REGIONAL MUNICIPALITY OF WOOD BUFFALO

Council Meeting

Jubilee Centre Council Chamber | Tuesday, July 12, 2011
9909 Franklin Avenue, Fort McMurray | 6:00 p.m.

Agenda

Call to Order

Opening Prayer

Adoption of Agenda

Minutes of Previous Meetings

1. Regular Meeting – June 28, 2011

Delegations

Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Consistent with all delegations, each presentation will be allowed a maximum of five minutes.

Public Hearings and Related Reports

2. Bylaw No. 11/023 – Road Closure and Authorization to Sell
   - Public Hearing
   - Consideration of 2nd and 3rd readings

Bylaws

3. Bylaw No. 11/002 Closure of Undeveloped Government Road Allowance – Proposed Conklin Cemetery Expansion
   - Consideration of 2nd and 3rd readings

4. Stonecreek Parcel F
   - Bylaw No. 11/024 – Timberlea Area Structure Plan Amendment
   - Bylaw No. 11/025 – Land Use Bylaw Amendment (1st readings)

5. Bylaw No. 11/026 – Land Use Bylaw Amendment – Lot 1, Block 2, Plan 082 8988 (Stonecreek Parcel F) (1st reading)

Reports

6. Capital Budget Amendment – Enterprise Resource Planning Solution Phase 1

7. Capital Budget Request – Municipal Data Storage Virtualization Solution 2011

8. 2011 Capital Budget Request – Confederation Way and Thickwood Boulevard Lane Widening

9. Green Fleet Action Plan

10. Updated Transit and Transportation Strategy

New and Unfinished Business

Reporting - Boards and Committees

Adjournment

Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chambers at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, June 28, 2011, commencing at 6:00 p.m.

Present:
M. Blake, Mayor
M. Allen, Councillor
D. Blair, Councillor
L. Flett, Councillor
S. Germain, Councillor
D. Kirschner, Councillor
P. Meagher, Councillor (via teleconferencing)
D. Scott, Councillor
J. Stroud, Councillor
R. Thomas, Councillor
A. Vinni, Councillor

Administration:
G. Laubenstein, Chief Administrative Officer
S. Kanzig, Chief Legislative Officer
J. Callahan, Legislative Officer
M. Laing, Legislative Assistant/Recorder

Call to Order

Mayor Blake called the meeting to order at 6:00 p.m.

Opening Prayer

Mayor Blake invited those so inclined to join her in Prayer.

Agenda

11-180 Moved by Councillor Thomas that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes

1. Council Meeting – June 14, 2011

11-181 Moved by Councillor Allen that the minutes of the regular meeting held on June 14, 2011 be approved as presented.

CARRIED UNANIMOUSLY

Delegations

2. Ross Jacobs, Community Futures Wood Buffalo re: Annual Stakeholder Report

Ross Jacobs, Community Futures Wood Buffalo, presented information regarding their Annual Stakeholder Report. He provided an overview of Community Futures Wood Buffalo's services and their linkage to the Regional Municipality of Wood Buffalo.

11-182 Moved by Councillor Scott that the presentation made by Ross Jacobs be received as information.

CARRIED UNANIMOUSLY

Jim Rogers, resident, commented on the Community Futures Wood Buffalo presentation.

11-183 Moved by Councillor Thomas that the presentation made by Jim Rogers be received as information.

CARRIED UNANIMOUSLY

Public Hearings and Related Reports

3. Bylaw No. 11/016 – Land Use Bylaw Amendment – Lot 1, Block 1, Plan 102 7102 (Abrams Land)

11-184 Moved by Councillor Kirschner that Council move into a Public Hearing regarding Bylaw No. 11/016.

CARRIED UNANIMOUSLY

Peter Apostolakos, Planning and Development, provided an introduction and brief overview of the proposed bylaw, noting that it is supported by Administration.

Pankaj Nalavde, Armin A. Preiksaitis and Associates Ltd., Applicant, provided an opening statement for Bylaw No. 11/016.

11-185 Moved by Councillor Kirschner that the Public Hearing be closed for Bylaw 11/016.

CARRIED UNANIMOUSLY

The Public Hearing regarding Bylaw No. 11/016 was held between 6:32 p.m. and 6:46 p.m.

11-186 Moved by Councillor Kirschner that Bylaw No. 11/016, being a Land Use Bylaw amendment specific to Lot 1, Block 1, Plan 102 7102 (Abrams Land) and an amendment to the Public Services District, be read a second time.

CARRIED UNANIMOUSLY

11-187 Moved by Councillor Kirschner that Bylaw No. 11/016, be read a third and final time.

