



Administrative Briefing

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, May 20, 2014
6:00 p.m.

From time to time, items will be scheduled which must be dealt with in private due to the sensitive or confidential nature of the matter, and in such cases, the specific section of the Freedom of Information and Protection of Privacy Act will be referenced on the agenda.

Agenda

Call to Order

1. Adoption of the Agenda
2. Minutes of previous Administrative Briefing - May 6, 2014
3. Winter Maintenance Standards and Practices (Snow Clearing) (60 minutes)
4. Municipal Public Art Report, Policy and Bylaw (30 minutes)
5. Graffiti Vandalism (30 minutes)

Motion to Move In Camera

6. Sports and Entertainment Centre (SEC) Next Steps (15 minutes)
(In camera, pursuant to Section 16 and 24 of the Freedom of Information and Protection of Privacy Act)

Motion to Reconvene in Public

Adjournment

Unapproved Minutes of an Administrative Briefing of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, May 06, 2014, commencing at 6:00 p.m.

Present: M. Blake, Mayor
T. Ault, Councillor
G. Boutilier, Councillor
L. Bussieres, Councillor
J. Cardinal, Councillor
S. Germain, Councillor
K. McGrath, Councillor
P. Meagher, Councillor
J. Stroud, Councillor
A. Vinni, Councillor

Absent: J. Chadi, Councillor

Administration: M. Ulliac, Interim Chief Administrative Officer
S. Kanzig, Chief Legislative Officer
A. Rogers, Senior Legislative Officer
E. Franks, Legislative Coordinator

Call to Order

The Mayor called the Administrative Briefing to order at 6:15 p.m.

1. Adoption of Agenda

Moved by Councillor P. Meagher that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

Arrival

Councillors G. Boutilier and S. Germain arrived at 6:17 p.m.

2. Minutes of Administrative Briefing - April 1, 2014

Moved by Councillor P. Meagher that the Minutes of the April 1, 2014 Administrative Briefing be approved as presented.

CARRIED UNANIMOUSLY

Motion to Move In Camera

Moved by Councillor P. Meagher that the Administrative Briefing move in camera pursuant to section 16 and 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED

For: M. Blake, T. Ault, L. Bussieres, J. Cardinal, S. Germain, K. McGrath, P. Meagher, J. Stroud, A. Vinni

Opposed: G. Boutilier

3. Sports and Entertainment Centre Presentations

- Clearwater Consortium
- International Coliseums Company
- Integrated Team Solutions

(In camera, pursuant to section 16 and 24 of the Freedom of Information and Protection of Privacy Act)

Motion to Reconvene in Public

Moved by Councillor K. McGrath that Council reconvene in public.

CARRIED UNANIMOUSLY

The Administrative Briefing was held in camera between 6:22 p.m. and 10:16 p.m.

4. Sports and Entertainment Centre (SEC) Summary Report Recommendations

(In camera, pursuant to section 16 and 24 of the Freedom of Information and Protection of Privacy Act)

Due to the time constraints, the following item did not proceed; however, a special in-camera Administrative Briefing will occur at 3:30 p.m. on Tuesday, May 13 to deal with the matter.

Adjournment

Moved by Councillor A. Vinni that the meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:17 p.m.

Mayor

Chief Legislative Officer

ADMINISTRATIVE BRIEFING REQUEST FORM

Administrative Briefing Information:

An Administrative Briefing is an opportunity for Administration to present information or discuss sensitive issues with the Mayor and Councillors in a private environment. Administration should not expect a decision or direction from the Mayor and Councillors at any Administrative Briefing.

