

Council Policy

Policy Name: Alliance
Department Name: Community Services
Policy No.: PRL-140
Effective Date: December 10, 2002

Review Date:

STATEMENT:

The Regional Municipality of Wood Buffalo will build alliances with community groups and interested parties to meet identified needs within the community that will result in best value being delivered to the taxpayer.

PURPOSE AND OBJECTIVE:

The objective is:

1. To provide quality services to the citizens of the Regional Municipality of Wood Buffalo.
2. To create healthy working relationships with community groups that will increase service levels in the community.
3. To create a framework around which partnerships and alliances can be formalized in a written agreement.

PROCEDURES:

1. Definitions

- 1.1. Alliance – Long-term commitment between two or more organizations for the purpose of achieving specific objectives by maximizing the effectiveness of each participant's resources.
- 1.2. Long-term – Minimum of five years.
- 1.3. Organizations – Not for profit groups within the Regional Municipality of Wood Buffalo.

1. Responsibilities

- 1.1. Regional Council to:
 - 1.1.1. Approve Alliance Agreements.
- 1.2. Departmental Standing Committee to:
 - 1.2.1. Review proposed Alliance Agreements and recommend approval.

1.3. Sponsoring Department Head to:

1.3.1. Ensure both parties of the Alliance have clearly outlined their duties and accept responsibility for completing them.

3. Guidelines

- 3.1. Commitment and feasibility of the relationship must be proven through a 5 – 10 year project/business plan of the services proposed to be offered to the community.
- 3.2. Objectives of the Alliance will be the purpose for creating the Agreement and will be clearly outlined in the project/business plan.
- 3.3. Roles and responsibilities of each party will be clearly defined in the Agreement as well as the management of the Alliance.
- 3.4. Communication and information sharing process will be identified. This will include financial reporting, program statistics and correspondence.
- 3.5. Include borrowing and lending policy if it is required within the Agreement.
- 3.6. All services provided through the Alliance must be available to the general public of the Municipality.
- 3.7. Conflict resolution process must be outlined in the Agreement.
- 3.8. Successes of the relationship will be identified and celebrated annually.
- 3.9. Financial investment, risk and return will be distributed equally among each party.
- 3.10. The Agreement will be reviewed on an annual basis by supporting Department Head to ensure the original objectives are being met and can be measured relative to the Regional Councils Strategic Plan.
- 3.11. Any changes to the Agreement must be in writing and approved by Regional Council.
- 3.12. Term of the Agreement must be set before the signing of the Agreement.
- 3.13. Contingency plans and risk assessment must be provided to Municipality by the group proposing to offer services.
- 3.14. Recognition for the Municipality's role in all Alliances will be ensured through the signed Alliance Agreement.
- 3.15. Renewal process of the Agreement will be decided upon by both parties to ensure the continuation of successful relationships.
- 3.16. Dissolving of Agreement process must be outlined in the agreement.

4. Appendices

4.1. Forms – Checklist for Agreement and Alliance Agreement

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Regional Council
Approval Date: December 10, 2002

Revision Approval Dates:
Review Due:

Policy Manager: Director, Community Services
Department Contact: Manager, Community Services

Legal References:
Cross References:

Checklist for Agreement

- 5-10 year Project / Business Plan
- Objectives of the Agreement
- Clearly defined roles and responsibilities of each party
- Communication and information sharing process outlined
- Resources of each party identified
- Borrowing and lending policy if required
- Yearly celebration of success
- Conflict resolution process
- Term of Agreement
- Renewal process of Agreement
- Annual evaluation of the Agreement
- Dissolution of Agreement

Alliance Agreement
with
Regional Municipality of Wood Buffalo

and

(Insert Name)

W.C.B. No. _____
August 2002

Objective of Agreement:

- To provide quality
- To create
- To increase

Roles and Responsibilities:

Regional Municipality of Wood Buffalo:

- To provide a cash grant of \$_____ to ***(Insert Name)***, subject to annual approval of the Regional Council as provided in this agreement.

(Insert Name) :

- To maintain and develop
- To promote

Business Plan:

- The ***(Insert Name)*** activities will be guided by the attached Business Plan that was presented and accepted by Regional Council at the regular Council meeting ***(Date)*** (Attachment 1)

Reporting Process:

(Insert Name) Shall:

- I Report to the
- II Provide a financial report annually
- III Provide an Annual Report on the status of work completed relative to
- IV Provide the Municipality with a copy of their insurance, with the Municipality included as a named insured.
- V Provide the Municipality with an update of services being provided.
- VI Indemnify and save harmless the Regional Municipality of Wood Buffalo from and against all claims, loses, damages, suits, proceedings, actions and costs on a solicitor or client basis, arising out of or related to the ***(Insert Name)*** activities in carrying out this Agreement, including improper acts and delays. This indemnity and save harmless shall be included in the coverage provided to the Municipality under the insurance referred to in section IV.
- VII Obtain and maintain in force throughout the course of this Agreement full workers compensation coverage with respect to the ***(Insert Name)*** employees, volunteers and active principles. Evidence of such coverage will be supplied to the Regional Municipality prior to commencement of the work.

Celebration of Success:

Regional Municipality of Wood Buffalo Shall:

- I Provide yearly recognition in the Fort McMurray Today relative to services being provided to the Regional Municipality of Wood Buffalo residents by the **(Insert Name)** .

Borrowing and Lending Policy:

Conflict Resolution Process:

- If a conflict arises between both parties, the Superintendent **(Division)** will call a meeting to discuss how the situation can be resolved, with fairness to both parties.

Evaluation of Agreement:

- Annual review of progress of the Business Plan and action items.

Council Approved Funding:

- This Agreement is subject to funding being approved by the Regional Council every year and this Agreement does not bind or oblige the Regional Council to approve funding after the initial year of this agreement.

Term of Agreement:

- This Agreement for the period of _____, 200X to _____, 200X, recognizing that all the reporting process terms are being met.

Renewal Process of Agreement:

- After the term of this Agreement it is understood that a new 5 year Business Plan must be submitted by the **(Insert Name)**

Dissolution of Agreement:

- During the annual reporting process, if the **(Insert Name)** feels that they can no longer fulfill their terms of this Agreement, they may decide to end this relationship and the funding accompanying this Agreement.
- Any asset acquired with public funds or any unspent portion of the cash grant must be turned back to the Regional Municipality of Wood Buffalo at the dissolution of this Agreement.

We, the Regional Municipality of Wood Buffalo, hereby agree to release a \$10,000.00 cash grant to the **(Insert Name)**, to proceed with the items outlined in their Business Plan, that was submitted to Regional Council in **(Date)**. (Attachment 1)

Name
Manager of

President,
(Insert Name)

Date

Date

Witness

Witness

Date

Date

SCHEDULE “A”

Specific Information relative to agreement