CARRIED UNANIMOUSLY

4. Saprae Creek (East) – Lot 1, Block 1, Plan 082 1583

- **Bylaw No. 11/017 – Municipal Development Plan Amendment**
- **Bylaw No. 11/018 – Area Structure Plan Amendments**
- **Bylaw No. 11/019 – Land Use Bylaw Amendments**

11-188 Moved by Councillor Thomas that Council move into a Public Hearing regarding Bylaw Nos. 11/017, 11/018, 11/019.

CARRIED UNANIMOUSLY

Claire Woodside, Planning and Development, provided an introduction and brief overview of the proposed bylaws, nothing that they are supported by Administration.

Darrell Grant, Brown and Associates Planning Group, Applicant, and Dennis Doherty, Pacific Investments and Development Ltd., Landowner, provided an opening statement for the proposed bylaws.

Jim Rogers, resident, spoke in favor of all the Saprae Creek (East) Bylaws.

11-189 Moved by Councillor Allen that the Public Hearing for Bylaw Nos. 11/017, 11/018, 11/019 be closed.

CARRIED UNANIMOUSLY

The Public Hearing regarding Bylaw Nos. 11/017, 11/018 and 11/019 was held between 6:49 p.m. and 6:59 p.m.

11-190 Moved by Councillor Vinni that Bylaw No. 11/017, being an amendment to the Municipal Development Plan to change the designation of Lot 1, Block 1, Plan 082 1583 from Future Residential to Country Residential and from Rural to Country Residential, be read a second time.

CARRIED UNANIMOUSLY

11-191 Moved by Councillor Vinni that Bylaw No. 11/017, be read a third and final time.

CARRIED UNANIMOUSLY

11-192 Moved by Councillor Vinni that Bylaw No. 11/018, being an amendment to the Highway 69/Clearwater River Valley Area Structure Plan and Fort McMurray Municipal Airport Area Structure Plan to change the designation of Lot 1, Block 1, Plan

082 1583 from Proposed Country Residential and Environmentally Sensitive Areas to Existing Suburban Estate Residential, and an amendment to the Saprae Creek Area Structure Plan to reduce the minimum lot size within the Hamlet of Saprae Creek Estates from 1.0 hectares to 0.8 hectares on Lot 1, Block 1, Plan 082 1583, be read a second time.

CARRIED UNANIMOUSLY

11-193 Moved by Councillor Vinni that Bylaw No. 11/018, be read a third and final time.

CARRIED UNANIMOUSLY

11-194 Moved by Councillor Vinni that Bylaw No. 11/019, being a site specific amendment to the Land Use Bylaw to reduce the minimum lot size on Lot 1, Block 1, Plan 082 1583 from 1.0 hectare to 0.8 hectares, and change the designation from Rural District (RD) to Suburban Estate Residential District (SE), be read a second time.

CARRIED UNANIMOUSLY

11-195 Moved by Councillor Vinni that Bylaw No. 11/019, be read a third and final time.

CARRIED UNANIMOUSLY

5. Saprae Creek (Southwest) – Lot 1, Block 5, Plan 082 1581

- **Bylaw No. 11/020 – Municipal Development Plan Amendment**
- **Bylaw No. 11/021 – Area Structure Plan Amendments**
- **Bylaw No. 11/022 – Land Use Bylaw Amendments**

11-196 Moved by Councillor Vinni that Council move into a Public Hearing regarding Bylaw Nos. 11/020, 11/021 and 11/022.

CARRIED UNANIMOUSLY

Claire Woodside, Planning and Development, provided an introduction and brief overview of the proposed bylaws, noting that they are supported by Administration.

Darrell Grant, Brown and Associates Planning Group, Applicant, and Dennis Doherty, Pacific Investments and Development Ltd., Landowner, provided an opening statement for the proposed bylaws.

11-197 Moved by Councillor Thomas that the Public Hearings for Bylaw Nos. 11/020, 11/021, 11/022 be closed.

CARRIED UNANIMOUSLY

The Public Hearing regarding Bylaw Nos. 11/020, 11/021 and 11/022 was held between 7:07 p.m. and 7:14 p.m.

11-198 Moved by Councillor Vinni that Bylaw No. 11/020, being an amendment to the Municipal Development Plan to change the designation of Lot 1, Block 5, Plan 082 1581 from Rural to Country Residential, be read a second time.

CARRIED UNANIMOUSLY

11-199 Moved by Councillor Vinni that Bylaw No. 11/020, be read a third and final time.