Date/Department:	May 20, 2014	Public Operations	
Subject	Winter Maintenance Standards and Practices		
Objective:	To brief Mayor and Councillors on proposed changes to the Winter Maintenance Standards		
Summary of Issue:	The current standards do not reflect winter maintenance on residential streets until snow accumulation triggers are met. We wish to propose changes to enhance the current standard.		
Time Requested:	30 Minutes	Time Allotment:	
Attendees: (include title and company)	Henry Hunter, Executive Director - Public Infrastructure Glen Smith, Director - Public Operations Robert Billard, Manager - Road Maintenance		
Executive Director:	Recommended for Administrative Briefing	Henry Hunter, Executive Director	
Chief Administrative Officer:	Approved for Administrative Briefing	Glen Laubenstein, Chief Administrative Officer	

Winter Road Maintenance Operations



Overview

- Definitions
- Urban Levels of Service
 - Plowing Activities
 - Snow Removal Activities
 - Winter Operations Cost
- Operational Challenges
- Enhanced Winter Snow and Ice Control Services
 - Option 1 – Staggered Starts
 - Option 2 – Weekly services in residential areas
 - Option 3 – Individual event response in residential areas

Definitions

Snow Plowing

- The pushing of accumulated snow from the roadway surface either to the sides of the roadway or the center of the roadway in order to maintain no less than one traffic lane in each direction.

Snow Removal

- The loading of snow onto trucks, casting snow from the roadway onto adjacent land.

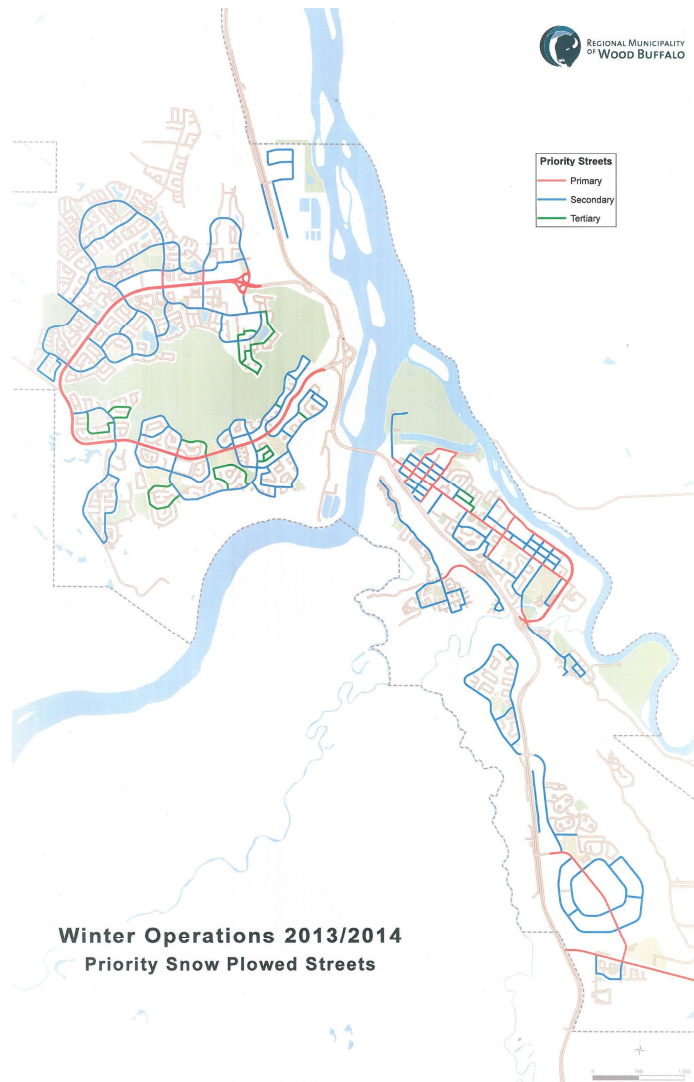
Material Spreading

- Salting – Sodium Chloride is used as a de-icer and is spread when road temperatures are between 0° C to -15° C.

Definitions

- Sanding – Used to create traction on road surfaces and is spread when salt is no longer effective at melting ice and snow.
- Calcium Chloride – Used as a pre-wetting liquid to help adhere sand and salt to road surfaces.

Urban Level of Service Maps



Primary – 109.1 lane km's

Include but are not limited to: Thickwood Boulevard, Confederation Way, Signal Road, downtown business center, Morrison Street, Hardin Street, Franklin Avenue, Hospital Street, King Street, Tolen Drive, Abasand Hill, Gregoire Drive, MacKenzie Boulevard, Highway 69, and Airport Access Road.

Secondary – 222.6 lane km's

Include school zones, Urban Service Area transit routes and main accesses to neighbourhoods.

