



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Rural Committee

Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, January 26, 2016  
3:15 p.m.

---

## Agenda

### **Call to Order**

### **Adoption of Agenda**

### **Minutes of Previous Meeting**

1. Rural Committee Minutes - November 24, 2015

### **New and Unfinished Business**

2. Rural Water and Sewer Servicing  
- Communications Strategy Overview
3. Update on Rural Projects (South)

### **Motion to Move In Camera**

4. Rural Water and Sewer Program - Cost Contribution Alternative  
(In Camera pursuant to Section 24 of the Freedom of Information and  
Protection of Privacy Act)

### **Motion to Reconvene in Public**

### **Adjournment**

**Unapproved Minutes of a Meeting of the Rural Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, November 24, 2015, commencing at 4:00 p.m.**

**Members Present:** Councillor J. Stroud, Chair  
Councillor L. Bussieres

**Absent:** Councillor J. Cardinal, Member

**Also Present:** Councillor A. Vinni

**Administration:** A. Rogers, Senior Legislative Officer  
J. Brown, Supervisor, Legislative and Administrative Support  
A. Hawkins, Legislative Officer

**Call to Order**

A. Rogers, Senior Legislative Officer called the meeting to order at 4:00 p.m., noting that she would be chairing the meeting until a Chair has been appointed, as required by the Standing Council Committees Bylaw.

**1. Adoption of Agenda**

Moved by Councillor J. Stroud that the Agenda be amended to add the Sapræ Creek Estates Community Hall Feasibility Study; and that the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

**2. Appointment of Chair and Vice Chair**

A. Rogers indicated that as the first meeting of the Committee following Council's Organizational Meeting, it is required to appoint a Chair and Vice Chair. Councillor L. Bussieres nominated Councillor J. Stroud who accepted the nomination for the position of Chair. As there were no other nominations, Councillor J. Stroud was acclaimed as Chair, and assumed chairing of the meeting at 4:04 p.m.

Councillor J. Stroud then called for nominations for Vice-Chair. As there were no nominations, Councillor L. Bussieres volunteered to serve as Vice-Chair and was subsequently acclaimed to the position.

**Minutes of Previous Meeting**

**3. Rural Committee Meeting - September 22, 2015**

Moved by Councillor L. Bussieres that the Minutes of the Rural Committee meeting held on September 22, 2015 be approved as presented.

CARRIED UNANIMOUSLY

**Arrival**

Councillor A. Vinni joined the meeting at 4:06 p.m. It was noted that Councillor Vinni, although not a Committee Member, could participate in debate, but could not make motions or vote on the matters before the Committee.

**4. Rural Community Placemaking Status Update**

(4:06-4:20 p.m.)

R. Billiard, Manager, Public Works, provided a status update on Community Placemaking initiatives in Anzac, Janvier, Conklin, Gregoire Lake Estates and Fort Chipewyan.

Moved by Councillor L. Bussieres that the update on the Community Placemaking projects in the rural areas be accepted as information.

CARRIED UNANIMOUSLY

**New and Unfinished Business****5. Sapræ Creek Estates Feasibility Study**

(4:21 – 4:46 p.m.)

C. Bouchard, Director, Community Services, S. Warford, Manager, Rural Community Development, and K. Samaroden, Supervisor, Rural Recreation and Social Programs came forward to address the Committee, noting that feasibility study results showed that Draper residents support an outside gathering place, while Sapræ Creek residents support a community hall.

Councillor A. Vinni requested that the Committee recommend to Council that the pre-design and design for the Sapræ Creek Community Hall, in the amount of \$700,000 be moved into the funded category of the 2016 Capital Budget and provided his reasons for the request.

Although reference was made to \$700,000, it was later clarified that the total cost for the projects was \$500,000.

Councillor A. Vinni reference a land swap agreement between the Municipality and a Draper resident which occurred some years ago for the specific purpose of developing a community hall, and requested that Administration provide a status report on the said agreement which has been in litigation.

Moved by Chair J. Stroud that the Rural Committee recommend that Council add the Sapræ Creek Community Hall Pre-design and Design Projects, in the amount of \$500,000 to the list of 2016 funded projects in the 2016 Capital Budget.