CARRIED UNANIMOUSLY

11-200 Moved by Councillor Vinni that Bylaw No. 11/021, being an amendment to the Highway 69/ Clearwater River Valley Area Structure Plan to change the designation of Lot 1, Block 5, Plan 082 1581 from Environmentally Sensitive Areas to Existing Suburban Estate Residential, and the Fort McMurray Municipal Airport Area Structure Plan to change the designation of Lot 1, Block 5, Plan 082 1581 from Environmentally Sensitive Areas to Existing Suburban Estate Residential, and an amendment to the Saprae Creek Area Structure Plan to change the designation of Lot 1, Block 5, Plan 082 1581 from Recreation to Country Residential and reduce the minimum lot size from 1.0 hectare to 0.8 hectares within the Hamlet of Saprae Creek Estates, be read a second time.

CARRIED UNANIMOUSLY

11-201 Moved by Councillor Vinni that Bylaw No. 11/021, be read a third and final time.

CARRIED UNANIMOUSLY

11-202 Moved by Councillor Vinni that Bylaw No. 11/022, being an amendment to the Land Use Bylaw to reduce the minimum lot size within the Hamlet of Saprae Creek Estates from 1.0 hectare to 0.8 hectares, and to change the designation from Urban Expansion District (UE) to Suburban Estate Residential District (SE) on Lot 1, Block 5, Plan 082 1581, be read a second time.

CARRIED UNANIMOUSLY

11-203 Moved by Councillor Vinni that Bylaw No. 11/022, be read a third and final time.

CARRIED UNANIMOUSLY

6. Reserve Designation Removal and Consolidation – South Municipal Multi-Use Facility

Councillor Thomas put the following recommendations on the floor:

"THAT the reserve designation be removed from the property legally described as Plan 7520462 Block R7 and;
THAT once approved for reserve designation removal, the property currently legally described as Plan 7520462, Block R7 be consolidated with the adjacent property legally described as Plan 0625305, Block 24, Lot 3."

11-204 Moved by Councillor Scott that Council move into a Public Hearing regarding the Reserve Designation Removal and Consolidation – South Municipal Multi-Use Facility.

CARRIED UNANIMOUSLY

Marcel Ulliac, Land Administration, provided an introduction and brief overview of the Reserve Designation Removal and Consolidation – South Municipal Multi-Use Facility, noting that is supported by Administration.

Jim Rogers, resident, spoke in favor of the Reserve Designation Removal and Consolidation – South Municipal Multi-Use Facility.

11-205 Moved by Councillor Thomas that the Public Hearing be closed.

CARRIED UNANIMOUSLY

The Public Hearing regarding the Reserve Designation Removal and Consolidation – South Municipal Multi-Use Facility was held between 7:19 p.m. and 7:27 p.m. Voting then occurred on the original motion.

11-206 Moved by Councillor Thomas:

- THAT the reserve designation be removed from the property legally described as Plan 7520462 Block R7 and;
- THAT once approved for reserve designation removal, the property currently legally described as Plan 7520462, Block R7 be consolidated with the adjacent property legally described as Plan 0625305, Block 24, Lot 3.

CARRIED UNANIMOUSLY

7. Bylaw No. 11/023 – Road Closure and Authorization to Sell

11-207 Moved by Councillor Thomas:

- THAT Bylaw No.11/023, being a bylaw to close a laneway, be read a first time; and

- THAT subject to the laneway closure, and in accordance with the terms and conditions outlined in Attachment 3 (Summary Land Sale – Terms and Conditions dated June 1, 2011), Administration be authorized to proceed with the sale of the laneway to the purchaser for land consolidation purposes.

CARRIED UNANIMOUSLY

8. Expropriation – Road Right of Way within Lot 1, Block 1, Plan 012 3284 (Prairie Loop Boulevard)

11-208 Moved by Councillor Kirschner that an expropriation be initiated to secure a Road Right of Way (ROW) within Lot 1, Block 1, Plan 012 3284 from River Pointe Shopping Centre Investments Inc.

CARRIED UNANIMOUSLY

There was no new or unfinished business.

Reports on Boards and Committees

- MacDonald Island Park Corporation (Councillor Germain)
- Regional Advisory Committee on Inclusion, Diversity and Equality (Councillor Vinni)

Adjournment

11-209 Moved by Councillor Blair that the meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:38 p.m.

_____
Mayor

_____
Chief Legislative Officer

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Bylaw No. 11/023– Road Closure and Authorization to Sell

APPROVALS:

Glen Laubenstein, Chief Administrative Officer,
Wes Holodniuk, Divisional Manager
Keith Smith, for Director

Administrative Recommendation(s):

1. THAT Bylaw No.11/023, a bylaw to close a laneway, be read a second time.

2. THAT Bylaw No. 11/023, be read a third and final time

Summary:

On May 07, 2008, the Municipality received an unsolicited offer to purchase the laneway that lies adjacent to the properties legally described as Plan 6344AY, Block 8, Lots 14 – 22 inclusively (Attachment 2: Subject Area Map – Proposed Road Closure and Sale).