Residential – 254.0 lane km's

Includes all other urban roadways (i.e. local roads, and alleyways).

Urban Level of Service - Plowing

Road Priority Levels and Response Times

- Primary – Plowed, and materials applied for snow and ice control continuously; with the goal to achieve bare pavement, conditions permitting. Response time is immediately and completed within 8 hours after the snow event has stopped.
- Secondary – Plowed, and materials applied once primary routes have received snow and ice control; with the goal to provide bare pavement in wheel tracks, conditions permitting. Is done once all primaries are completed and within 16 hours after the snow event has stopped.
- Residential – Receive snow and ice control on a priority basis, conditions permitting. May be done to render hazardous conditions safe.

Urban Level of Service - Plowing

Available Equipment

3 Graders	7 Loaders / 2 Plows
2 Plow Trucks	3 One Ton with Plows
16 Plows with Spreader	

Available Man Power

- Operating shifts 24 hours a day 7 days a week
- Day shift – 2 Team Leads, 8 – 12 Operators
- Night shift – 1 Acting/Operating Team Lead, 2 – 5 Operators
- Approximately \$3.3 million was spent on wages; with a additional \$1.2 million being spent in over time wages for storm response for the 2012/2013 winter season

Urban Level of Service – Snow Removal

Priority Level and Response Times – Snow Removal

- Primary & Secondary – When windrow exceeds 1m in height, and or where there is limited on street storage, and when traffic sight lines are compromised completed on a priority basis, conditions permitting.
- Stop and Yield signs – First 15m of the streets windrow is removed when sight lines are compromised, conditions permitting.
- Residential – Occurs when an average of 10 cm of snow pack is accumulated during routine maintenance, or when 30 cm or more fall during a significant snow event.

Snow Removal

Available Equipment



RMWB
7 Loaders
4 Blowers
3 Graders
1 – 2 One Tons (as needed)

Contractor
6 Graders
20 – 25 Haul Trucks
2 – 3 Dozers
2 – 3 Loaders

Available Man Power

- RMWB – 2 Team Leads, 2 Sign Posting, 10 – 15 Operators
- Contractor – 2 Supervisors, 30 – 40 Operators

Winter Operations Costs

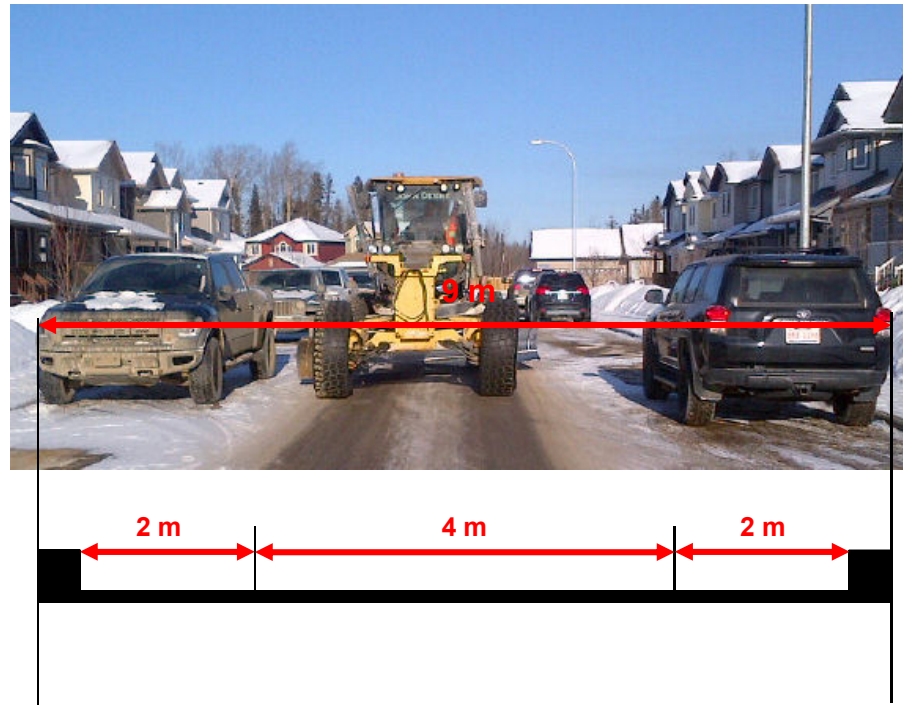
The combined total budget per winter season for snow removal and plowing activities is \$9,050,000.