CARRIED UNANIMOUSLY

**5. Proposed Meeting Schedule**

Moved by Councillor L. Bussieres that the meetings of the Rural Committee be held at 4:00 p.m. on the fourth Tuesday of the month with the exception of recesses and Statutory Holidays.

CARRIED UNANIMOUSLY

**Adjournment**

As all items of business were concluded, Chair J. Stroud declared the meeting adjourned at 4:47 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Legislative Officer

# **Rural Water & Sewer Servicing, Communications Strategy Overview**

Rural Committee

January 26, 2016

Presented by: Brendan Proce, Manager (Acting)  
Robin Smith, Press Secretary

# Overview

- Background
- Collaborative Planning
- Communication Considerations
- Research – SWOT
- Research – Stakeholders
- Analysis
- Tactical Approach
- Timeline
- Roles & Responsibilities



# Background

The Rural Water & Sewer Servicing (RWSS) project aims to strengthen regional service delivery quality. The project will see residents of Anzac, Conklin, Gregoire Lake Estates, Janvier and Draper receiving either:

- *Full pressure water and gravity sewer, or*
- *Trickle fill water and low pressure sewer*

Saprae Creek is receiving a new ***low pressure sewer system***, as this community is already connected to the municipal water supply.

A forthcoming plan will address servicing improvements in Fort McKay.

# Collaborative Planning

Although Rural Water & Sewer Servicing is categorized as one large project, there are six unique rural communities with diverse audiences within them.

To provide timely, proactive and relevant information to impacted residents, multiple departments collaborated to develop this communications strategy.

Strategic Communications, Rural Community Development (RCD) and First Nation & Métis Nation Relations all had input on the planned tactics. The content of the communications tactics used will be heavily informed by subject matter experts from Engineering and their consultant firms.



# Communication Considerations

The construction schedule consists of two phases. Communications to target audiences will be timely and relevant, based on each community's place in the schedule of construction.

Phase	Start Date	Communities Receiving Service
One	May 2016	Gregoire Lake Estates, Sapræe Creek, Conklin
Two	May 2017	Janvier, Anzac, Draper

# Research – SWOT

A SWOT (**S**trengths, **W**eaknesses, **O**pportunities, **T**hreats) analysis was used to better understand the factors affecting the project.

Multiple **strengths** were identified in the RWSS communications plan.

- Pre-existing relationships in the affected communities
- Flexible planning for each community
- A clearly defined benefit to residents

These strengths provide an **opportunity** to continue building public support for this project.

# Research – SWOT

The **weaknesses** in the RWSS project arise from its complexity and the level of disturbance to regular routine that it will cause. Acknowledging the disruptive factors associated with large-scale construction will help to mitigate negative feedback from residents.

The evolving nature of the design presents a potential **threat** that may impact communications, requiring a very flexible approach to prepare for sudden changes.

# Research – Stakeholders

Community	Audience Group
<b>Phase 1 Construction</b>	
<b>Gregoire Lake Estates</b>	<ul style="list-style-type: none"> <li>• Residents of Gregoire Lake Estates</li> <li>• Developers in Gregoire Lake Estates</li> </ul>
<b>Saprae Creek</b>	<ul style="list-style-type: none"> <li>• Residents of Saprae Creek</li> <li>• Saprae Creek Residents Society</li> <li>• Developers in Saprae Creek</li> </ul>
<b>Conklin</b>	<ul style="list-style-type: none"> <li>• Residents of Conklin</li> <li>• Conklin Community Association</li> <li>• Conklin Resource Development Advisory Committee</li> <li>• Northlands School Division</li> <li>• Conklin Métis Local</li> <li>• Developers in Conklin</li> </ul>
<b>Phase 2 Construction</b>	
<b>Anzac</b>	<ul style="list-style-type: none"> <li>• Residents of Anzac</li> <li>• Willow Lake Community Association</li> <li>• Northlands School Division</li> <li>• Willow Lake Métis Local</li> <li>• Fort McMurray First Nation</li> <li>• Developers in Anzac</li> </ul>
<b>Draper</b>	<ul style="list-style-type: none"> <li>• Residents of Draper</li> <li>• Draper Residents Society of Clearwater River Valley</li> <li>• Developers in Draper</li> </ul>
<b>Janvier</b>	<ul style="list-style-type: none"> <li>• Residents of Janvier</li> <li>• Janvier Dene Wood Buffalo Community Association</li> <li>• Christina River Dene Nation Council</li> <li>• Northlands School Division</li> <li>• Chard Métis Group</li> <li>• Chipewyan Prairie First Nation</li> <li>• Developers in Janvier</li> </ul>

# Analysis

Residents in rural communities have already expressed strong support for an improvement of municipal water and sewer services that they can access. This communications strategy will maintain that support, while mitigating concern caused by the disturbance to regular routine. Increased noise and air pollution, along with the presence of contractors and heavy machinery, have the potential to cause significant disturbance in the impacted communities.

