

CLEARWATER COUNTY COUNCIL AGENDA
June 28, 2016
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

10:30 a.m. Delegation: CCI Wireless

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. June 14, 2016 Regular Meeting Minutes

D. PUBLIC WORKS

1. Clearwater County North Development
2. Bridge Rehabilitation Tender Award

E. COMMUNITY & PROTECTIVE SERVICES

1. AAMDC Broadband Survey
2. Taimi Hall
3. Delegation – CCI Wireless
4. Bentley Parade - Verbal

F. MUNICIPAL

1. Citizen Engagement Framework
2. Council Open House
3. Council Priority Setting Meeting

G. INFORMATION

1. CAO's Report
2. Public Works Director's Report
3. Councillor's Verbal Report
4. Accounts Payable Listing
5. Councillor Remuneration

H. IN CAMERA*

1.Labour – Health and Safety

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Sections 21(1)(ii); 24(1)(a)(c) and (g); 25(1)(c)(iii); and 27(1)(a)

I. ADJOURNMENT

POSTPONED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
03/08/16	087/16 Condor Community Centre Grant Request STATUS: Pending Information, Community & Protective Services/Public Works



AGENDA ITEM

PROJECT: Clearwater County North Development		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: Public Works	WRITTEN BY: Erik Hansen	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Infrastructure & Asset Management	PRIORITY AREA:	STRATEGIES: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council accepts this item as information.		

BACKGROUND: The Administration has tendered the grading and other work scheduled for the County's North Development located on the NE 3- 40-7 W5M. This tender included the construction of a storm water management pond, gravel access road, lot grading and the construction of the salt / sand storage facility base. A Tender Opening was held on June 9, 2016 at 2:00 p.m. for the work outlined above. We received 7 bids, with **Pidherney's Inc.** being the low valid bidder. The cost for this portion of the project came in **\$732,940.00** under the budgeted amount of **\$1,646,500.00**

Bidders List

Pidherney's Inc.	\$ 727,246.00
Howitt Construction Ltd.	\$ 741,033.00
Northside Construction Partnership	\$ 855,580.00
Prairie Mountain Oilfield Construction Inc.	\$ 966,722.00
KON Construction Ltd.	\$ 990,972.00

TBL Construction Ltd.	\$ 1,086,935.00
Top Grade Construction Ltd.	\$ 1,094,171.70

Pidherney's Inc.	Tendered Price	Budget
Contract Amount (Less Site Occ.)	\$ 695,746.00	\$1,491,500.00
Contingency (10%)	\$ 69,574.00	Included
Potential Site Occ. Bonus	\$ 3,600.00	Included
Potential ACP (EPS) Bonus	\$ 2,460.00	Included
Construction Engineering	\$ 142,000.00	\$ 155,000.00
Total	\$ 913,560.00	\$ 1,646,500.00

As Council may recall, the request for proposal (RFP) for the salt / sand storage building in Rocky and Caroline was awarded to Vertical Building Solutions in January this year.

Vertical Building Solutions	Tendered Price	Budget
100' x 180' APEX Building	\$ 426,912.00	\$ 474,308.80
Contingency	\$ 22,845.00	\$ 22,845.60
Misc.	\$ 30,000.00	\$ 30,000.00
Engineering	\$ 22,845.00	\$ 22,845.60
Total	\$ 502,602.00	\$ 550,000.00

Moving forward, this work provides the preliminary site grading required for the entire site. The shallow utility plan is being finalized and will be installed at a later date.



AGENDA ITEM

PROJECT: BF01044, BF08488 and BF13956 Bridge Rehabilitation Tender Award		
PRESENTATION DATE: June 28th, 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin	REVIEWED BY: Kurt Magnus / Marshall Morton
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Support a transportation network that connects and moves residents and industry	STRATEGIES: Bridge repair or replacement scheduled at an average of 2-3 bridges per year (50-60 year cycle)
ATTACHMENT(S):		
RECOMMENDATION: That Council accepts this item as information.		