Labour	\$3,000,000
Equipment	\$1,400,000
Towing	\$300,000
Materials	\$1,350,000
Contractor Services	\$3,000,000

Operational Challenges



Operational Challenges



The minimum to maximum plow width is:
3.4m – 3.7m

Snow Removal Enhancement

Option 1 – Staggered Starts

- Use a staggered start with two separate crews for snow removal; once the primary and secondary routes in an area are completed, residential snow removal will start in the same area with a different crew.
- Initiate snow removal on Primary and Secondary routes when driving lane widths are reduced to 5.5m or when height of windrows exceeds 1.0m.

Snow Removal Enhancement

Option 1 – Staggered Starts

- Initiate snow removal in residential areas when the road width or parking areas restrict safe vehicle movement, when windrows exceed 1.0m in height, or when ruts deeper than 10cm occur.
- Change current parking ban to a winter parking ban declaration similar to other jurisdictions with increased parking fines to cover cost of courtesy towing. The parking ban could be declared 24 hours prior to forecasted snow event and 7 days prior to snow removals.

Snow Removal Enhancement

Option 1 – Staggered Starts

- Additional operational budget of **\$5,893,638** is required to perform 2 staggered snow removal services per winter season. **\$1,500,000** is required for capital equipment purchases.

Labour	\$1,973,350
Equipment Operating	\$354,704
Towing	\$300,000
Contractor Services	\$3,265,584

Additional Equipment Capital	\$1,500,000
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Snow Removal Enhancement Option 2 – Weekly services in residential areas

- Residential – Receive snow and ice control on a priority basis, conditions permitting within 7 days after the snow event has stopped.
 - No Parking restrictions are imposed one day per week in designated residential areas to allow snow blading of the roadway to maintain a 5 – 10 cm snow pack. Cleanup of snow deposited at the road edge will be performed if blading is not needed on future designated days. Cleared snow will be deposited within open spaces in the residential areas if possible or hauled to maintain snow pack levels.
-

Snow Removal Enhancement Option 2 – Weekly services in residential areas

- Change the parking ban from the current posting ban to a winter parking ban declaration similar to other jurisdictions with increased parking fines to cover cost of courtesy towing. Weekly winter parking ban days would be broadcast via social media and electronic message boards similar to garbage collection schedule.

Snow Removal Enhancement

Option 2 – Weekly services in residential areas

- Additional operational budget of **\$4,255,968** is required to perform snow plowing on a weekly basis to the residential roadways. Estimated **\$2,100,000** is required for Capital Equipment purchases.

Estimated Internal Resource Costs	
Labour	\$2,753,184
Equipment	\$602,784
Towing	\$400,000
Materials	\$500,000

Snow Removal Enhancement

Option 3 – Individual Snow Event in Residential Areas

- Residential – Receive snow and ice control on a priority basis, conditions permitting within 5 days after the snow event has stopped.
 - No Parking restrictions are imposed for one side of the roadway in residential areas to allow snow blading of the roadway to maintain a 5 – 10 cm snow pack. Windrows of snow will be stored at the road edge on the parking restricted side of the street. Cleanup of snow deposited at the road edge will be performed if blading is not needed on future designated days. Cleared snow will be deposited within open spaces in the residential areas if possible or hauled to maintain snow pack levels.
-

Snow Removal Enhancement Option 3 – Individual Snow Event in Residential Areas

- Change the parking ban from the current posting ban to a winter parking ban declaration similar to other jurisdictions with increased parking fines to cover cost of courtesy towing. Winter parking ban start on October 15 until April 15 and would be broadcast via social media and electronic message boards.

Snow Removal Enhancement

Option 3 – Individual Snow Event in Residential Areas

- Additional budget of **\$4,057,824** is required to perform residential snow plowing on a individual snow event basis. Estimated **\$2,100,000** is required for Capital Equipment purchases.

