

BYLAW NO. 18/024

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ADOPT THE REGIONAL MUNICIPALITY OF WOOD BUFFALO / MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) AGREEMENT

WHEREAS section 708.28(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (the Act”) mandates that municipalities that have common boundaries must create an Intermunicipal Collaborative Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

WHEREAS the Regional Municipality of Wood Buffalo and the MD of Opportunity No. 17 share a common border;

AND WHEREAS the Regional Municipality of Wood Buffalo and the MD of Opportunity No. 17 share common interest and are desirous of working together to provide services to their residents;

NOW THEREFORE the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby adopts the Regional Municipality of Wood Buffalo and MD of Opportunity No. 17 Intermunicipal Agreement, being the document attached hereto and forming Schedule A of this Bylaw.

This Bylaw comes into force and effect when passed.

READ a first time this 11th day of December, A.D. 2018.

READ a second time this 11th day of December, A.D. 2018.

READ a third and final time this 11th day of December, A.D. 2018.

SIGNED and PASSED this 11th day of December, A.D. 2018.

Intermunicipal Collaboration Framework
Between
The Regional Municipality of Wood Buffalo
and
The MD of Opportunity No. 17

WHEREAS, the Regional Municipality of Wood Buffalo and the MD of Opportunity No. 17 share a common border; and

WHEREAS, the Regional Municipality of Wood Buffalo and the MD of Opportunity No. 17 have reviewed their common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of the municipalities hereto it is agreed as follows:

A. TERM AND REVIEW

1. In accordance with the Municipal Government Act, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both municipalities.
2. This Framework may be amended by mutual consent of both municipalities unless specified otherwise in this Framework.
3. It is agreed by the municipalities that the Councils shall review this Framework at least once every four years, commencing no later than 2022, the terms and conditions of the agreement.

B. INTERMUNICIPAL COOPERATION

1. The Councils of each municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

C. GENERAL TERMS

1. Both municipalities agree that in consideration of the service agreements outlined in Section D, any costs in the future that require Intermunicipal agreements shall be dealt with on a case by case basis.

D. MUNICIPAL SERVICES

1. Both municipalities have reviewed the services offered to residents. Based on the review it has been determined that each municipality will continue to provide the following services to their residents independently:

- a. Transportation
- b. Water
- c. Wastewater
- d. Solid Waste
- e. Emergency Services
- f. Recreation

E. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.

F. DISPUTE RESOLUTION

1. The municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
2. The 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.
3. In the event of a dispute, the municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
4. If any dispute arises between the municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
5. If the Dispute Resolution Process is invoked, the municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
6. Despite F(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
7. A party shall give written notice ("Dispute Notice") to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the respective

Councils shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.

8. If the municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
9. Either party shall be entitled to provide the other party with a written notice ("Mediation Notice") specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.
10. The municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
11. Where a mediator is appointed, the municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the municipalities.
12. In the event that:
 - a. The municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) from the date of receipt of the Mediation Notice; either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
13. If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the municipalities may provide the other party with written notice ("Arbitration Notice") specifying: a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and b. the nomination of an individual to act as the arbitrator.
14. Within thirty (30) days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator

selected by the initiating party or provide the name of one arbitrator nominated by that other party.

15. The municipalities shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
16. Should the municipalities fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
17. The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party's response thereto.
18. The Arbitration Act (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
19. The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
20. The arbitrator's decision is final and binding upon the Counties subject only a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
21. If the municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
22. Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
23. If the arbitrator establishes that hearings are open to the public in Section 21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
24. The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the municipalities.
25. On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the municipalities.

G. CORRESPONDENCE

Written notice under this Agreement shall be provided to the Mailing Addresses of each respective municipality and Attention to the Chief Administrative Officers.