BACKGROUND:

Administration has tendered the bridge rehabilitation for three bridge files, BF01044, BF08488 and BF13956. These tenders, for all three locations, include the removal of the existing structure and installation of a bridge culvert.

BF01044 is located at SW 01-38-04-W5M, on local road Township Road 38-0, crossing a tributary to the Medicine River.

BF08488 is located at NE 09-39-07-W5M, on local road Township Road 39-2, crossing a tributary to the Clearwater River.

BF13956 is located at SW 34-40-07-W5M, on local road Township Road 40-5A, crossing a tributary to Canyon Creek.

A Tender(s) Opening was held on Tuesday, June 21st, 2016 for the work outlined above. We received five bids for each bridge file.

For BF01044, **1690082 Alberta Ltd.** was the low valid bidder.

For BF08488 and BF13956, **Northstar Energy Services Inc.** was the low valid bidder. The following is a summary of the bid prices received.

Contractor	BF01044
1690082 AB Ltd.	\$ 243,550.00
Northstar Energy Services Inc.	\$ 264,702.00
Prairie Erectors Int'l Inc.	\$ 289,780.00
Unsurpassable Construction Ltd.	\$ 408,651.50
Formula Alberta Ltd.	\$ 415,400.00

Contractor	BF08488
Northstar Energy Services Inc.	\$ 350,529.00
1690082 AB Ltd.	\$ 378,750.00
Unsurpassable Construction Ltd.	\$ 459,035.00
Prairie Erectors Int'l Inc.	\$ 475,000.00
Formula Alberta Ltd.	\$ 526,100.00

Contractor	BF13956
Northstar Energy Services Inc.	\$ 193,271.00
1690082 AB Ltd.	\$ 212,550.00
Unsurpassable Construction Ltd.	\$ 234,500.00
Prairie Erectors Int'l Inc.	\$ 264,705.00
Formula Alberta Ltd.	\$ 328,900.00

BF01044

1690082 AB Ltd.	<u>Tender Pricing</u>	<u>Estimated Amount</u>
Total Contract Cost	\$ 243,550.00	\$ 236,000.00
Modified Amount (less site occupancy)	\$ 233,150.00	\$ 236,000.00
Potential Site Occupancy	\$ 4,800.00	\$4,800.00
Bonus Days (6)		
Contingency 10%	\$ 23,315.00	\$ 23,600.00
Engineering	<u>\$ 56,916.00</u>	<u>\$ 56,916.00</u>
Total	\$ 318,181.00	\$ 321,316.00

The cost for BF01044 came in **\$3,135.00** under the engineer's estimated amount of **\$321,316.00**.

BF08488**Northstar Energy**

Services Inc.	Tender Pricing	Estimated Amount
Total Contract Cost	\$ 350,528.25	\$ 326,350.00
Modified Amount (less site occupancy)	\$ 328,128.25	\$ 326,350.00
Potential Site Occupancy	\$ 4,800.00	\$ 4,800.00
Bonus Days (6)		
Contingency (10%)	\$ 32,812.90	\$ 32,635.00
Engineering	<u>\$ 78,190.00</u>	<u>\$ 78,190.00</u>
Total	\$ 443,931.15	\$ 441,975.00

The cost for BF 08488 came in **\$1,956.15** over the engineer's estimated amount of **\$441,975.00**.

BF13956**Northstar Energy**

Services Inc.	Tender Pricing	Estimated Amount
Total Contract Cost	\$ 193,271.00	\$ 151,950.00
Modified Amount (less site occupancy)	\$ 178,871.00	\$ 151,950.00
Potential Site Occupancy	\$ 4,800.00	\$ 4,800.00
Bonus Days (6)		
Contingency (10%)	\$ 17,887.10	\$ 15,195.00
Engineering	<u>\$ 61,069.00</u>	<u>\$ 61,069.00</u>
Total	\$ 262,627.10	\$ 233,014.00

The cost for BF 13956 came in **\$29,613.10** over the engineer's estimates amount of **\$233,014.00**.