Estimated Internal Resource Costs	
Labour	\$2,753,184
Equipment	\$404,640
Towing	\$400,000
Materials	\$500,000



Winter Road Maintenance Questionnaire

Snow Plowing

Snow Plowing is the pushing of accumulated snow from the roadway surface either to the sides of the roadway or the centre of the roadway in order to maintain no less than one traffic lane in each direction.

Please indicate your satisfaction level:

The overall performance of snow plowing / removal during the winter of 2013 / 14 on roadways in the municipality.

Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied

Snow Removal

Snow removal is the hauling away of snow from streets and laneways, and is performed to increase the driving width of the roadway to mitigate sight line restrictions when plowed snow exceeds 1.2 metres in height along roadways.

Please indicate your satisfaction level:

Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied

Night Time Snow Removal

Snow removal is performed mostly during the day. To improve the timeliness of snow removal, this service should also be conducted at night :

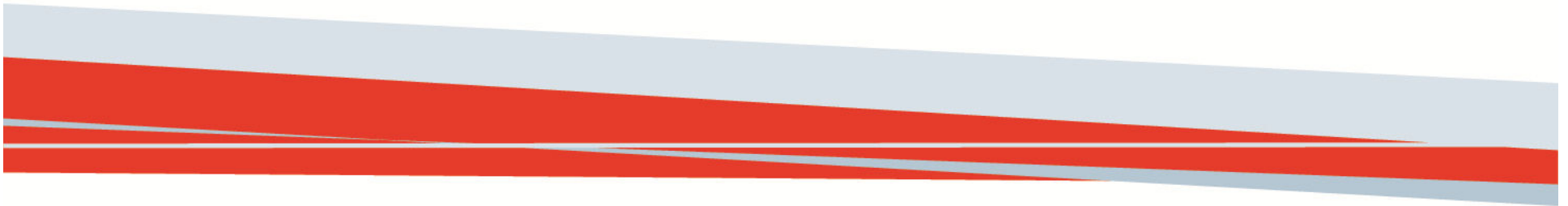
Please indicate the hours that are acceptable to you for night time snow removal

8:00 PM	9:00 PM	10:00 PM	11:00 PM	All Night

Winter Parking Bans

In Order to provide enhanced snow and ice services, Winter parking bans will need to be adjusted.

Please review the Winter Parking Ban Options on the next slides and select your preference:



Winter Parking Ban Options

- A:** “ *No Parking* signs” are posted 48 hours in advance of and during snow removal and hauling operations. Parked vehicles on posted roadways are ticketed and may be towed to allow for efficient operations.
- B:** One day per week, vehicles will not be permitted to park on roadways in specific areas similar to garbage collection days to allow plowing. Variable Message signs will display messages at entrances to the areas. Parked vehicles on roadways are ticketed and may be towed to allow for efficient operations.

Winter Parking Ban Options

- C:** Temporary winter parking ban will be declared that require ALL motor vehicles to be off roadways during a snow event. Ban will be declared 24 hours prior snow plowing / removal using message boards and social media. Parked vehicles on roadways are ticketed and may be towed to allow for efficient operations.
- D:** Seasonal winter parking ban is declared for one side of all roadways from Oct. 15th to April 15. Parked vehicles on roadways are ticketed and may be towed to allow for efficient operations.

Winter Parking Ban Options

Please indicate the Winter Parking Ban Option that is acceptable to you

Option A - Posted	Option B - Weekly	Option C – 24 hr Notice	Option D – One Side Only	

Enhanced Residential Winter Service

Residential winter service enhancements could result in small windrows stored at the curb until the snow can be removed.

Please indicate how quickly the windrow needs to be removed

1 Week	2 Weeks	3 Weeks	1 month	2 months

Enhanced Winter Service

Costs associated with enhanced winter service may result in a property tax increase.

Please indicate below the annual tax increase amount that would be acceptable to you if winter service is enhanced

\$200.00	\$250.00	\$300.00	\$ 350.00	\$ 400.00



Please note that unless specifically requested, there will be a maximum of 10 minutes for each presentation with an additional 20 minutes allotted for questions from Elected Officials per item.