Communications and Stakeholder Relations is confident that the best approach to maintaining the support of rural residents is through proactive, timely, relevant and targeted communication that meets the needs of our audiences. This approach will allow the RWSS project to bring the most benefit to residents and preserve regular routines where possible.

# Tactical Approach

The RWSS communications plan will use a blend of tactics in advance of and during each phase of construction\*.

- **Community information sessions** – Face-to-face conversation is the best method of two-way communication and it increases transparency.
- **Community newsletter** – Community newsletters are a trusted and low-cost method of reaching entire communities with a consistent message.
- **Digital signage** – Digital LED message boards will alert residents of work underway in their immediate area.
- **Facebook** – Although Internet service is not consistent throughout the rural communities, some affected areas do have Facebook groups maintained by residents, allowing for greater information “shareability”.
- **Radio** – As a trusted radio station in the rural communities, CFWE-FM’s Bingo Night is the best way to guarantee a high number of listeners are tuned in, as well as increasing the likelihood that they are listening in groups.
- **Information handouts** – Providing takeaway information in the form of a designed brochure and FAQ document at Municipal offices spreads our message quickly and effectively.
- **Construction notices** – A standard tactic in the urban area, though not always reliable in rural communities. Disparate housing and inhospitable conditions make this a secondary option when combined with other tactics.

*\*First Nation & Métis Nation team will receive all communication material and distribute it to their partners in impacted communities*

# Timeline

Date	Action	Owner
Feb 2016	Phase 1 construction notice published via newsletter & Facebook	Comms*/RCD**/ FNMN***
March 2016	<b>Local Improvement Plan/Resident Contract notice mailed to all affected residents</b>  Phase 1 construction notice published via newsletter & Facebook Phase 1 CFWE radio advertising	Comms*/RCD**/ FNMN***
April 2016	Saprae Creek, Gregoire Lake Estates and Saprae Creek information sessions Phase 1 CFWE radio advertising Final Phase 1 construction notice	Comms*/RCD**/ FNMN***
May 2016	<b>Phase 1 construction begins (tentatively)</b>	Engineering
Feb 2017	Phase 2 construction notice published via newsletter & Facebook	Comms*/RCD**/ FNMN***
March 2017	Phase 2 construction notice published via newsletter & Facebook	Comms*/RCD**/ FNMN***
April 2017	Draper, Anzac and Janvier information sessions Phase 2 CFWE radio advertising Final Phase 2 construction notice	Comms*/RCD**/ FNMN***
May 2017	<b>Phase 2 construction begins (tentatively)</b>	Engineering

\* Comms: Communications and Stakeholder Relations

\*\* RCD: Rural Community Development

\*\*\* FNMN: First Nation & Métis Nation Relations

# Roles & Responsibilities

## **Strategic Communications – Strategy and execution of communications**

- Robin Smith, Press Secretary, Strategic Communications

## **Public Engagement – Strategy and execution in rural, First Nations and Métis communities**

- Sally Warford, Manager, Rural Relations, Community Development & Infrastructure
- Elena Gould, Manager, First Nation & Métis Nation Relations

## **Subject Matter Experts**

- Kashif Khan, Program Manager, Rural Servicing, Engineering
- Moges Gebreleoul, Project Manager, Engineering
- Urban Systems, Stantec and Associated Engineering, Consultants



# Thank you

# Update on Rural Projects, South Rural Committee

January 26, 2016

Presenters : Emdad Haque, Director, Engineering

Kashif Khan, Program Manager Rural Servicing, Engineering



# Introduction

Projects are in progress in the following southern hamlets:

- Anzac
- Conklin
- Draper
- Gregoire Lake Estates
- Janvier
- Sapræe Creek Estates