A portion of the laneway that borders the purchaser's properties is used for storage and vehicle parking purposes. The proposed closure and sale of the laneway will enable the purchaser to consolidate the closed laneway with their property.

To create a title and facilitate the sale of the laneway, it must first be closed by Bylaw. The Alberta Land Titles Office has reviewed the legal description of the proposed laneway closure to ensure accuracy.

Extenuating circumstances delayed the process of Administration bringing forward the original unsolicited offer to purchase for Council consideration. To compensate for the delays in processing the original unsolicited offer to purchase, it would seem fair and reasonable to accept the purchaser's current offer. The offer is 8.4 per cent less than the current market value that was determined by an independent appraiser.

Background:

Regrettably, due to staff turnover and departmental restructuring related to the Land Administration function that occurred from 2008 through part of 2009, no effort was put forward to process the unsolicited offer to purchase until June 2009; a year after receipt of the unsolicited offer to purchase. The unsolicited offer to purchase was circulated to several municipal departments, Alberta Transportation, franchise agencies, and adjacent property owners for review and comment. Follow-up consultations have confirmed that the lane closure will not impact municipal or utility operations. Even though no negative feedback has been received from the public or adjacent property owners, they will be formally advised through the public hearing process and will be given the opportunity to address Council.

On May 11, 2011, Alberta Motor Products submitted a new unsolicited offer to purchase the laneway for $175,000: an amount that is slightly higher than the market value assigned to the laneway as a "stand alone" property, yet slightly lower than the market value based on a "contributory" value approach.

The closure should not impact the public as the subject laneway has been fenced off and is effectively being used as part and parcel of the purchaser's lands. As such, the subject undeveloped laneway is closed to public access. A review of aerial photos dated 2002 confirms that the laneway was fenced at that time; however, it is unknown how long the laneway has been fenced off.

In accordance with the *Municipal Government Act*, if a municipality intends to transfer or grant an estate or interest in land for less than its market value, it must advertise a proposal of its intentions. Furthermore, in accordance with the *Act*, a municipality must advertise proposed closures, post a notice on or near the site, and hold a Public Hearing.

Alternatives:

1. Accept the offer
2. Reject the offer
3. Submit a counter offer at a selling price of $191,000

Financial Consideration:

The Municipality has not assigned a book value to the asset (laneway). The Municipality will not realize a loss on the assigned value as the sale price will determine the book value.

Rationale for Recommendation:

Dedicated as a roadway, the laneway has remained undeveloped since the subdivision plan was approved in the 1970's. As such, Administration supports the proposed closure and sale of the laneway as it does not serve a functional purpose, and does not serve to provide physical access to adjoining lots. Furthermore, Centennial Drive and Fraser Avenue provide the required legal and physical access to the surrounding lots.

Sale of the subject laneway will allow consolidation and land assembly with the adjacent lots that are intended to facilitate new development.

As extenuating circumstances delayed the process of bringing this particular Administrative recommendation before Council, Administration recommends accepting the offer put forth by the purchaser.

Attachments:

1. Bylaw No. 11/023
2. Subject Area Map – Proposed Road Closure and Sale
3. Summary Land Sale Terms and Conditions

Attachment 1

BYLAW NO. 11/023

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING AND CREATING TITLE TO UNDEVELOPED GOVERNMENT ROAD ALLOWANCES

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close an undeveloped government road allowance pursuant to the requirements of section 22 of the Municipal Government Act, RSA 2000, c.M-26, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for the purpose of closing certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same;

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta hereby enact as follows:

1. The following described road allowance is hereby closed for the purpose of creating title subject to the right of access granted by other legislation:

   Plan 6344AY
   Block 8
   All that portion of lane adjoining the northwest boundary of Lot 22 and lying north of the northwesterly production of the southwest boundary of the lot 22.
   Excepting there out all mines and minerals.

2. This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this 28th day of June, 2011.

READ a second time this _____ day of _____, 2011.

