

Practice Name:
Author:
Abstract:

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GENERAL INFORMATION

Name of Practice	Part Nine Partnership - Bonnyville and District Leisure Facility Corporation
Date	9-July-08
Name of Municipality	Municipal District of Bonnyville
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THE ISSUE

Abstract:

What is the practice you developed or are developing (brief abstract)?

Please briefly describe the final practice developed. (e.g. if you developed a new Council agenda, list the agenda items, or if a new communications plan was created, provide a summary of the plan's goals, objectives and highlights.)

It is a Part Nine Partnership formed to build and operate the Bonnyville and District Centennial Centre. It is a partnership composed of two municipalities the Municipal District of Bonnyville, the Town of Bonnyville, and a community based non profit society, The Bonnyville and District Leisure Facility Corporation. While it is common to see two municipalities cooperating to offer recreational and educational activities, it is unusual to see the inclusion of a non-profit society. The Centennial Centre is a recreational/educational facility designed to meet the needs of both communities as determined by a needs assessment done in both communities.

Need:

Please describe (just a couple of sentences or bullet points) why you needed to create this practice (policy or process).

What issue made it necessary? (e.g. "We needed a comprehensive plan to deal with...", or "We needed an annual forecasting tool because...")

The part nine company – Bonnyville and District Leisure Facility Corporation – was established so that it could operate at arms length from the two councils through a board composed of nine directors appointed by the partners. The company can make decisions independent of the municipalities' own budget. The CAO of the corporation reports to the board. The formation of the Part Nine company is a conscious attempt to take the "politics" out of the operation of the recreational/educational facility. Representatives on the board have the authority to make decisions at the board level. These representatives carry the municipal issues to the board.

CREATING YOUR PRACTICE

Research:

How did you obtain information to help design your practice (including consultation with stakeholders, formal and informal research)?

A Part Nine Company composed of 10 municipalities was already in existence in Northeastern Alberta.

Please include any research documentation you can share, or give us a source reference (e.g. Web site, literature, “We reviewed the bylaws from other municipalities in the area...”).

Process:

How did you go about designing your practice? For instance, did you create a team, hire a consultant, borrow something ready-made from another jurisdiction?

A Steering Committee composed of councillors from both municipalities, members of the board from the Bonnyville Agricultural Society and staff members was formed to look at how to operate the joint recreational/educational facility.

Describe briefly who did the design work and what process they followed.

GETTING APPROVAL FOR YOUR PRACTICE

Authority:

Whose/what approval did you need to create and implement the practice?

Both municipal partners had to get approval from the elected councils, and the members of the Bonnyville Agricultural Society had to approve the formation of the Part Nine company.

Reporting:

How did you inform the decision-maker(s) about the practice and your need for their approval?

A recommendation was brought to the councils and the Agricultural Society Board regarding setting up the Part Nine Company. North East Muni-Corr was used as an example of a Part Nine partnership that was already functioning.

Please note the name of any documents provided to the decision-makers that you would be willing to share.

Consultation:

Did you consult with stakeholders as part of your approval process?

The Centennial Centre was designed to meet the needs of both communities as determined by a needs assessment done in both communities.

If so, how? If possible, attach a copy of templates, surveys or other documents you used as part of your consultation.

IMPLEMENTING YOUR PRACTICE

Plan:

Describe the process you went through to

A motion to form the Part Nine company was passed by both municipal councils and the Bonnyville Ag Society. A joint

implement the practice. If you used an implementation plan, please note it here.

Policy:

What changes to bylaws, regulations or procedures were needed to implement this practice and how did you deal with them?

Please attach a copy of the change in bylaw, policy or procedure.

When:

When did your municipality begin to use the practice? Was it implemented all at once or in stages?

Who:

Who was responsible for implementing the practice?

If someone else is responsible for ongoing management, who is it?

agreement was signed by all three parties.

Two councillors from each municipal council are appointed, along with two members at large from each municipality. The joint agreement outlines the operation of the Part Nine company. Copy of agreement attached.

The Part Nine partnership agreement was signed on January 16, 2006.

The M.D. of Bonnyville, Town of Bonnyville and the Bonnyville Agricultural Society implemented the Part Nine Company.

Ongoing management is done by the CAO of the Bonnyville and District Leisure Facility Corporation.

RESOURCES REQUIRED

Budget:

How much did it cost you to design and implement your practice (i.e. We saved/spent \$XX per year)?

