

JOINT SERVICE DELIVERY POLICY
Council Policy No. 10/00

POLICY:

To develop a protocol agreement between local government organizations to maximize the delivery of quality, efficient services to the North Peace Community.

POTENTIAL PARTICIPANTS:

- City of Fort St. John
- School District No. 60
- Peace River Regional District
- Fort St. John Campus – N.L. College

PURPOSE AND OBJECTIVES:

- To protect and enhance the existing level of local government services provided to the North Peace;
- To maximize efficiency and productivity in service delivery;
- To provide a framework for developing specific co-operative arrangements for shared service delivery;
- To provide a framework that encourages the development of stable, enduring co-operative solutions to maximum continuation of services in full recognition of known or impending financial restraints;
- To reduce the overall cost of local government services.

PRINCIPLES:

The foundational principle to this protocol shall be that participants agree to respect the integrity and autonomy of the existing local government bodies.

That the agreed process for sharing service delivery shall be by development of joint service delivery agreements for each specific function or activity to be jointly shared – not all signatories will be participants in each agreement.

That employee groups be consulted and encouraged to be involved in feasibility studies and implementation of Joint Services Delivery Agreements.

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PROCESS:

A Steering or Coordinating Committee of up to 2 representatives from each organization would be mandated to promote, facilitate and co-ordinate the development of Joint Service Delivery Agreements.

A systematic process would be utilized for considering functions or activities for sharing as follows:

Stage 1 – Identification of Potential Shared Service

As services or functions are identified as potential candidates for becoming a shared service, the Steering or Coordinating Committee would review same and determine interested and/or potential participants. The participants would determine if the proposal proceeds to Stage 2.

Stage 2 – Feasibility/Cost Benefit Analysis

During this stage the function or activity would be examined to determine feasibility and cost vs. benefits for the participants. The participants would involve management and technical staff; employee groups and consultants (if they so decide) in this feasibility stage.

Stage 3 – Development of Specific Joint Service Delivery Agreement

If feasibility cost benefit analysis is deemed beneficial by the participants then a specific Joint Service Delivery would be negotiated between the involved parties.

A standardized format for a joint service delivery could be developed to incorporate all significant aspects and/or legal requirements.

Stage 4 – Implementation and Operations

This stage would see the implementation of the new arrangements for joint service delivery and its ongoing operation delivery and monitoring.

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POTENTIAL FUNCTIONS AND ACTIVITIES FOR CONSIDERATION AS JOINT OR SHARED SERVICES:

The following is a preliminary overview of some potential functions and activities. This list is not inclusive and can be readily expanded by mere suggestion. The participants would be encouraged to continuously seek out functions and activities that could be shared whether or not they are noted on this illustrative overview.

Major Function

Specific Service/Activity

Joint purchasing of goods, supplies & service

- Paper, office supplies
- Fuel
- Janitorial supplies
- Integrated capital tendering
- All other goods & services

Training and Professional Development

- WHMIS
- First Aid
- Defensive Driving
- Freedom of Information
- Custodial/Maintenance
- Supervisory
- Professional Development Courses
- Other Training or Professional Development

Technical/Trades Expertise/Operations

- Vehicle Maintenance
- Snow Removal
- Consulting Services
- Grounds Maintenance
- Building Maintenance
- Computer Maintenance/Programming
- Centralized Dispatch/Alarm Response
- Printing Services
- Other

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POTENTIAL FUNCTIONS AND ACTIVITIES FOR CONSIDERATION AS JOINT OR SHARED SERVICES: (continued)

Major Function

Specific Service/Activity

Facilities & Services

- Warehousing
- Electronic Filing
- Administrative Buildings/Meeting Room Facilities
- Schools and Gyms
- Public Works/Garage Facilities
- Video Conferencing Facilities
- Libraries/Research Materials
- Medical and Dental Plans
- Other

CRITERIA FOR DETERMINING SUCCESS:

It is considered imperative to establish criteria for measuring the success of this protocol agreement in reaching its objectives. The following criteria are proposed:

- Overall reduction in the cost of providing services measured on a global basis of cost to 'one' universal taxpayer;
- Degree of participation and co-operation as measured by the number of joint service delivery agreements instituted.

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**PROTOCOL AGREEMENT
BETWEEN**

**THE CITY OF FORT ST. JOHN
SCHOOL DISTRICT NO.60
NORTHERN LIGHTS COLLEGE
PEACE RIVER REGIONAL DISTRICT**

**TO MAXIMIZE THE DELIVERY OF QUALITY,
EFFICIENT SERVICES TO THE NORTH PEACE COMMUNITY**

**THIS AGREEMENT MADE IN DUPLICATE on the Thirteenth day of May, in the
year of our Lord A.D. One Thousand, Nine Hundred and Ninety Six.**

**The City of Fort St. John,
10631 - 100th Street,
Fort St. John, B.C.
V1J 3Z5**

**School District No.60,
9803 - 102nd Street,
Fort St. John, B.C.
V1J 4B3.**

**Peace River Regional District,
9912 - 106th Avenue,
Fort St. John, B.C.
V1J 2N2.**

**Northern Lights College
Box 1000,
Fort St. John, B.C.
V1J 6K1.**

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**PROTOCOL AGREEMENT
TO MAXIMIZE THE DELIVERY OF QUALITY,
EFFICIENT SERVICES TO THE
NORTH PEACE COMMUNITY**

1. INTRODUCTION

The City of Fort St. John, School District No.60, Northern Lights College, the Directors of Electoral Areas 'B' and 'C' of the Peace River Regional District, have completed a series of meetings which have resulted in all parties formally adopting the Protocol Agreement to maximize the delivery of services to the North Peace Community, attached as Appendix "A" and forming part of this Agreement

The parties involved recognize the economic need to enhance the existing level of local government services provided to the North Peace to further maximize efficiency and productivity in service delivery and to provide a framework for developing specific co-operative arrangements for shared service delivery.

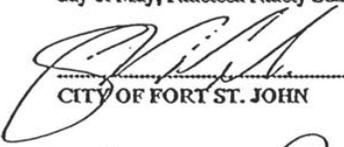
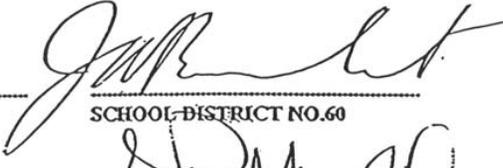
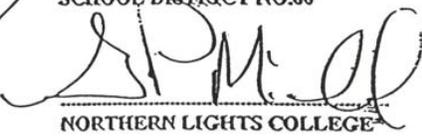
This protocol agreement is meant to set out the general framework for the implementation of functions or activities to be shared.

2. ORGANIZATIONAL STRUCTURE

The parties agree that implementation of the terms of the agreement should be accomplished through a formal, permanent organizational structure which provides for representation of up to two representatives from each organization whose mandate would be to promote, facilitate and co-ordinate the development of joint service delivery agreements. It is understood by the parties that the Committee structure will change and evolve upon mutual agreement of the parties.

The parties also agree that the examination and implementation of Joint Service Delivery Agreements will be developed on an ongoing basis.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the Thirteen day of May, Nineteen Ninety Six.

 _____ CITY OF FORT ST. JOHN	 _____ SCHOOL DISTRICT NO.60
 _____ PEACE RIVER REGIONAL DISTRICT JEAN LEAHY, ELECTORAL AREA 'C'	 _____ NORTHERN LIGHTS COLLEGE