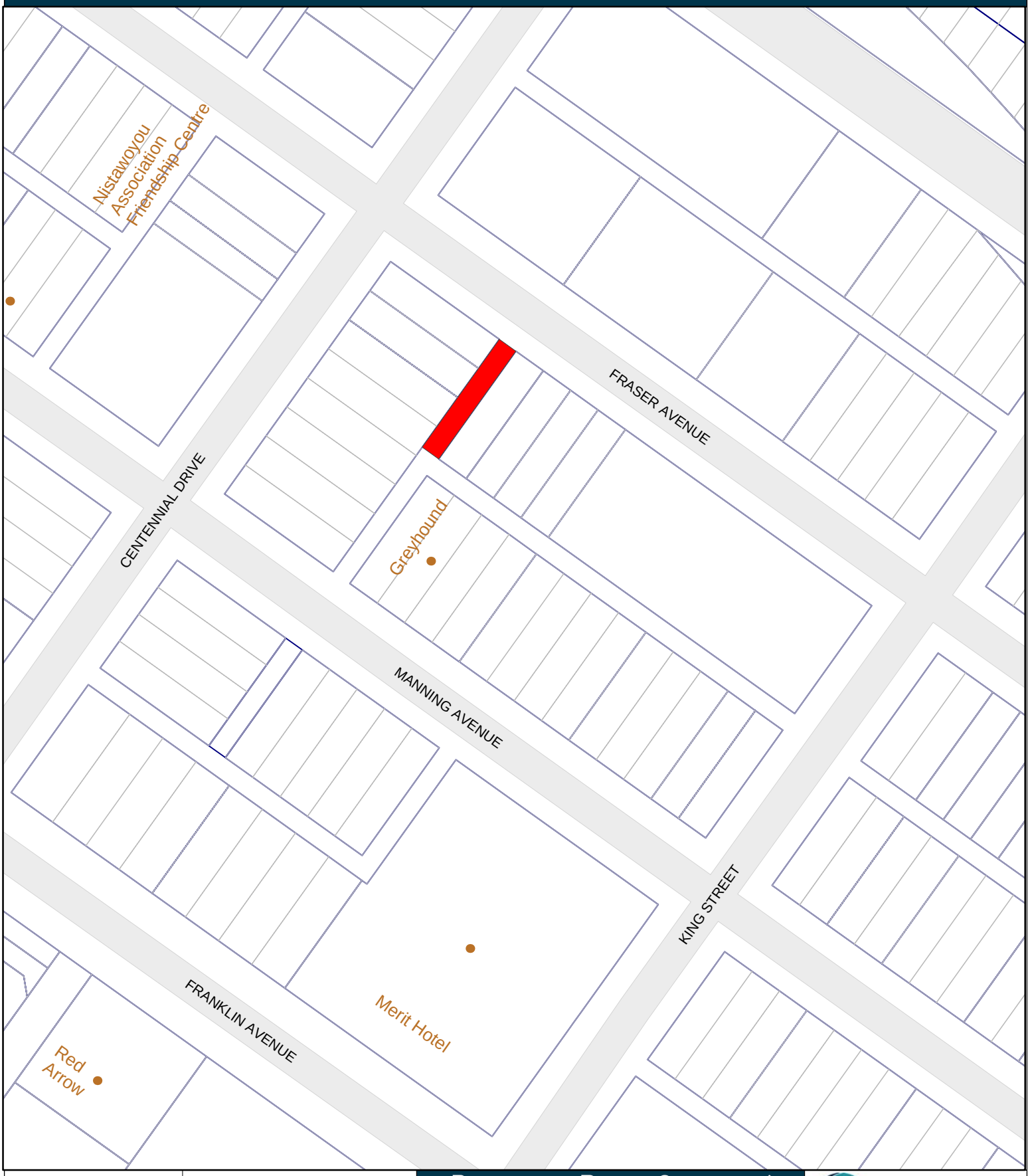
READ a third and final time this _____day of _____, 2011.

SIGNED and PASSED this _____ day of _____, 2011.

_____
Mayor

_____
Chief Legislative Officer

Attachment 2



Roads
Survey Parcels Owned by AMP
Proposed Road Closure
Survey Parcels

N W E S

0 10 20 30 40 50
Meters

Proposed Road Closure/ Authorization to Sell

Block 8, Plan 6344AY

0.0596 Acres

Regional Municipality of Wood Buffalo

Map created by the Geographic Information Systems Branch June 2, 2011 (SI0227(4))

Attachment 3

Summary of Land Sale – June 01, 2011

Legal Description:	Plan 6344AY, Block 8, all that portion of lane adjoining the northwest boundary of Lot 22 containing 0.0596 acre (As shown in Attachment 2 – Subject Area Map dated June 2, 2011).
Sale Price:	Sale of the closed laneway land shall be based on an independent market value appraisal that was conducted on April 7, 2011, which values the laneway at $191,000 less 8.4 per cent discount in compensation for setback to the purchaser. In addition to the purchase price, the purchase shall pay 7 per cent of the total land price as administrative costs and legal disbursement to the Municipality.
Environmental Considerations:	The subject lands will be sold on an "as is – where is" basis.
Survey and Consolidation:	The purchaser shall be responsible for the preparation of a legal survey plan that will consolidate those portions of the closed laneway with their respective lots. The purchaser shall be responsible for applying and submitting the consolidation plan to the Municipality for subdivision approval. Upon approval, the Subdivision Approval Authority shall submit the plan to Alberta Land Titles Office for registration.
Condition of Sale:	The purchaser must consolidate the subject laneway land with the adjacent adjoining properties.
Fees and Disbursements	The purchaser(s) shall be responsible for all legal and registration fees associated with the transactions.