Although the tender pricing for BF08488 and BF13956 are over the engineer's estimate, we are still under the bridge rehabilitation budget associated with these three bridge files. The total budget for BF01044, BF08488 and BF13956 was set at **\$1,025,636.00**. The total tender pricing came in at **\$1,024,739.25**.



Agenda Item

INFORMATION ITEM		
PROJECT: AAMDC Members' Survey - "Municipalities and Broadband Development" and "Municipalities and the Alberta SuperNet."		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: Economic Development	WRITTEN BY: T. Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
ATTACHMENTS: AAMDC Survey		
RECOMMENDATION: That Council provide direction to the Administration for completion of the AAMDC Members' Survey.		

Background:

The AAMDC has developed a survey for members to complete in advance of federal and provincial initiatives. Completion of this survey will be very important to helping the AAMDC understand member priorities related broadband development and the Alberta SuperNet, and will strengthen the AAMDC's advocacy efforts on both fronts.

Specifically requested is members' input on broadband – the role that rural municipalities play in investing in broadband infrastructure and other strategies to attract ISPs to rural areas, and how rural municipalities perceive the role, effectiveness, and future purpose of the Alberta SuperNet.

The survey is divided into two main sections: "Municipalities and Broadband Development" and "Municipalities and the Alberta SuperNet."

The deadline for completion is July 8, 2016.

Administration is requesting direction from Council for completion of the survey response:

2. This response is intended as input from which of the following?

- Administration
- Individual Councillor
- Council as a whole
- Other

9. Does your municipality have a role in providing broadband access to residents and businesses in your municipality?

10. Which of the following best describes your role?

11. Which of the following best describes your municipality's role in the provision and maintenance of broadband infrastructure in your municipality?

17. Which of the following strategies would be the most effective way for provincial or federal levels of government to further support rural broadband?

18. Looking ahead 15-20 years, how might broadband serve your municipality and its future vision? What do you hope to be using it for?

20. – 31. *Various response requested involving the Alberta SuperNet, its use, access to, long-term development, etc.*

Help the AAMDC Understand Member Priorities Related to Broadband

Access to reliable broadband is critical to the development of any community. This is particularly true in rural municipalities which are often located far from services such as banks and educational institutions.

Both the Government of Canada and Government of Alberta have recently recognized the importance of broadband access. In the 2016 federal budget, the Government of Canada committed up to [\\$500 million towards enhancing rural broadband access](#), although the details of how the funding will be allocated are not yet available. The government of Alberta is expected to review the purpose and effectiveness of the [Alberta SuperNet](#) in connecting Alberta's communities prior to signing a new contract for a SuperNet provider in 2018.

In advance of these federal and provincial initiatives, the AAMDC would like to gather member input on broadband – specifically the role that rural municipalities play in investing in broadband infrastructure and other strategies to attract ISPs to rural areas, and how rural municipalities perceive the role, effectiveness, and future purpose of the Alberta SuperNet.

To gather this information, the AAMDC has developed a [survey](#) for members to complete. The survey is divided into two main sections: “Municipalities and Broadband Development” and “Municipalities and the Alberta SuperNet.”

Completion of this survey will be very important to helping the AAMDC understand member priorities related broadband development and the Alberta SuperNet, and will strengthen the AAMDC's advocacy efforts on both fronts.

To complete the survey, [click here](#). The deadline for completion is **July 8, 2016**.

AAMDC Broadband and SuperNet Survey

Part 1 - Municipalities and Broadband Development

1. Please identify your municipality.

Clearwater County

2. This response is intended as input from which of the following?

- Administration
- Individual Councillor
- Council as a whole

Other (please specify)

3. Overall, how would you describe access to broadband internet in your municipality?

- Excellent
- Good
- Average
- Poor
- Very poor

4. Based on data or your best estimate, what portion of your municipality has access to broadband internet?

- 0%-25%
- 25%-50%
- 51%-75%
- 76%-100%
- Do not know

5. How satisfied are you with the willingness of internet service providers (ISPs) to provide broadband service within your municipality?

