

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program, grant project description and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

**INSTRUCTIONS:** This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

### Applicant Information

Legal Name of Entity:

St. Albert, City of

Contact Name, Title:

Trevor Duley, Manager, Government Relations

Mailing Address (street address, city, province, postal code):

5 St. Anne Street, St. Albert, AB, T8N 3Z9

E-mail Address:

tduley@stalbert.ca

Phone Number:

+1 (780) 418-6628

### Grant Component

Select *one* program component for your project application. Refer to the ACP Guidelines for eligibility details.

#### Regional Collaboration

- Intermunicipal Collaboration  
 Municipal Restructuring

#### Capacity Building

- Mediation and Cooperative Processes  
 Municipal Internship

### Project Title

Choose a concise title for your project.

(maximum 100 characters)

St. Albert-Sturgeon County Intermunicipal Collaboration Framework

### Project Time Line

Project Start Date:

October 31, 2018

or

Project will commence upon receipt of ACP funds.

Project Completion Date:

December 30, 2019

For Intermunicipal Collaboration applications, a default Project Completion Date of December 31, 2021 will be used unless a later date is specified.

**Intermunicipal Collaboration**

**\* Note: The evaluation of your grant application will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

**Partners**

All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project prior to submitting the grant application. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
St. Albert, City of
Project Partner(s)
Sturgeon County

***I certify, as the managing partner, that all participating municipalities have passed motions or resolutions supporting participation in the project.\****

\* All council resolutions must be in place prior to submitting an Intermunicipal Collaboration grant application.

**Project Overview**

1. This project produces:

- A regional service agreement, plan, framework, or model
- A study (e.g. shared service feasibility study, etc).
- A new Intermunicipal Development Plan
- An amended Intermunicipal Development Plan
- Other. Specify (*Limit 100 characters*):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 characters)

Purpose:

- To identify shared recreation opportunities and challenges between Sturgeon County and the City of St. Albert;
- To identify 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 between Sturgeon County and the City of St. Albert to support regional growth.

Activities:

- Conduct Environmental Scan and Gap Analysis of Current State
- Develop and Workshop Proposal with ICF Task Force

- ICF Task Force Provide Recommendation to IAC
- Joint Council Bylaw and/or Agreement Completed

Project Expected Results:

- More competitive sub-region: enhanced accessibility; enhanced regional/provincial "draw" for investment; sustainable service provision that meets the need of both growing communities
- Bylaw or Agreement with clear roles and responsibilities: reduction in duplication/enhanced coordination; '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" to complete an ICF

**Project Priority**

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap or problem for the communities within the partnership?  
If so, please explain.

*(Limit 3000 characters)*

The City of St. Albert and Sturgeon County have partnered informally and formally regarding Recreation in the past, however the ICF forum serves as an opportunity to formalize this partnership and explore further collaboration to the benefit of both municipalities.

The intended outcomes include:

- More competitive sub-region: enhanced accessibility; enhanced regional/provincial "draw" for investment; sustainable service provision that meets the need of both growing communities
- Bylaw or Agreement with clear roles and responsibilities: reduction in duplication/enhanced coordination; '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" to complete an ICF

- b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

*(Limit 3000 Characters)*

The City of St. Albert and Sturgeon County have several intermunicipal initiatives underway at this time, which limits capacity to complete this project entirely in-house. The grant will be used to resolves the existing in house capacity barriers and to retain the external expertise or resources to complete this ICF by the April 2020 legislated deadline.

**Partnership and Project Readiness**

- 4a. How will each participating municipality be involved in the project planning, administration, and decision making?

Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member municipality will be met in the final outcomes of the project?

*(Limit 2000 characters)*

The project is being jointly managed by the Manager, Community and Regional Planning (Sturgeon County), and Manager, Government Relations (City of St. Albert).

Sturgeon County and the City of St. Albert Councils maintain an Intermunicipal Affairs Committee (IAC) through bylaw, supported by Administrations, that meets three (3) times per year and have established an Intermunicipal Collaboration Framework (ICF) Task Force of six (6) elected officials to govern this project, and to provide an ICF Bylaw/Agreement recommendation to the IAC by June 26, 2019.