Municipal Public Art Policy and Public Art Committee Bylaw

**Administrative Briefing
May 20th, 2014**

Overview

- Background
- Best Practices in Public Art
- Municipal Public Art Policy
- Role and Responsibilities
- Public Art Process



Background

Consultation Process

- Public Art Action Forum: April 14, 2011
- Building a Dynamic Community through the Arts: October 19, 2011
- Vibrant Culture Summit: September 20, 2012
- Meeting with Arts Council Wood Buffalo: November 26, 2012
- Communities in Bloom Committee: April 28th, 2014
- The Community Services Committee reviewed and made recommendations on May 14, 2014



Best Practices in Public Art

	Calgary	Edmonton	Red Deer	Lethbridge	St. Albert
Assessed on City Capital Projects	2004 1% of capital budget projects over \$1 M	1991 1%	2010 1% of capital construction costs over \$250,00	2012 1% of total cost of all capital projects over \$500,000	2009 1% of the budgeted cost of all eligible capital projects over \$250,00
Assessed on Private Development	Voluntary	Voluntary	Voluntary	Voluntary	Voluntary
Maintenance Funding	Financed through 1% funding	10%	Included in operating budget	10%	10% of the total cost of each public art acquisition
Government or Non-Profit	Municipal	Edmonton Arts Council	Municipal	Municipal	Municipal

Best Practices in Public Art

	Vancouver	Toronto	Thunder Bay	Halifax	RMWB
Assessed on City Capital Projects	Annual capital allocation based on a three year plan	1997 1% of capital projects	Annual minimum of 1% of the City's gross capital budget	Revised 2008 1% of construction costs for City projects	2014 Proposed 1% of the Municipality's gross eligible capital budget
Assessed on Private Development	Density Bonusing	Density Bonusing 1%	Voluntary	Density Bonusing 1%	Voluntary
Maintenance Funding	10% into public art maintenance reserve fund	Operating budget	10% of the total project budget	Operating budget	Operating budget
Government or Non-Profit	Municipal	Municipal	Municipal	Municipal	Municipal

Municipal Public Art Policy

- Builds a visually rich environment
- Plays a role in attracting creative businesses and workers
- Develops, promotes, and supports local artistic talent
- Reflects the cultural character and heritage of the region
- Encourages the growth of a culturally informed public
- Supports diverse approaches to public art, which reflect contemporary national and international standards
- Achieves high standards of excellence in the selection and commissioning of public art
- Is reflective of current best practices

Municipal Public Art Policy

Funding Sources

- Funding of public art would be allocated based on 1 per cent of the total eligible capital budget each year
- Only eligible capital project items over \$1 million will qualify. Eligible capital projects include:
 - New building construction
 - Park development projects
 - Major additions to existing buildings
 - New road developments
 - New engineering structures



Municipal Public Art Policy

Ineligible capital project items for public art include:

- General operating upgrades to roads, in-ground water, sewer, or drainage
- Demolition projects
- Capital equipment



Municipal Public Art Policy

For eligible municipal capital projects, allocations are based on pre-design/design and projected construction costs of capital projects. These project costs exclude soft costs associated with land purchase, building demolition, furnishings and other costs (i.e., fees and permits, interest, professional and legal fees, as well as advertising costs).



Public Art Committee

- Established by a bylaw
- Comprised of seven (7) members, who are residents of the Regional Municipality Wood Buffalo:
 - Four (4) professionals with recognized experience as artists/arts administrators, heritage professionals, architects/landscape architects, design professionals, civil engineers, conservators, business/industry
 - Three (3) Citizens-at-Large
- At least one Member from the Committee shall be a rural representative who can be categorized within one of the above mentioned areas.

Public Art Committee Role

- Advise on Municipal Art Program guidelines
- Promote public awareness of the Municipal Public Art Program through education and outreach initiatives
- Provide guidance to stakeholders, and the Municipality
- Examine issues and opportunities that may affect the Program
- Prepare an annual report for Council on the Committee's activities



