following documents/inputs/linkages and interdependencies will be considered:

- *2018 Strategic and Corporate Business Plans*
- *2018 Capital Plans*
- *2013 Regional Recreation Facility Master Plan*
- *Sturgeon Valley Trail Plan*
- *Sturgeon Valley Park Master Plan*
- *Sturgeon County Recreation Operational Cost-Sharing Policy*
- *Sturgeon County Community Capital Grant Program Framework*
- *Red Willow Trail Master Plan*
- *2012 City of St. Albert Recreation Master Plan*
- *Municipal Development Plans*
- *EMRB Growth Plan and Metropolitan Region Servicing Plan*
- *Municipal Government Act and ICF Regulation*

PROJECT ASSUMPTIONS

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Given capacity, and to provide a neutral perspective, it is recommended Administrations apply to the *Alberta Community Partnership* grant program to have a consultant complete the Environmental Scan and facilitate recommendations. The cost of the consultant would be cost-shared on a 50/50 basis, with the City of St. Albert managing the contract to cover any funding shortfall. The grant application will be submitted for \$50,000. In the event the grant application is unsuccessful, the maximum project budget

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is \$15,000, with each municipality contributing \$7,500 from existing intermunicipal program budgets.

PROJECT GOVERNANCE

Role	Responsibilities
Municipal Councils	Approval of the final Bylaw/Agreement
Intermunicipal Affairs Committee (IAC)	Review of the ICF Task Force Recommendation; Recommend Approval to each Municipal Council
ICF Task Force	Workshop and Draft Recommended Solutions for IAC consideration
Project Sponsors (CAOs)	Provide direction to the Project Managers and provide advice to the ICF, IAC, and Municipal Councils
Project Managers	Coordinate and manage the project
Administrative Team Members	Act as subject matter experts when required

PROJECT ACTIVITIES DELIVERABLES AND TIMELINES

Work Step	Date Due
1. IAC Approval of Revised Project Charter	October 31, 2018
2. Conduct Environmental Scan, Gap Analysis, Draft Principles of Collaboration	February 15, 2019
3. IAC Approval of ICF Terms of Reference	October 31, 2018
4. Review Findings and Engage with ICF Task Force (1/2) about common interests and priorities	February 28, 2019
5. Draft recommendations	March 28, 2019
6. ICF Task Force Workshop and Endorsement (2/2)	April 30, 2019
7. Bring Forward to IAC for Endorsement	June 26, 2019
8. Submit to Councils for Approval	September 30, 2019
9. Project Completion Communications Activity	October 30, 2019

**ICF Task Force appointments/meetings have not been set; Project Timeline may be subject to ICF Task Force availability.*



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PROJECT TEAM COMMITMENT AGREEMENT

The project team members agree to undertake the duties, responsibilities and directives necessary to successfully complete this project. The Project Team Members accept the responsibility for fulfilling any aspects of the project planning and development that applies to the Team, including attending project meetings, providing information, resources, actively participating, and effectively communicating with other team members.

Role	Name	Signature
CAO (St. Albert)	Kevin Scoble	
CAO (Sturgeon County)	Bill Minnes	
Project Manager (St. Albert)	Trevor Duley	
Project Manager (Sturgeon County)	Leslie Chivers	
Team Member	Diane Enger	
Team Member	Susan Berry	
Team Member	Larissa Hepp	