



Rural Municipality of West River
Resolution

Title: CIVONUS Engagements Platform

Motion Carried	_____	Motion No	2024-34
Motion Lost	_____	Date	April 25, 2024
Motion Withdrawn	_____	Council Meeting No	2024-14
Moved by Councillor John Yeo	_____		
Seconded by Councillor Ryan Roggeveen	_____		

WHEREAS

The Committee of the Whole heard a presentation about Civonus as an online tool designed to help Municipalities facilitate public participation in the development of policy and programming on February 8, 2024, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on April 11, 2024

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts Civonus's proposal (Appendix A - attached hereto, forming a part of this resolution) at the cost of \$7500 plus HST and authorizes the CAO to execute it.

BE IT FURTHER RESOLVED

The contract will be paid from the budget allocated for Professional Fees (50%) and Official Plan (50%).

I certify that this is a true copy of the resolution.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A

March 22, 2024



Ms. Laala Jahanshahloo
Chief Administrative Officer
Rural Municipality of West River

Thank you for inviting me to submit a proposal for the use of the Civonus web application in your municipality. We would be pleased to facilitate the development of recommendations on a policy issue for consideration by your Council.

CIVONUS OFFER

We propose to:

- Facilitate the development of policy recommendations on your chosen policy topic using the innovative Civonus web application and its built-in policy development process.
- Help you to frame the policy question(s) for your chosen policy topic.
- Provide direction, support and training/orientation to the participants in the policy development process.
- Help you to identify and recruit participants for the policy development process.
- Provide technical support for the web application.
- Make you aware of any issues that arise during the term of this engagement.
- Deliver a progress report to participants at the end of each step.
- Deliver a final report to you at the conclusion of the policy development process, with one or more recommended policy options and supporting information, for consideration by your Council.

CLIENT COMMITMENT

What we need from you to ensure a successful result is to:

- Identify a suitable policy topic;
- Identify stakeholders to participate in the policy development process.
- Promote participation in the policy development process to citizens and identified stakeholders.
- Confirm that those who register to participate are legitimate stakeholders, if that is something that you are concerned about.
- Nominate one or more persons to represent your administration to share policy topic research, answer any questions that participant may have, and generally participate in the policy development process.
- Share honest and timely feedback on the policy development process and web application.
- Pay the agreed upon price for the delivery of the policy recommendations.

Appendix A (continued)

FEE PROPOSAL

For communities with a population between 1000 and 10,000 persons, we have set a price of \$15,000 for each policy development process to recover our facilitation and development cost. However, given that we are in the early stages of developing the web application and honing the policy development process, and that we require early adopters to help us with that by providing feedback, we are prepared to discount that rate by 50% to \$7500. Payment would be due as follows:

- 25% upon contract signing.
- 25% after the completion of Step 3 in the process.
- 25% after completion of step 6 in the process
- 25% upon receipt of the final report.

Please do not hesitate to contact me if you have any questions or concerns about this proposal.

Respectfully submitted,

Robert Hughes

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