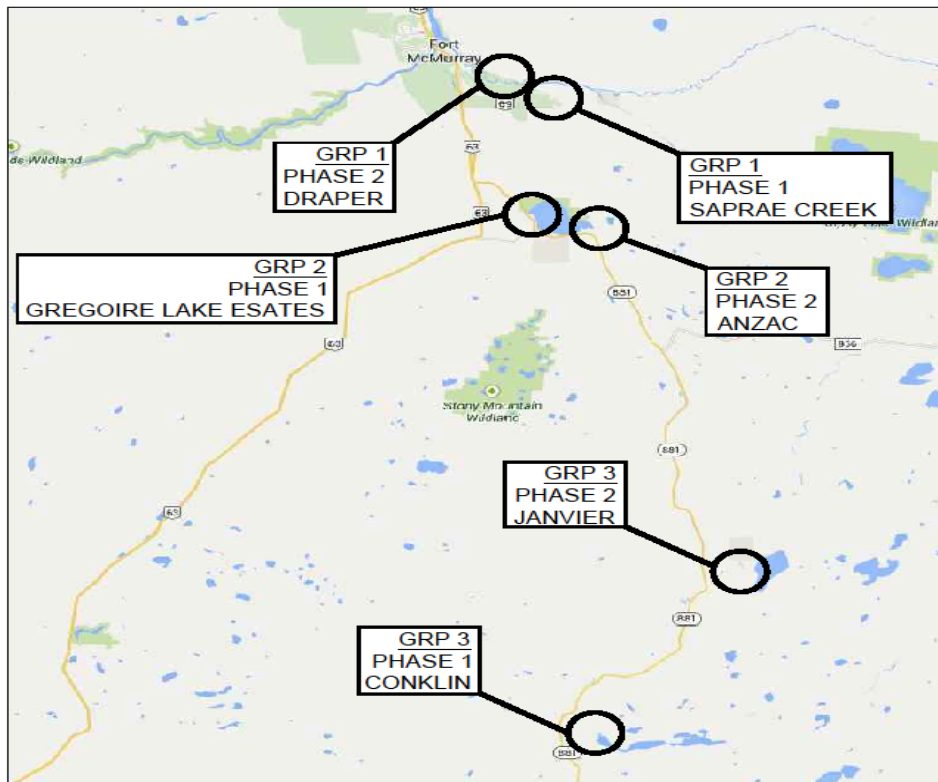
# South Rural Projects


- Rural Water and Sewer Servicing
- Rural Infrastructure Rehabilitation (2013 – 2014)
- Rural Infrastructure Rehabilitation (2015 – 2017)
- Sapræe Creek Water Distribution Upgrades (Pre-Design)
- Anzac Wastewater Treatment Plant and Effluent Pipeline
- Christina River Bridge

# South Rural Projects (continued)

- Anzac Fire Hall
- Anzac Community Centre Upgrade
- Janvier Steel (Indoor Ice Rink) Building
- Conklin Street Light Improvements
- Conklin Multiplex
- Sapræe Creek Fire Hall Expansion

# Rural Water & Sewer Servicing Projects



 REGIONAL MUNICIPALITY OF WOOD BUFFALO	
RURAL ROAD RECONSTRUCTION AND SERVICING	
KEYPLAN	
DATE: SEPT 2014	SCALE: N.T.S.

# Rural Servicing Program - Tentative Schedule


Phases	Communities	Sub Phases	Design Start Date	Design % Completed	Construction Start Date	Construction End Date
Phase 1	Saprae Creek	Freestone Way/ Saprae Cr. and Spruce Valley Dr.	April 2015	90	May 2016	October 2016
		Community Lane, Sol Park Dr., Wess Dr., Sommer Way, Spruce Valley Gate, Ever Green Place, and Conifer Way	July 2015	90	May 2016	October 2017
		Force Main/Gravity Main	July 2015	30	Winter 2016/17	October 2018
Phase 2	Draper	N/A	July 2015	30	May 2017	October 2018
Phase 1	Gregoire Lake Estates	- Gregoire Ave, Aspen Cres., Poplar Cres.	April 2015	80	May 2016	October 2017
		- Force Main	February 2016	0	November 2016	October 2017
Phase 2	Anzac	N/A	August 2015	40	May 2017	October 2018
Phase 1	Conklin	Northland Drive	April 2015	100	Mar 2016	October 2016
		Pine Lane, Poplar Dr., Northland Dr., Poplar Cres., and Spruce Dr.	April 2015	80	May 2016	October 2017
		Christina Lake Dr., and Father Mercredi Trail,	April 2015	80	April 2017	October 2017
		Conklin Corner	April 2015	30	April 2017	October 2017
Phase 2	Janvier	N/A	August 2015	30	May 2017	October 2018