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Bylaw No. 11/002 Closure of Undeveloped Government Road Allowance – Proposed Conklin Cemetery Expansion

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Wesley Holodniuk, Divisional Manager
Marcel Ulliac, Director

Administrative Recommendations:

1. THAT Bylaw No. 11/002, being a bylaw to close an undeveloped government road allowance, be read a second time.

2. THAT Bylaw No. 11/002 be read a third and final time.

Summary:

A portion of undeveloped government road allowance within the Conklin cemetery site, as highlighted in red on Attachment 1 (Conklin Cemetery Road Closure dated October 20, 2010) needs to be closed to enable the Conklin Cemetery expansion project to proceed.

In accordance with the *Municipal Government Act* (Act); a road closure must be effected by law, which requires Council approval.

Background:

Community Services is piloting a municipal wide cemetery master plan project termed the Municipality Urban and Rural Cemetery Project (Project). The Conklin cemetery is expected to reach maximum capacity in the near future. The project will expand the existing Conklin cemetery to accommodate projected burials over the next thirty years. The expansion would require an additional 1-hectare (2.5 acres) of land. The road allowance closure would provide for the additional land needed to expand the cemetery.

The proposed closure was circulated to internal municipal departments, Alberta Transportation, Alberta Sustainable Resources Development, along with franchise and utility companies. No objections were raised regarding the proposed road closure, and the closure will have no impact on municipal operations.

Section 18 of the Act states that the Municipality has direction, control and management of all roads, but ownership lies with the Crown. Therefore, upon the road closure, the land will be consolidated with the adjacent cemetery lands so that both lands can be treated as one contiguous parcel. Ministerial approval of the road closure is required prior to the Road Closure Bylaw being given a second reading as the subject area is located outside of the Municipality's Urban

Service Area boundaries. The Road Closure Bylaw has been reviewed by Alberta Land Titles to ensure the accuracy of legal descriptions.

Rationale for Recommendation(s):

The subject road allowance is currently undeveloped and does not serve a functional purpose. The closure will facilitate the incorporation of road allowances with adjacent municipal lands, thereby making administration and development of these lands more efficient. Such a closure is considered standard practice as it will allow the entire plot of land to be consolidated and treated as a contiguous parcel. Closure and consolidation of the road allowance with the adjacent municipal owned lands will provide increased planning flexibility in the design and expansion of the Conklin cemetery.

A public hearing regarding Bylaw No. 11/002 was held on February 8, 2011. As the road allowance lies within the rural service area, it required the approval of the Minister of Transportation prior to second reading occurring. The Minister has now approved the proposed road closure and the bylaw may be considered for second and third readings.