- Very satisfied
- Somewhat satisfied
- Somewhat unsatisfied
- Very unsatisfied

6. How would you characterize the costs that ISPs charge to provide broadband in your municipality?

- Very low
- Low
- Reasonable
- High
- Very high

7. What are the biggest constraints that residents and businesses in your municipality face related to accessing the internet through an ISP (i.e. data caps, costs, distance, reliability, etc.)? Please explain.



8. Are there any issues or barriers that your municipality has experienced in working with telecommunications companies or ISPs?



Next

9. Does your municipality have a role in providing broadband access to residents and businesses in your municipality?

- Yes
- No

10. Which of the following best describes your role?

- Directly provide broadband service to residents and businesses
- Partner with an ISP in building or making available broadband infrastructure
- Provide subsidies or incentives for ISPs to provide service in your municipality

11. Which of the following best describes your municipality's role in the provision and maintenance of broadband infrastructure in your municipality?

- Ownership of all broadband infrastructure in your municipality
- Ownership of some of the broadband infrastructure in your municipality
- Partner with an ISP to build or maintain broadband infrastructure
- Partner with another organization (non-profit, etc.) to build or maintain broadband infrastructure
- Allow an ISP access to existing municipal infrastructure or rights of way/land
- Dedicate provincial or federal grant funding to broadband infrastructure development

Other (please specify)

12. If your municipality owns and/or operates broadband infrastructure, have you partnered with neighbouring municipalities in this venture?

- Yes
- No
- Not applicable

13. If your municipality invested in the capital costs of broadband infrastructure which is now used by an ISP, is there an agreement in place with the ISP using the infrastructure to determine how the capital costs are paid back to the municipality?

- Yes
- No
- Not applicable

14. Please describe the details of the agreement.

15. Has your municipality accessed provincial or federal grants for building broadband capacity?

- Yes
 No

16. Please list the grants below:

17. Which of the following strategies would be the most effective way for provincial or federal levels of government to further support rural broadband? (select up to three)

- Direct grant support to municipalities specifically for broadband infrastructure
 Include broadband infrastructure as an eligible project within multi-use grants
 Provide financial assistance or subsidies to ISPs willing to provide broadband service in rural or isolated areas
 Take a direct role in building and maintaining broadband infrastructure
 Facilitate knowledge and capacity building on how to improve rural broadband through producing educational resources for municipalities
 Other (please specify)

18. Looking ahead 15 to 20 years, how might broadband serve your municipality and its future vision? What do you hope to be using it for?

19. How could broadband give your community and its residents and businesses a long-term competitive advantage?

The Alberta SuperNet is the Government of Alberta's digital 'highway system', connecting public sector institutions in 429 communities across the province. Albertans and private businesses can also use SuperNet, but to gain access they must work with ISPs.

The SuperNet is not the internet - it is a network of fibre-optic cable and wireless towers that provides capacity

for online applications and services to function. The internet, electronic health portals, videoconferencing, and distance education are some of many services that run across SuperNet, each of which lessens the digital divide and supports strong and vibrant communities.

20. Is your municipality currently leveraging SuperNet for local government connectivity?

- Yes
- No

21. What was your primary business reason for leveraging SuperNet?

- Sharing resources or technologies with another municipality (i.e. running local backups, sharing software or applications, etc.)
- Support for municipal permitting, payment, or other systems
- As a head end for a municipal broadband initiative
- Other (please specify)