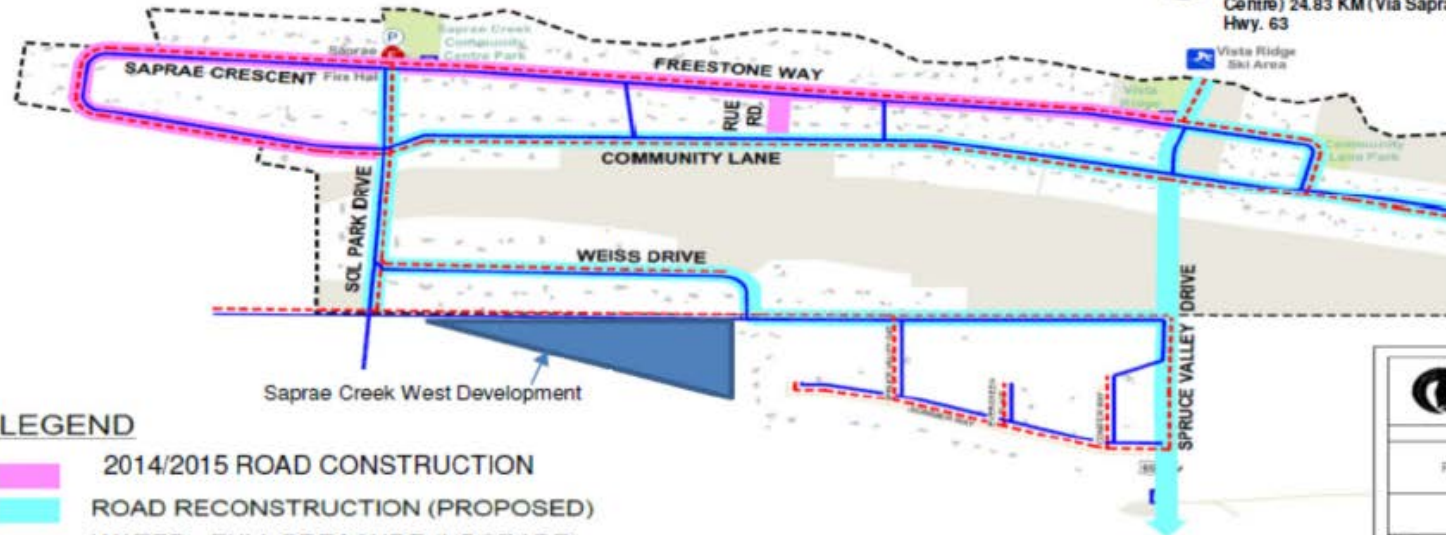
# Saprae Creek – Status

Design - 90% Complete

Construction Starts - May 2016


Area:  
345.51 ha  
Population:  
043  
Municipal Ward:  
Ward 3  
Address of Municipal Office:  
9909 Franklin Avenue  
Fort McMurray, AB, T9H 2K4

 Road Distance to Fort McMurray (Jubilee Centre) 24.83 KM (Via Saprae Creek Trail and Hwy. 63)



## LEGEND

- 2014/2015 ROAD CONSTRUCTION
- ROAD RECONSTRUCTION (PROPOSED)
- WATER - FULL PRESSURE (UPGRADE)
- SANITARY - LOW PRESSURE (PROPOSED)

 <b>REGIONAL MUNICIPALITY OF WOOD BUFFALO</b>	
RURAL ROAD RECONSTRUCTION AND SERVICING	
GROUP 1 SAPRAE CREEK	
DATE: SEPT 2014	SCALE: N.T.S.
DWG NO.: 1 OF 2	DESIGNED BY: TM CHECKED BY: MH



# Gregoire Lake Estates - Status

## Design - 80% Complete

## Construction Starts - May 2016



**Area:**  
 37.06 ha  
**Population:**  
 275  
**Municipal Ward:**  
 Ward 4  
**Address of Municipal Office:**  
 105B-4 Christina Drive  
 Anzac, AB T0P 1J0  
**Road Distance to Fort McMurray (Jubilee Centre)**  
 35.87 km (via Hwy 881 and Hwy 63)

