

MEMORANDUM OF UNDERSTANDING

Master Intermunicipal Collaboration Framework

THIS MEMORANDUM OF UNDERSTANDING (the "Document") made as of Feb 10, 2022 (the "Execution Date"),

BETWEEN: **THE CITY OF GRANDE PRAIRIE**, a municipality in the Province of Alberta, as represented by its Mayor and Council, having an administrative office at 10205 - 98 Street, Grande Prairie, AB, T8V 2E7
(the "City")

AND: **THE COUNTY OF GRANDE PRAIRIE NO. 1**, a municipality in the Province of Alberta, as represented by its Reeve and Council, having an administrative office at 10001 - 84 Avenue, Clairmont, AB T8X 5B2
(the "County")

(collectively the "Parties")

BACKGROUND:

- A. The City of Grande Prairie and the County of Grande Prairie No. 1 share a common border;
- B. The City of Grande Prairie and the County of Grande Prairie No. 1 share common interests and are desirous of working together to provide services to their ratepayers; and
- C. 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.

This Document will establish the basic terms to be used in a future agreement between the Parties. The terms contained in this Document are not comprehensive and it is expected that additional terms may be added, and existing terms may be changed or deleted. The basic terms are as follows:

Non-Binding

- This Document does not create a binding agreement between the Parties and will not be enforceable. The terms and conditions of any future agreement will supersede any terms and conditions contained in this Document. The Parties are not prevented from entering into negotiations with other third parties with regard to the subject matter of this Document.

Transaction Description

- The subject of the transactions are described as follows:

GIS

- The GIS representatives for both the City and County agree to identify and establish processes for the integration of publicly accessible datasets. The intent is to give public users a seamless mapping experience whereby one master dataset can be accessed to view items in the City and the County.
- Examples of datasets may include but are not limited to:
 - i. Base map Infrastructure datasets
 - 1. Park locations
 - 2. Road networks
 - 3. Parcels
 - 4. Utilities

Training & Development

- The Human Resource Representatives for both the City and County agree to collaborate on processes and best practices related to employee training opportunities to benefit both parties. Both agree to explore future learning and development opportunities to allow for a feasibility review and approval process.
- Examples of joint Human Resources learning and development activities include but are not limited to:

- i. Health & Safety Training
- ii. Leadership Development Training
- iii. Healthy Workplace Training
- iv. Team Development Training

Procurement

- The Procurement representatives for both the City and County agree to collaborate and share processes, best practices and knowledge to benefit both parties. Both agree to share future procurement requirements to allow for a feasibility review and approval process.
- Examples of joint procurement service lines include but are not limited to:
 - Line Painting/Crack Sealing
 - Asphalt overlay
 - Contiguous road projects
 - Fleet Management – for the provision of vehicles such as Fire, Enforcement, Buses
 - Bulk items/commodities purchased (sand, salt, gravel, topsoil)
 - Curbside refuse/recycling services
 - Heavy Equipment
 - Trees, annual flowers
 - Culverts
 - Software solutions (where viable)
 - Exterior window cleaning, janitorial services
 - Office Supplies
 - Security Services
 - Rental of coveralls, mats, linens
 - Refuse, Recycling bin rental (roll-off bins)
 - Pest control
 - Standing Offer Agreements (SOA's) where logistically applicable such as plumbing, HVAC, glazier, fencing, etc.

Labour Force Survey

- The Economic Development departments of the City and County agree to partner with the Grande Prairie & District Chamber of Commerce and other partners in the creation of a Labour Force Survey to develop a thorough understanding of the current regional labour force as well as expected future trends and demands.

Quasi-Judicial Board Members

- The City and County agree to share board members for quasi-judicial boards as the need arises. Furthermore, the City and County agree to collaborate on training of board members where feasible.

Safety Codes Training


- The Safety Codes Inspections departments of the City and County agree to hold joint training sessions for tradespeople and builders when new safety codes are introduced. Additionally, the City and County agree to pursue joint training of Safety Code Inspectors where feasible.

Representations

- The Parties represent and warrant that their respective assets, real property or personal property, which constitutes any or all of this proposed transaction, are free and clear of any liens, charges, encumbrances or rights of others. If the representations of one or more of the Parties are untrue, then any remaining Parties may terminate any future agreement without penalty and any deposits must be refunded.


This Document accurately reflects the understanding between the Parties.

County of Grande Prairie No.1



Leanne Beaupre (Feb 10, 2022 17:19 MST)
Leanne Beaupre,
Reeve


Date Feb 10, 2022



Joulia Whittleton (Feb 10, 2022 19:13 EST)
Joulia Whittleton,
CAO


Date Feb 10, 2022

City of Grande Prairie



Jackie Clayton,
Mayor

Date Feb 9, 2022



Danielle Whiteway,
CFO

Date Feb 9, 2022












ICF Master MOU


Final Audit Report

2022-02-11

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