



Freedom To Create. Spirit To Achieve.

Regional Collaboration Program

Application Form

www.municipalaffairs.alberta.ca

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

Government of Alberta ■
Municipal Affairs

1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building by 2020-21. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

Grant Application Deadline

Applications will be accepted anytime before **January 31** for all program components other than the Municipal Internship component. Applications for the Municipal Internship component are due by **September 10** (with the program to commence the following May). Exceptions may be considered.

Eligibility Criteria

Refer to the program guidelines (available at www.municipalaffairs.alberta.ca) for more information.

What's New for 2010?

Refer to Appendix 2 of the program guidelines for additional information about how to complete this application.

2. Applicant Information

Name of municipality/organization

County of St. Paul No. 19

Legal status of applicant

County

Contact name and title

Sheila Kitz, CAO

Contact primary phone number

(780) 645-3301

Contact email address

skitz@county.stpaul.ab.ca

Contact mailing address

5015-49 Avenue, St. Paul AB, T0A 3A4

Contact fax number

(780) 645-3104

3. Project Information (please attach additional pages if necessary)

Name of project

Town of Elk Point and County of St. Paul No 19
Intermunicipal Development Plan

Project description
(maximum of 250 words)

See Attached.

Project completion date
(Month/DD/YYYY)

January 31, 2012

Project Milestones and Costs (see page 11 of the program guidelines for sample)

Project Phase Milestone	{A} Estimated eligible project cost (\$)	{B} Other provincial grants expected Grant Name	{C} Amount (\$)	{D} Non- provincial sources of funding (\$)	{E} Funding request under this grant program [A-(C+D)]
Public Consultation	900			300	
Draft IDP	60,000			25,000	
IDP	1,000			1,000	
Total	\$ 61,900	N/A	\$ 0	\$ 26,300	\$ 35,600

Functional category of the project

% of Total Project Costs

Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities

Governance

Planning and Development

100

Government-wide Objective 4: Project supporting capacity building within municipalities.

Municipal Careers

Staff Development

TOTAL

100%

4. Functional Category Details

Output	Expected Quantity	Unit
	Category	Quantity
Governance		
Agreements	<input type="checkbox"/> Resolved conflict	Number of resolved conflicts
	<input type="checkbox"/> Cooperation protocols	Number of cooperation protocols established
	<input type="checkbox"/> Other _____	Number of agreements
Policy Development	<input type="checkbox"/> New	Number of policies developed
	<input type="checkbox"/> Revised	Number of policies revised
Revenue/Cost-sharing Models	<input type="checkbox"/> Models	Number of models developed
Planning and Development		
Reports or Studies	<input type="checkbox"/> Capacity building	Number of reports/studies
	<input type="checkbox"/> Regional collaboration	Number of reports/studies
	<input type="checkbox"/> Cooperation assessment	Number of reports/studies
	<input type="checkbox"/> Other _____	Number of reports/studies
Regional Plans	<input checked="" type="checkbox"/> Land-use	1 Number of plans developed
	<input type="checkbox"/> Service delivery	Number of plans developed
	<input type="checkbox"/> Other _____	Number of plans developed

Output	Expected Quantity	Unit
Start-up Activities	<input checked="" type="checkbox"/> Communications	3 Number of communications activities undertaken
	<input type="checkbox"/> Information management systems	 Number of systems established
Consultation	<input checked="" type="checkbox"/> Consultations	3 Number of consultations undertaken
Municipal Careers		
Placement of municipal intern in a participating municipality or service agency	<input type="checkbox"/> Administrator	 Number of municipal interns
	<input type="checkbox"/> Land-use planner	 Number of municipal interns
Staff Development		
Workshops and Training	<input type="checkbox"/> Municipal staff	 Number of attendees
	<input type="checkbox"/> Elected officials	 Number of attendees
	<input type="checkbox"/> Cooperative processes	 Number of attendees
Conferences	<input type="checkbox"/> Municipal staff	 Number of attendees
	<input type="checkbox"/> Elected officials	 Number of attendees
Any of the Functional Categories		
Other _____	<input type="checkbox"/> _____	Number of _____

5. Collaboration Information (please attach additional pages if necessary)

Will you be collaborating with another municipality/ organization?

☒ Yes ☐ No

If yes, provide the names of the municipalities / organizations with whom you are collaborating.

Town of Elk Point

Briefly describe the nature of the collaboration (maximum of 100 words).

See attached.

If you are not collaborating with other municipalities/ organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe (maximum 100 words).

6. Supporting Documentation and Application Submission

Application Form Checklist

Did you include:

Check ☒

A statement of which program component that applies to the grant application, within the project description

☒

Program Component

Did you include:

Check ☒

Regional Collaboration

Appendix 5 - Schedule 2

Supplementary Information

☒

Ensure that council resolutions are in place for relevant collaborative projects.