What are your ongoing operational and capital costs, if any?

Design and implementation costs were minimal and were shared by each municipality in their yearly budgets. M.D. of Bonnyville contributed \$2.3 million for the facility construction and \$800,000 in fit up costs. Town of Bonnyville contributed \$2.7 million for construction and \$800,000 for fit up costs. Yearly operational costs are pegged at \$340,000 for each municipality.

Staff:

What human resources did you need to design, implement and manage your practice? (e.g. "It took X staff member(s) X months on this" or "This is part of normal staff duties.")

Steering committee was composed of councillors from each municipality, CAO from each municipality and a director from each municipality.

Infrastructure:

What “capital costs” (such as information technology, other equipment or building assets) did you need to design, implement, manage, and/or evaluate your practice?

No capital costs to forming the Part Nine Company, just minimal operational costs to get the practice set up.

EVALUATING YOUR PRACTICE

Formal:

N/A

If you did a formal evaluation (e.g. user satisfaction survey, analysis of annual expenditures or number of rate payers served) for your practice, please describe the evaluation tool and the process used.

Tell us who was involved.

Informal:

Ongoing informal evaluation is done by both municipalities as to the ongoing issues that are encountered at the facility.

If you did an informal evaluation, describe what you did (such as discussing the practice with people in the office or on the street, or letters/comments received).

Performance measures:

Part Nine Company presents the budget to both councils and Ag Society annually. Financial statements are also presented. Part Nine Company CAO also required to make quarterly reports to both councils. Part Nine Company also presents various assessments on marketing and programming initiatives.

Please list the performance measures for this practice (i.e. reduced number of complaints, money saved, or change in equipment life expectancy.)

Please list the process you used for measuring performance, (i.e. We do annual surveys on...) examples include:

- collecting data
- establishing a baseline
- applying the measures
- results
- follow up

Changes:

b) The Part Nine Company has met expectations in that the project has been completed and the recreational/educational needs of the community are being met.

(a) Based on the evaluation (formal or informal), describe any changes you have made, or would like to make, to your practice as a result. (e.g. “After

implementing this practice, we decided that it would be better if...”)

-or-

(b) Has your practice met your expectations and if so, how?

LESSONS LEARNED / BENEFITS RECEIVED

Benefits:

What are the benefits of this practice to your municipality? (eg. Preparation of Council agenda packages now requires less time, etc.)

Since the Part Nine Company operates separately from the two municipalities there is a limited amount of staff time now devoted to the recreational/educational issues in both communities since the company can set its own objectives. Other benefits are improved facilities for the community, and economic development spin-offs. We now have a better ability to attract labour to our communities.

Key Lessons:

What key lessons have you/your municipality learned through the process of:

- designing;
- obtaining approval;
- implementing; and
- evaluating your practice?

The Steering Committee should have been made up of elected officials and elected board members. Administrative staff should not have had a vote at the table, they should only have been used as a resource.

Include any problems, surprises, and unanticipated benefits. (e.g. “We realized that we needed to spend more time...”)

Advice to Municipal Peers:

Same as above.

What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?

PRACTICE UPDATES

New Information:

There may be some new information to add since this practice was first posted.

This is especially true if:

- a new process has been implemented in your municipality;
 - there are new practice evaluation results;
- or
- there has been a change affecting organizational direction. For example, explain how new economic conditions or a new vision/strategy affect the practice.

Please indicate those changes here. Don't forget to list any new documents that may be useful to your peers. Then go to "Other Information" to attach the new documents.

OTHER INFORMATION

Suggestions:

Please list relevant information sources that others might use or you would be willing to share (courses, Web sites, literature, experts).

Documents & Attachments:

Part Nine Joint Agreement with M.D and Town of Bonnyville and AG. Society

Please attach (using the "Browse" button below) any documents you would be willing to share with others interested in your practice (e.g. a bylaw, a policy, approval documents, templates).

* Note: If you do not have an electronic copy of a document, please send Municipal Excellence a paper copy for scanning to:

Alberta Municipal Affairs
Municipal Excellence Network
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB
T5J 4L4

Nominations:

Do you have any suggestions of other individuals or municipalities with municipal practices that we should add to the Municipal Excellence network? Please list their practice, municipality, and contact information.

Or, e-mail menet@gov.ab.ca and let us know about a municipal colleague that has a really good way of doing things.

COMMENTS

Have we missed something; anything you'd like to add to the areas we have touched on, or an area we have not mentioned?