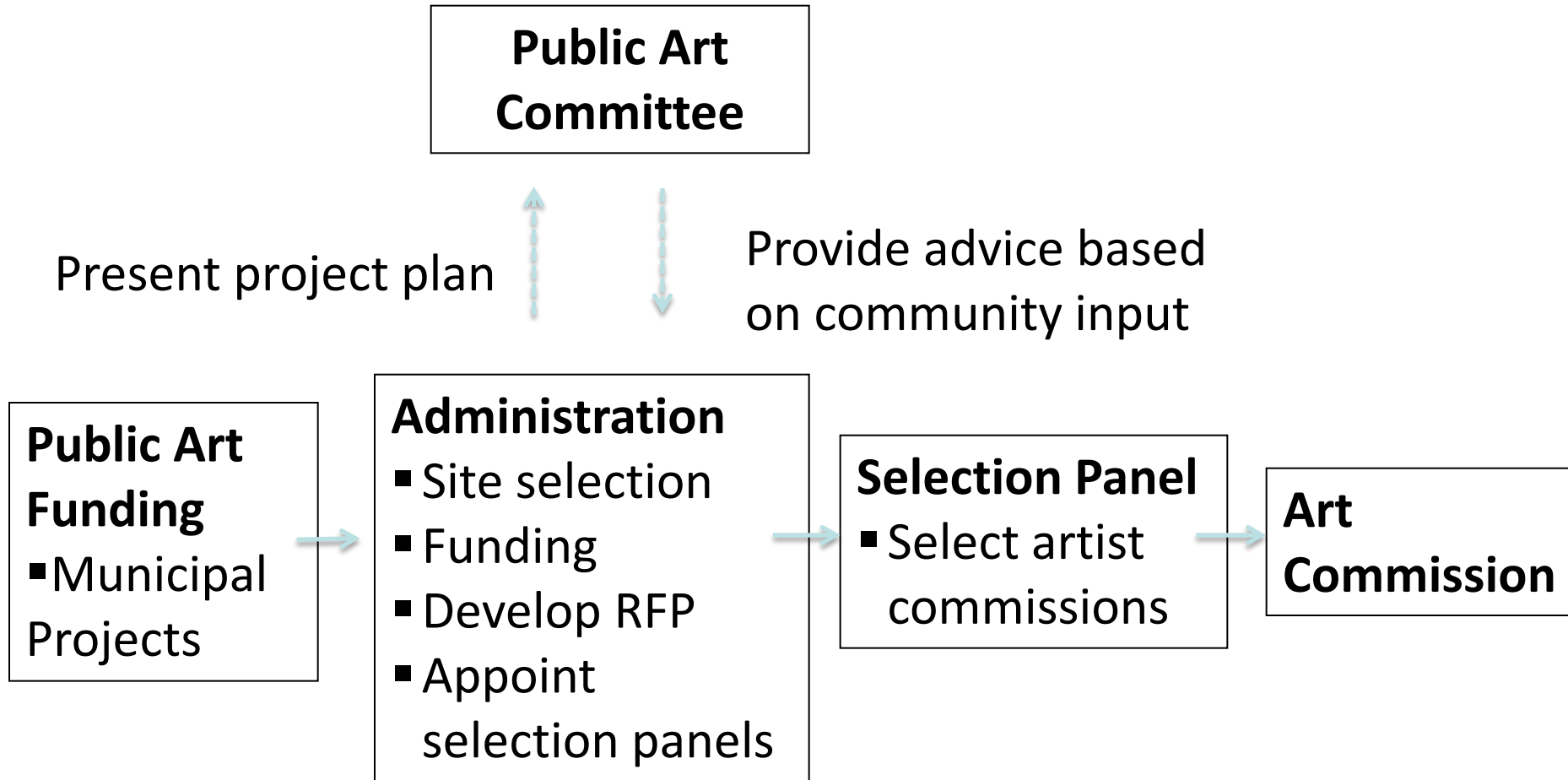
Municipality's Role

Municipal administration will:

- Develop program guidelines
- Determine site locations for artwork
- Initiate Requests for Proposals
- Coordinate Public Art Selection Panels
- Administer program funds



Public Art Process



Administrative Briefing Request Form

Administrative Briefing Information:

An Administrative Briefing is an opportunity for Administration to present information to the Mayor and Councillors on matters falling under one of the exceptions to disclosure in the FOIP Act. There will be no debate, decision or direction from the Mayor and Councillors at any Administrative Briefing.

Please note that unless specifically requested, there will be a maximum of 10 minutes for each presentation with an additional 20 minutes allotted for questions from Elected Officials per item.