### LEGEND

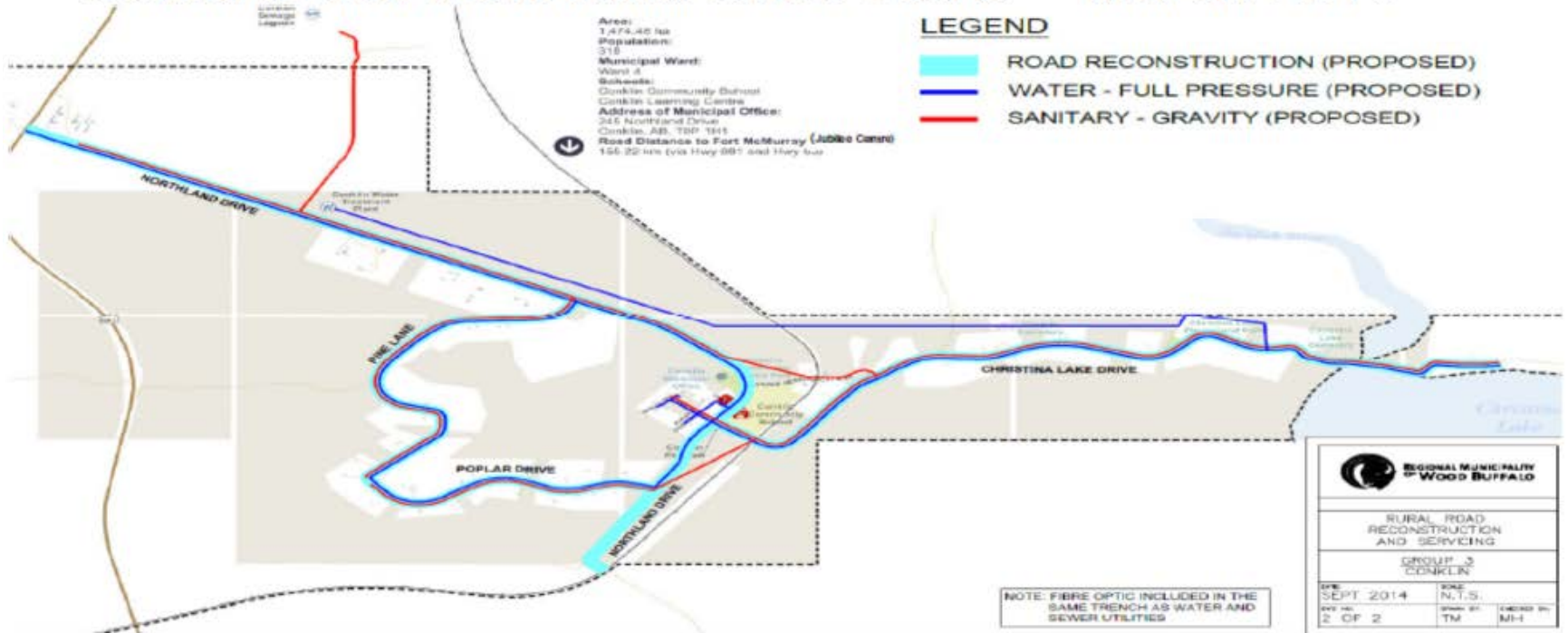
- ROAD RECONSTRUCTION (PROPOSED)
- WATER - EXISTING
- WATER - FULL PRESSURE (PROPOSED)
- SANITARY - GRAVITY (PROPOSED)

 <b>REGIONAL MUNICIPALITY OF WOOD BUFFALO</b>	
RURAL ROAD RECONSTRUCTION AND SERVICING	
GROUP 2 GREGOIRE LAKE ESTATES	
DATE SEPT 2014	DATE N.T.S.
SHEET NO. 1 OF 2	CHECKED BY MH

# Conklin – Status

Design – 80% Complete

Construction Northland Drive Starts – March 2016



# Local Improvement Program – Status

As per September 23, 2014 Council Decision:

- Capital Contribution from the residents of Anzac, Conklin and Gregoire Lake Estates - to be collected through **Local Improvement Tax (LIT)**
- Capital Contribution from the residents of Draper, Janvier and Saprae Creek - to be collected through “**Resident Contracts**”

# Local Improvement Process

(MGA Division 7, Section 391-409)

- **Local Improvement Plan** (LIP) is prepared
- **Notices** to Owners
- **Bylaw** is prepared
- **30 day Petition** Period
- **Bylaw** passed by Council
- **Construction**
- **Local Improvement Tax Levy**

## Local Improvement Program- Next Steps (Tentative)

- Send the notices for LIT and Contracts – **Early March 2016**
- Petition period - **30 days** for LIT
- Feedback period - **30 days** for Resident Contracts
- Compile/Present Report for Rural Committee on Residents Response/Feedback/Petition - **Mid April 2016**
- Construction of Main Water/Sewer Lines - **May 2016**
- Collection of Capital Contribution Starts - After Main Line, Lift Stations are complete - **2018**

# Challenges Rural Water and Sewer Projects:

- Pre-design Estimate vs. Detailed Design Estimate vs. Tender Prices
- Capital Contribution by Commercial Lots
- Servicing of commercial lots not in close proximity of the residential lots
- Approvals from Provincial and Federal Authorities
- Timing of agreements will determine how soon the construction can start on the private lots

# Rural Infrastructure Rehabilitation (2013-2014)

## Project:

- Paving in Anzac is completed for Stony Mountain Road, Willow Lake Drive, Gilmore Drive and Singer Drive
- Sidewalk construction in Anzac and Conklin was completed in 2015
- First layer of asphalt in Freestone Way and Sapræ Crescent is completed. The final layer is incorporated with the Rural Water and Sewer Services program and scheduled to be completed in 2016

# Rural Infrastructure Rehabilitation (2015-2017) Project:

- This project is the continuation of 2013-2014 Infrastructure Rehabilitation project to improve existing roads and sidewalks in all Hamlets
- Intelligent Communities Program is to provide telecommunications and wireless infrastructure (fiber optic) in Anzac, Janvier and Conklin
- Project scope is being combined with Rural Water and Sewer Servicing Project



# Anzac Wastewater Treatment Plant and Effluent Pipeline Project:

- Construction of a 3,200 cubic meter per day capacity Wastewater Treatment Plant and 6 kilometer long Effluent Discharging Pipeline to the existing lagoon
- Wastewater Treatment Plant is currently in the commissioning stage
- Effluent Pipeline construction has started

# Christina River Bridge Project:

- Rehabilitation of existing Christina River Bridge in Janvier
- Rehabilitation of the bridge has started
- Substantial Completion by October 2016

## **Anzac Fire Hall Project:**

- Replacing existing fire hall to increase functionality, match growth, and meet service level standards. This will also fulfill the Municipality's strategic priorities
- Project design is substantially completed
- Construction Tender closing on February 2, 2016
- Substantial completion by September 2017
- Tree clearing within the lot from January 15 to January 30, 2016

# Anzac Community Center Upgrades Project:

- Upgrades to the Community Center in Anzac due to wear and tear of the facility
- Engineering Consultants are procured/hired
- Substantial completion scheduled for December 2016

# Janvier Steel Building (Indoor Ice Rink) Project:

- Provide an indoor rink for the community in a pre-engineered steel building
- Project design started in July 2015 and is 50% complete
- Substantial completion scheduled July 2016

# Conklin Street Light Improvement Project:

- Preliminary design includes installation of 29 street lights to illuminate the trail, decorative steel poles, and LED lights
- Design is complete and a purchase order for the installation of the decorative street lights was issued to Fortis Alberta in the fall of 2015
- Construction is scheduled to start in the Summer of 2016, in coordination with Water and Sewer Servicing Project

# Conklin Multiplex:

- Conklin Multiplex includes office space, children's area, senior's area, indoor ice surface, gymnasium/banquet area, events stage, fitness multipurpose rooms, and classroom/training room
- Contractor mobilized – middle of December 2015
- Projected construction completion – May 2018

# Saprae Creek Fire Hall Expansion Project:

- The existing facility is facing an ongoing shortage of space to store equipment in a safe and functional manner. The project will meet service level standards
- Tender posting expected – middle of February 2016
- Substantial completion – December 2016



**Thank You**

**Questions**