22. What barriers or constraints have kept you from using SuperNet?

23. Is connecting (or continuing to connect) to SuperNet it a priority for your municipality?

- Yes
- No

24. If your municipality uses SuperNet, does it currently meet demand expectations?

- Yes
- No
- Do not use SuperNet

25. What enhancements or services do you require that are not provided by SuperNet?

26. Do ISPs leverage SuperNet in your municipality to provide retail internet to residents and businesses?

- Yes
- No

27. Does your municipality have the supports and resources in place to adopt or advance your SuperNet usage?

- Yes
- No

28. What supports/resources would help your municipality maximize its SuperNet usage?

29. What are the biggest strengths of SuperNet that you would like to see carried over to a new operating agreement?

30. What are the biggest weaknesses of SuperNet that should be addressed in a new operating agreement?

31. What role does SuperNet have in supporting your municipality's long-term development goals?



AGENDA ITEM

PROJECT: Taimi Hall		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: CPS	WRITTEN BY: Jerry Pratt/Ted Hickey	REVIEWED BY: Ted Hickey
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 3. Community Well-Being	PRIORITY AREA: 3.1	STRATEGIES: 3.1.2
ATTACHMENT(S): Aerial photo		
RECOMMENDATION: That Council direct Administration to take the steps to complete the reclamation of the leased lands and to acquire the deeded property through Council's approval of funding a transfer of \$40,000 from Contingency to the Community and Protective Services budget.		

BACKGROUND:

Since earlier 2016, Administration has been working with executive members of the Taimi Hall Association and the adjacent land owner (Leaser) in an attempt to resolve the issues associated with the leased Taimi Hall site, the Taimi Hall Association, Leaser concerns and potential cost implications to Clearwater County.

History of involved lands dates back to 1966 (deeded the ~ 2 acres of land) and 1978 (lease of the land with the community hall on it). Over several decades and transition of various groups using the lands the administration of legal documents and titles has become complicated. The Taimi Hall board has dissolved and there is a need to return the lease to the current landowner. The request has been made of the County to assist in this process.

Preliminary estimates for demolition and disposal of the building for about \$22,000. Additional costs for removal of utilities, surface reclamation and other costs is estimated at \$18,000, for a total cost of approximately \$40,000.





AGENDA ITEM

PROJECT: Delegation – CCI Wireless – ISP - Information Item		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: Economic Development	WRITTEN BY: Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1: Managing Our Growth	PRIORITY AREA: 1.3	STRATEGIES: 1.3.4
ATTACHMENTS: N/A		
RECOMMENDATION: That Council receives this report as information.		

BACKGROUND:

Mr. Graham Fleet is the Marketing Manager representing CCI Wireless that provides wireless internet services within Clearwater County. At Council's invitation, he will discuss broadband/internet services to better inform Council as follows:

1. Current service provisions.
2. Opinions on service needs.
3. Recommendations on how to enhance/improve internet services in the County.
4. Future development plans that CCI Wireless is considering.
5. Information that may be known of other local and provincial WISPs.
6. What, if any partnerships might be developed with the County to enhance their provision of broadband internet service.



AGENDA ITEM

PROJECT: Citizen Engagement Framework		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart/Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy 2.3 – Facilitate community engagement in planning and decision-making.	STRATEGIES: 2.3.1 – Inform and educate the community regarding Council's key priorities, projects and programs.
ATTACHMENT(S): Appendix A – Website Analytics; Appendix B – Facebook screenshot; Appendix C – Twitter screenshot		
RECOMMENDATION: 1. That Councillors discuss the IAP2 spectrum and desired outcomes to be achieved through a public participation process.		

BACKGROUND:

The concept of “public engagement” has recently been raised in the context of the proposed MGA (Bill 21, *Modernization of the Municipal Government Act*) as well as the proposed County building. As Council considers how it wishes to proceed with public consultation it is Administration’s view that a public engagement model may assist Council in clarifying expectations or desired outcomes.

Council has reviewed the International Association of Public Participation (IAP2) Public Participation Spectrum diagram (below) on various occasions over the past few years; this document provides a model for communication and engagement with the public and the public with Council.

IAP2 spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

In 2013, Council confirmed its desire to undertake an educational or “inform” community engagement approach as well as to “consult” and “involve” residents on specific topics, such as the Strategic Plan. At that time, the communications strategy maintained communications through the local newspapers (i.e. Mountaineer, Western Star, Sundre Roundup) plus the addition of a quarterly resident newsletter (which is now published 6 times/year), centralized open house events and an increased focus on online communications via the clearwatercounty.ca website (19,035 users in last year) and social media. All online communications tools have seen an increased usage (see appendices) and Facebook now has 1136 users and Twitter has 1131 users. In 2015, Council reaffirmed their desire to engage with citizens within the “inform”, “consult” and “involve” realms of the IAP2 spectrum and continue to engage further along the spectrum in “collaborate” and “empower” through Council’s use on Standing Committees.