Department:	Community Services	
Subject:	Graffiti Vandalism Council Motion	
Objective:	Update Council regarding research related to best practices for enhanced education and enforcement of graffiti vandalism and present an approach for moving forward	
Summary of Issue:	<p>On March 11, 2014, Council put forth a motion for Administration to research and report back on practices for enhanced education and enforcement of graffiti vandalism, including, but not limited to, a bylaw covering the potential for restrictions on commercial spray can storage, sales to minors and graffiti removal timelines.</p> <p>Administration will present information about an existing bylaw and graffiti abatement programs. The program overview includes graffiti abatement measures currently in-progress, proposed and recommended next steps including the creation of a comprehensive Community Standards Bylaw for presentation back to Council in 2015 and an ongoing commitment to the removal and enforcement of graffiti vandalism.</p>	
Attachments: (to be submitted with this form)	Powerpoint Presentation	
Presenters: (name, title and department)	Monica Lance, Manager, Community Services	
Attendees: (name, title and department)	Monica Lance, Manager, Community Services	
Proposed Administrative Briefing Date: May 20, 2014		
<p>Approvals:</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><u>Carole Bouchard</u></p> <p>Director</p> </div> <div style="text-align: center;"> <p>_____</p> <p>Executive Director</p> </div> <div style="text-align: center;"> <p><u>Marcel Ulliac</u></p> <p>Interim Chief Administrative Officer</p> </div> </div>		

GRAFFITI VANDALISM COUNCIL MOTION

May 20, 2014



BACKGROUND

- On March 11, 2014, Council put forth a motion for Administration to research and report back on best practices for enhanced education and enforcement of graffiti vandalism, including, but not limited to, a bylaw covering the potential for restrictions on commercial spray can storage, sales to minors and graffiti removal timelines.



CURRENT STATUS

Current Nuisance Bylaw No. 00/078:

- Addresses the penalty for “writings or pictures” on property
- Applies to property owners and their obligation for timely removal of graffiti

Criminal Code:

- Addresses the graffiti vandal as an individual
- The RCMP has had success in prosecuting the individuals responsible for the majority of graffiti incidences in recent months

BEST PRACTICES

Administration reviewed graffiti abatement measures in:

- Calgary
- Edmonton
- Halifax
- Red Deer
- Vancouver
- Winnipeg

The Municipality's existing, in-progress and proposed graffiti abatement measures align with best practices in the above mentioned communities.

EXISTING GRAFFITI ABATEMENT MEASURES

- Graffiti Hotline
- Citizen Removal Kits
- Annual Graffiti Abatement Mural Program
- Door Knocker Campaign (Community Clean Up)
- Community Wipe Out Events (May 23-24, 2014)
- Parks staff have one full-time and one temporary member dedicated to graffiti removal efforts
- Parks staff are equipped with removal wipes at all times

GRAFFITI ABATEMENT MEASURES IN-PROGRESS

- Communications campaign to promote Graffiti Hotline and community wipe-out events
- School presentations about the impact graffiti has on the victim
- Alternative Measures program
- Researching systems for tracking graffiti vandalism
- Researching Crime Prevention through Environmental Design education

PROPOSED GRAFFITI ABATEMENT MEASURES

- Identify a legal free wall space
- Expand existing adoption programs (Adopt-A-Spot)
- Expand existing Graffiti Abatement Education programs
- Improve partnerships with local businesses

KEY CONSIDERATIONS

Limit the sale of spray paint to minors as:

- It would be difficult to enforce
- It would potentially add considerable strain on local retailers
- Spray paint/graffiti materials are readily available for purchase online
- This practice can be viewed as discriminatory towards minors

RECOMMENDATIONS

- Create a comprehensive and all-encompassing Community Standards Bylaw for presentation back to Council in 2015

RATIONALE

- A Community Standards Bylaw will address graffiti, while combining all similar bylaws.
- A Community Standards Bylaw will create a consistent tool for education and enforcement.

NEXT STEPS

- Public consultation
- Create a comprehensive and all-encompassing Community Standards Bylaw for presentation back to Council in 2015
- Ongoing commitment to education graffiti removal and enforcement