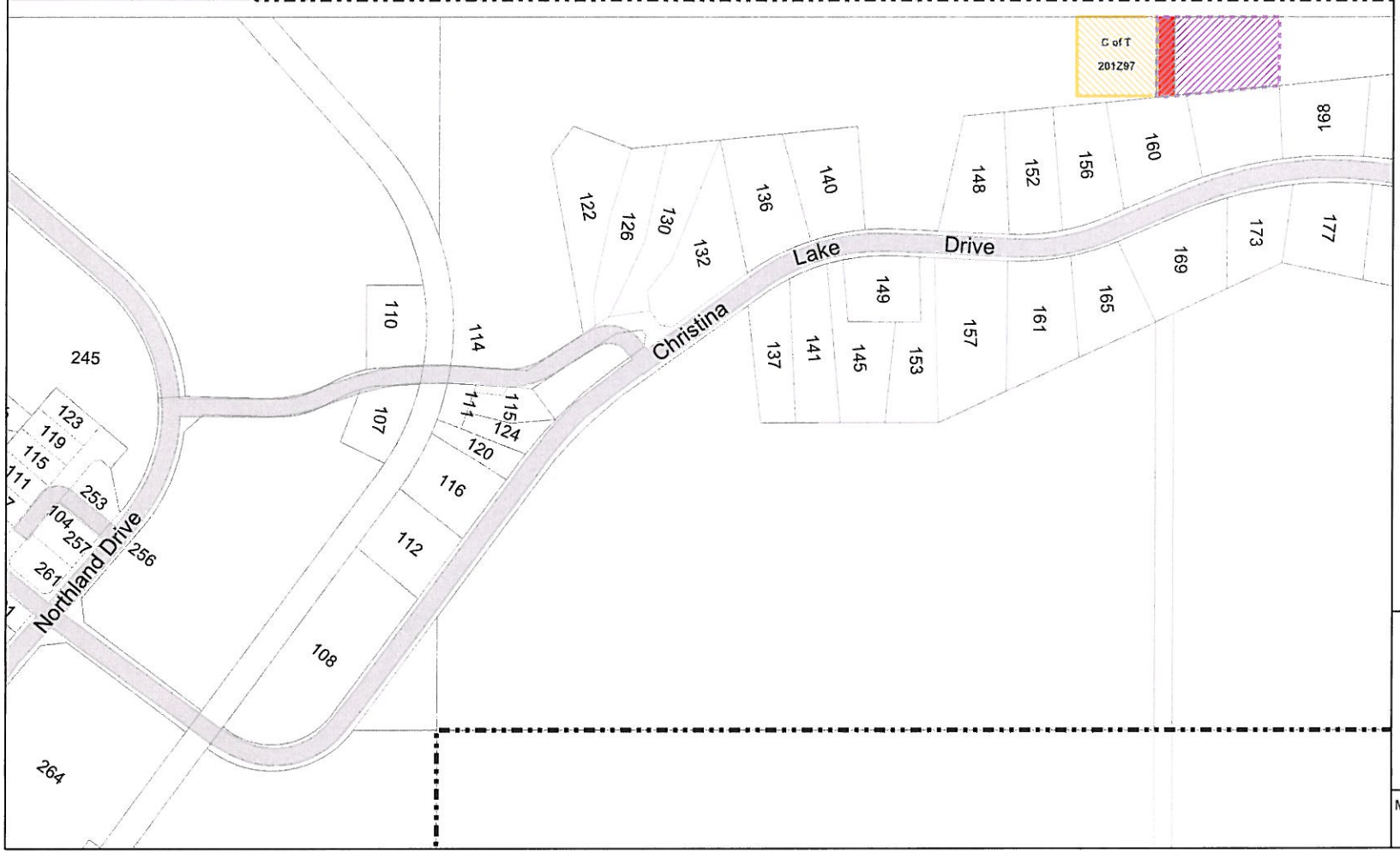
Attachments:

1. Subject Area Map
2. Bylaw No. 11/002

ATTACHMENT 1

REGIONAL MUNICIPALITY OF WOOD BUFFALO

CONKLIN CEMETERY ROAD CLOSURE



Road Closure
Conklin Cemetery
Cemetery Expansion
Survey Parcel
Road
Community Boundary

N
W E
S

0 50 100 150 200
Meters

Map created by the Geographic Information Systems Branch on October 20, 2010

SI0600

BYLAW NO. 11/002

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING AND CREATING TITLE TO UNDEVELOPED GOVERNMENT ROAD ALLOWANCES

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close undeveloped government road allowances pursuant to the requirements of section 22 of the *Municipal Government Act*, RSA 2000, c.M-26, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for the purpose of closing certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same;

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*; and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta hereby enact as follows:

1. The following described road allowances are hereby closed for the purpose of creating title subject to the right of access granted by other legislation:

   MERIDIAN 4 RANGE 7 TOWNSHIP 76
   ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE NORTH WEST QUARTER OF SECTION 32 WHICH LIES NORTH OF THE NORTH BOUNDARY OF LOT 49, PLAN 8321550

2. This bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this 11th day of January, A.D. 2011.

Signed by: Mayor Melissa Blake

Chief Legislative Officer, Surekha Kanzig

APPROVED this 22nd day of June, A.D. 2011.

Approved and Signed by: Representative for the Minister of Transportation

READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

_____
Mayor

_____
Chief Legislative Officer

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject:	**Stonecreek – Parcel F** **Bylaw No. 11/024 – Timberlea Area Structure Plan Amendment** **Bylaw No. 11/025 – Land Use Bylaw Amendment**

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Carol Theberge, Divisional Manager
Samuel Alatorre, Director

Administrative Recommendation(s):

THAT Bylaw No. 11/024, being a Timberlea Area Structure Plan amendment for part of SE 31-89-9-W4M; Lot 4, Block 7, Plan 092 3934; Lot 9, Block 1, Plan 062 5817; 1MR, Block 9, Plan 092 3934; and Lot 2, Block 7, Plan 082 8922, be read a first time.

