

LEGISLATIVE SERVICES

TO: Council
DATE: July 27, 2021
FILE: N/A
SUBJECT: Terms of Reference for Airdrie-Rocky View Master Shared Services Agreement

DIVISION: All
APPLICATION: N/A

EXECUTIVE SUMMARY:

On February 4, 2021, City of Airdrie and Rocky View County Administrations were directed by the Inter-Municipal Committee (IMC) to negotiate a Master Shared Services Agreement. This agreement will be similar in structure and purpose to an Intermunicipal Collaboration Framework, and will strengthen the relationship between the City and County.

The Master Shared Services Agreement will identify how municipal services are delivered between the City of Airdrie and Rocky View County. It will provide for the integrated planning, delivery, and funding of intermunicipal services; allocate resources efficiently in providing local services; and ensure municipalities contribute funding to services that benefit their residents. The parties will determine which services will be included in the agreement during the course of negotiations.

The purpose of the Terms of Reference is to guide the preparation of a Master Shared Services Agreement between Rocky View County and the City of Airdrie, which will govern mutually agreed-upon service delivery coordination, where determined to be appropriate. The Project Management Plan provides additional details on the scope of work and anticipated timelines. The target completion date for the Master Shared Services Agreement is March 2022.

Administrations have worked collaboratively on the draft Terms of Reference and Project Management Plan (Attachments 'A' and 'B'), and IMC approved them in principle on July 19, 2021.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

- Option #1 THAT the Terms of Reference and Project Management Plan for the Airdrie-Rocky View Master Shared Services Agreement be approved as presented in Attachments 'A' and 'B'.
- Option #2 THAT alternative direction be provided.

Administration Resources

Ben Manshanden, Legislative Services



ROCKY VIEW COUNTY

Respectfully submitted,

Concurrence,

“Amy Zaluski”

“Kent Robinson”

Director, Legislative Services

Acting Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Master Shared Services Agreement Terms of Reference

Attachment ‘B’ – Master Shared Services Agreement Project Management Plan