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?  
Provide details on any dispute resolution mechanisms that may be in place between the partner municipalities.

*(Limit 2000 characters)*

Per Council Bylaws, the IAC has a dispute resolution mechanism, should it be required.

The ICF Task Force has a Terms of Reference to govern itself, endorsed by the IAC.

- 5a. Provide a concise overview of the project workplan, timeline, and project risk mitigation strategies that are in place.

*(Limit 3800 characters)*

Project Work Plan and Timeline:

The St. Albert Sturgeon County Intermunicipal Affairs Committee (IAC) will review and endorse the Project Charter and Terms of Reference for this Initiative on October 31, 2018 at their next regular meeting.

From there, Administrations will issue an Invitation to Tender for vendors to bid on completing an Environmental Scan and subsequent recommendations for both Councils to consider in the completion of an Intermunicipal Collaboration Framework. The intent would be to have a consultant in place by December 2018.

The consultant would work with the St. Albert-Sturgeon County ICF Task Force to review findings and workshop recommendations through February and April 2019, with the anticipation of bringing forward a recommended ICF to the IAC at their June 26, 2019 Meeting. From there, the ICF would be submitted for approval to Councils by September 30, 2019.

Risk Mitigation:

Per Council Bylaws, the IAC has a dispute resolution mechanism, should it be required.

- 5b. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

*(Limit 2800 characters)*

A maximum of \$50,000 is being requested for this project, based on similar intermunicipal undertakings like this in the past, notably those completed at the Edmonton Metropolitan Region Board. The Invitation to Tender for Consultant would be released by late November 2018 and the intent is to place consultant by December 2018.



**Intermunicipal Collaboration - Budget**

6. Provide a comprehensive, *itemized breakdown* of all your estimated project costs and expenditures in the table below. Use the [+] button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental). Insufficient or incomplete project cost information will impact the evaluation of your grant application.

Only list the project cost information associated with the scope of work under this grant request.

Refer to the ACP Program Guidelines, Schedule 1A for full information on eligible and ineligible costs under the IC component.

Note: Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Complete Environmental Scan	\$20,000
Develop Recommendations Report	\$15,000
Project Management/Other	\$15,000
	<b>Total Project Costs</b>
a)	<b>\$50,000</b>

		Total
b)	Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines)	
c)	ACP eligible costs (a - b)	\$50,000
d)	Total funds from other grant programs applied towards eligible costs <i>(identify grant program name(s) below)</i>	
e)	Municipal cash contribution towards eligible costs	
f)	Total ACP grant request [c - (d + e)]*	<b>\$50,000</b>

\*The grant maximum under the Intermunicipal Collaboration component is \$200,000. The total requested grant amount should not exceed \$200,000.

**Application Certification**

- I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Kevin Scoble, City Manager

Print Name, Title  
Duly-Authorized Signing Officer

Signature  
Duly-Authorized Signing Officer

Date

**Application Checklist**

I confirm that I have:

- Provided all partnership information and certified in the Partners section that all council resolutions or motions supporting the project are in place.
- Provided responses to all questions on the application form; and
- Provided a certification signature from a duly-authorized signing officer.

*Incomplete Intermunicipal Collaboration applications will not be reviewed.*

**Submission**

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

**Mailing Address:**

Municipal Affairs  
Grants and Education Property Tax  
Grant Program Delivery Unit  
15th Floor, 10155 - 102 Street  
Edmonton AB T5J 4L4

**Fax:**

780-422-9133

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

**Useful Resources**

Alberta Community Partnership guidelines and application form:

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

Municipal Internship:

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

Collaborative Governance Initiative:

[http://www.municipalaffairs.alberta.ca/mdrs\\_collaboration](http://www.municipalaffairs.alberta.ca/mdrs_collaboration)

Mediation Services for Municipalities:

<http://www.municipalaffairs.alberta.ca/mdrs>

Municipal Grants Web Portal:

<http://www.municipalaffairs.alberta.ca/municipalgrants>

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

**Contact Phone:**

For Intermunicipal Collaboration component inquiries:  
780-422-7125 (dial 310-0000 first for toll-free calling).