Mediation and Cooperative Processes

For projects involving mediation, a letter from your municipality's chief executive officer to the Minister of Municipal Affairs, describing the nature of the conflict.

☐

Municipal Internship

Appendix 5 - Schedule 4 and 5

Supplementary Information

☐

Ensure that council resolutions are in place for collaborative projects.

☐

Strategic Initiatives

Appendix 5 - Schedule 2

Supplementary Information.

☐

Method of Submission

Submit the signed grant application via mail, fax, or email. Please submit your application using only one method.

Submission address

Alberta Municipal Affairs
Municipal Services Branch
Municipal Grants Unit
17th Floor, 10155 – 102 Street
Edmonton, AB T5J 4L4
Fax: 780-422-9133
Email: lgsgeneral.grants@gov.ab.ca

Reminder: Applications will be accepted anytime before **January 31** for all program components other than the Municipal Internship component. Applications for the Municipal Internship component are due by **September 10**. Exceptions may be considered.

7. Application Certification

Signature

Date

Signature of Chief Administrative Officer or Duly Authorized Signing Officer

8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Municipal Services Branch Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	lgsgeneral.grants@gov.ab.ca

Resource	Website address
Regional Collaboration program guidelines and application form	www.municipalaffairs.alberta.ca/mc_municipal_grants.cfm
Municipal Internship Program	www.municipalaffairs.alberta.ca/ms/internship
Mediation Services for Municipalities	www.municipalaffairs.gov.ab.ca/ms/mediation

9. Legal Statements

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17th Floor, 10155 -102 Street, Edmonton, Alberta, T5J 4L4).

10. Vendor Profile (Only if information is not on file with Municipal Affairs)

Required information	Vendor profile information collection
Financial institution name	
Address	
City	
Province	
Postal code	
Transit number	
Account title	
Type of account	

Is your Application Complete?

Has the application been signed?

If necessary, are the supplementary schedules checked off in the previous section attached to the application?

Schedule 2 – Regional Collaboration Supplementary Information

If this project falls under the Regional Collaboration Component or Strategic Initiatives Component, submit answers to the following questions with your Application Form. Attach additional sheets if required.

In the following table indicate the monetary contribution to be committed to the activity (or activities) by each of the municipal participants.

Municipality	Resources Committed
Town of Elk Point	\$13,150
County of St. Paul No. 19	\$13,150

1. What are the benefits that the project will provide? How significant are these benefits and how do they respond to municipal and regional need?

The benefits include mutually agreed upon future land-use and expansion of the Town of Elk Point. It also provides the Town of Elk Point with the information required to address future infrastructure needs pro-actively. It provides the community with a framework for future growth and viability.

2. How will project benefits be shared and used to further overall municipal sustainability?

The collaborative nature of the project results in furthering two municipalities. The Town of Elk Point will receive a growth plan for the next 20 years. The County of St. Paul will have the means to consider the future growth of the Town of Elk Point when making subdivision authority decisions. It will also provide both municipalities with information regarding future infrastructure, population growth and land demand. In addition to this, by collaborating with another municipality, the municipal relationship between the two municipalities is strengthened and can be utilized for future projects and programs.

3. Explain how the benefits realized will continue beyond the term of the project?

As the IDP addresses the future land-use and land needs of the Town of Elk Point for the next 20 years, the document will serve as a framework for area land-use planning well into the future. It provides the Town of Elk Point with a basis for municipal infrastructure requirements for the next 20 years as well as the expected population growth.

If this project falls under the Strategic Initiatives Component, also answer the following:

4. How do the project outcomes respond to provincial priorities?

Project Description:

The Town of Elk Point and the County of St. Paul No. 19 understand that growth in the area needs to be addressed in a proactive manner. The creation of an Intermunicipal Development Plan (IDP) will address regional growth, land-use, infrastructure and future annexation of lands in a collaborative and cooperative manner.

While the creation of an IDP provides the framework and policy for future land use and infrastructure, it also strengthens the community. Public consultation is a key component in the successful creation of an IDP. The community will be engaged to provide feedback regarding their vision for the future. This consultation provides a grass-roots approach to planning and results in community support.

The creation of the IDP also strengthens municipal relations between the Town and the County. The Town and County have made a commitment to address the future growth needs of the area. The process, by which the IDP will be created, will also teach municipal staff and elected officials to work together. The committee will have to work through complex problems to find a viable solution for both parties. Through the experience gained regarding conflict resolution, strengthened municipal relationships and understanding will be fostered.

Through the use of a planning consultant, this multifaceted project can come together into a usable document for both municipalities. The consultant will be responsible for facilitating public input, public open houses, the future needs of the community based on growth, and the local knowledge of the municipal staff and elected officials into a usable document.

Nature of Collaboration:

This project will include the cooperation of the two municipalities to address future land-use, infrastructure and land needs to accommodate the growth of the community. The two municipalities will collaborate for community engagement, hiring of the consultant, a collaborative public hearing and the passing of individual Bylaws to address the future needs.