For background, the current Municipal Government Act (MGA) provides direction in terms of mechanisms for public participation, by legislating the following: *Open Meetings* (i.e. Council Meetings); *Notices and the Right to be Heard* (i.e. statutory plan amendments and public hearings); *Access to Information* (e.g. financial statements, FOIP Act requests); and *Petitions*. Staff will continue to monitor the Bill 21 – Modernized MGA review and the new requirements for municipalities to develop a “Public Participation Policy” and update Council regarding required practice changes (anticipated being required by fall 2017). Staff anticipate that guidelines/templates relating to Bill 21 will be released this fall and staff will begin at that time the development of a formal policy.

In relation to current legislation, Council’s current communications and engagement practices exceed legislative requirements.

As Administration begins drafting a formal public participation policy staff wishes to understand councillor’s viewpoints or expectations regarding desired outcomes through a citizen engagement strategy. Some specific areas of discussion will be:

- Principles of transparency and accountability balanced against legislative exclusions such as land, labour and legal;
- Confidentiality requirements of FOIPP;
- Council fulfilling its legislative mandate as the governing body of the municipality;
- Responsibilities of Council to the public as well as responsibilities of the public to Council;

The table below provides examples of current engagement practices.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Regular Council meetings	Council committees (e.g. MPC)	Council committees (e.g. Rec/FCSS)	Council committees (e.g. HUB project)	Council committees (e.g. ASB)
Advertising (i.e. permits, tax deadlines)	Public hearings	Strategic planning (i.e. meetings with groups, feedback requested)		
Newsletter	Open house meetings (e.g. budget, new building, JDA)			
Website/ Social Media				

Staff anticipate providing a draft public participation/citizen engagement policy for Council’s consideration with 8 – 12 weeks following release of Bill 21 regulations.

APPENDIX A

WEBSITE – www.clearwatercounty.ca

Google Analytics

<http://www.clearwatercounty.ca> - <http://www.clearwatercounty.ca> [Go to this report](#)

Audience Overview

Jun 20, 2015 - Jun 20, 2016

All Users
100.00% Sessions

Overview

Sessions



Sessions
34,657

Users
19,035

Pageviews
114,749

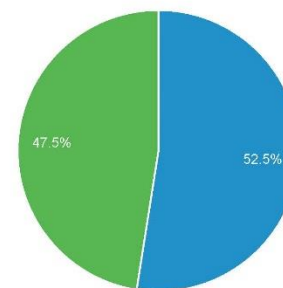
Pages / Session
3.31

Avg. Session Duration
00:02:44

Bounce Rate
37.47%

% New Sessions
52.47%

New Visitor Returning Visitor



★ This spike in website usage occurs every year, the week prior to the May long weekend.

APPENDIX B

Facebook – Clearwater County

Clearwater County
Create Page @Username

This Week See All

654 ↑ Post Reach	63 ↑ Post Engagement	3 ↑ Call Now
1 Website Click	0 of 0 Response Rate	13 hours Response Time
0 Check-ins		

Grow Your Business
Reach even more people on Facebook Promote

Status Photo / Video Offer, Event +

Write something...

Clearwater County
Published by Michelle Meatheringham [?] · June 17 at 9:59am ·

VOLUNTEERS NEEDED
The Tour of Alberta, Stage 3, will be coming to the Town of Rocky Mountain House and Clearwater County on September 3, 2016. If you would like to help with this event please visit www.tourofAlberta.ca/volunteer to register.

Community & Government · Rocky Mountain House, Alberta
3.0 ★★★★★ OPEN

Search for posts on this Page

60% response rate, 13-hours response time
Respond faster to turn on the badge

1,136 likes +6 this week
Jennifer Kinch and 39 other friends

243 were here 0 this week
Mike Haugen and 2 others

See Pages Feed
Posts from Pages you've liked as your Page

Invite friends to like this Page

654 post reach this week


Want More Phone Calls?
Get people near Clearwater County to call (403) 845-4444 today.
Promote Local Business


ABOUT

APPENDIX C

Twitter – @clearwatercnty

Home Moments Notifications Messages Search Twitter Tweet





TWEETS 701 FOLLOWING 31 FOLLOWERS 1,131 LIKES 3


Edit profile

Clearwater County
@ClearwaterCnty

Rolling plains, rugged mountains and crystal clear waters are why residents and visitors come to Clearwater County and the West Country.

West Central Alberta
clearwatercounty.ca
Joined August 2010


20 Photos and videos



Tweets Tweets & replies Media

You Retweeted

Kim Barkwell @BarkwellKim · Jun 16
Interesting & pers acct @ClearwaterCnty #clearwaterlandcare @battleriver AGM



Your Tweet activity

Your Tweets earned **6,054 impressions** over the last **28 days**

View your top Tweets

Who to follow · Refresh · View all

- QEITraffic** @QEITraffic Follow
- Town of Olds** @TownOfOlds Followed by FortisAlberta an... Follow

Find friends

Trends · Change

#NationalAboriginalDay
@AB_EP, @YourAlberta and 3 more are Tweeting about this

#capitalideas

#catpaw



AGENDA ITEM

PROJECT: North Development – Public Education & Open House		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: Municipal	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy 2.3 – Facilitate community engagement in planning and decision-making.	STRATEGIES: 2.3.1 – Inform and educate the community regarding Council's key priorities, projects and programs.
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council provides direction regarding additional public engagement processes concerning the north development property.		

BACKGROUND:

During the May 30th Dovercourt Open House, Council committed to undertaking additional public engagement with respect to the proposed development of the operations and administration building. Administration requests Council's direction regarding its desired outcomes and timelines regarding this additional public engagement process or meeting(s). As Council considers this issue Administration suggests that Council considers the following:

- 1) Pending IDP Committee recommendations regarding Joint Development Area (JDA) Open Houses and draft Joint Services Agreement (JSA).

The IDP should be meeting late July/early August to review comments from the Open Houses, additional engineering information, as well as a draft Joint Services Agreement. A final report regarding the JDA and final draft of the JSA will be forwarded to the Town and County Councils once approved by the IDP Committee. Subject to availability of committee members, staff and consultants, it is anticipated that the JDA and JSA documents will be provided for Council review late August/early September.

- 2) Given the nature of some of the questions during the Dovercourt Open House, it is staff's opinion that approval of the JDA and JSA by the Town and County Council's should occur prior to the next open house. Again, staff believe that confirmation by the Councils of the JDA concept and the cost sharing provision anticipated in the JSA are critical to answering certain questions related to the north County building proposal.
- 3) Staff recommends that upon final approval by the Town and County of the JDA and the JSA that Council then schedules its next Open House. The Open House format would be finalized at that time however I suggest that it be a combination of presentations and questions/answer. Given
- 4) Council and staff continue to receive questions regarding the building and the JDA. It is my recommendation that these questions be compiled and form part of the public education process (e.g. web articles, newsletter, newspaper, open house, etc.). I would appreciate Council's confirmation of this strategy.

For example, last week Councillor Laing relayed the following questions:

- *When did CWC put its application in for the 2016 MSI funding?*
- *When the County bought the north property, did the County look at other properties? If so how many other properties? Did the County make any offers on other properties?*

I recommend that to achieve consistency in messaging and efficient use of Councillor and staff time that questions be compiled and answered at the open house or other public engagement processes that Council may wish to pursue.



AGENDA ITEM

PROJECT: Council Priority Setting meeting		
PRESENTATION DATE: June 28, 2016		
DEPARTMENT: All	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council confirms or proposes an alternative date to meet to discuss Council's 2016 & 2017 priorities.		

BACKGROUND:

At its June 20 A&P meeting, Council discussed the need for a meeting to discuss and prioritize the various projects currently before it. I recommend that Council set aside July 25 starting at 9:00 a.m. for this meeting.