THAT Bylaw No. 11/025, being a Land Use Bylaw amendment for part of SE 31-89-9-W4M; Lot 4, Block 7, Plan 092 3934; Lot 9, Block 1, Plan 062 5817; Lot 2, Block 7, Plan 082 8922, be read a first time.

Summary:

An application has been received to amend the Timberlea Area Structure Plan and the Land Use Bylaw to accommodate additional commercial lands, and increase the maximum number of housing units in Stonecreek – Parcel F.

The authority to amend an Area Structure Plan and the Land Use Bylaw is vested with Council under the *Municipal Government Act.*

Background:

The Timberlea Area Structure Plan, which includes the growth area known as Stonecreek – Parcel F, was adopted by Council on March 27, 2001. The Area Structure Plan was amended in 2007 to restrict the development area of Stonecreek – Parcel F to a maximum of 1,685 housing units, based on servicing capacity.

During the planning process for the Stonecreek neighbourhood, the developer undertook further analysis to confirm the servicing capacity for the proposed commercial use. This review verified that the commercial use can be accommodated within the existing servicing system, and also showed that an additional 34 housing units can be accommodated within the neighbourhood for a total of 1,719 units.

Author: Andrea Bryden
Department: Planning & Development

To accommodate additional commercial lands, the developer has proposed an expansion to the Timberlea Area Structure Plan boundary. Currently, a portion of Site 9 (Schedule A) is Crown land and falls outside of the Timberlea Area Structure Plan boundary; however, the developer proposes to purchase the land and expand the Plan boundary. The developer will soon be entering into discussions with the Province about the sale of these lands. Alberta Sustainable Resource Development has no objection to the Area Structure Plan nor the Land Use Bylaw amendments.

As per Section 666 of the *Municipal Government Act*, 10% of the subdivision area must be dedicated as Municipal Reserve space; however, during the original subdivision of the Stonecreek neighbourhood, there was an over dedication of Municipal Reserve space, resulting in Additional Non-Credit Dedication lands. The developer proposes amending the Timberlea Area Structure Plan by redesignating Site 11 from Additional Non-Credit Dedication to Stacked Townhousing (Schedule A); however, to meet the Municipal Reserve space dedication requirements, the developer will make improvements to land that is currently an Additional Non-Credit Dedication north of Site 8a. The developer proposes that this land be redesignated as Parks and Recreation in the Timberlea Area Structure Plan, which will fulfill all requirements for Municipal Reserve space dedications as per the *Municipal Government Act.*

To accommodate the proposed commercial space as well as increase the maximum number of housing units for Stonecreek – Parcel F, the proponent has applied for the following amendments:

Timberlea Area Structure Plan amendments (Bylaw No. 11/024, Schedule A):

- Increase the housing unit restriction from 1,685 to 1,719 units;
- Redesignate Lot 9, Block 1, Plan 062 5817 from Block Townhousing, Single Detached Residential and Additional Non-Credit Dedication to Stacked Townhousing;
- Redesignate a portion of Lot 2, Block 7, Plan 082 8922 from Multiple Family Residential to Stacked Townhousing;
- Redesignate Lot 4, Block 7, Plan 092 3934 from Multiple Family Residential to Community Commercial;
- Redesignate Lot 1MR, Block 9, Plan 092 3934 from Additional Non-Credit Dedication to Parks and Recreation; and
- Increase the boundary of the Timberlea Area Structure Plan to include additional lands within SE 31-89-9-W4M, and designate these lands Community Commercial.

Land Use Bylaw amendments (Bylaw No. 11/025, Schedule A):

- Redesignate Lot 9, Block 1, Plan 062 5817 from Single Detached Residential District (R1) and Parks and Recreation District (PR) to Medium Density Residential District (R3);
- Redesignate parts of SE 31-89-9-W4M from Urban Expansion District (UE) to Timberlea Shopping Centre Commercial District (C3A);
- Redesignate Lot 4, Block 7, Plan 092 3934 from Medium Density Residential District (R3) to Timberlea Shopping Centre Commercial District (C3A);
- Reallocate unit densities between four parcels (Site 7, 8, 9 and 11) in Stonecreek – Parcel F (Attachment 3); and

- Divide parts of Lot 2, Block 7, Plan 082 8922 (Site 8) into two parcels to accommodate density transfer.

Rationale for Recommendation(s):

The primary reason for the proposed amendments to the Timberlea Area Structure Plan and the Land Use Bylaw is to accommodate an additional commercial site to help satisfy the demand for commercial lands in Timberlea. This amendment application also proposes increasing the maximum number of housing units in Stonecreek – Parcel F from 1,685 to 1,719, an increase of 34 units.

In addition, amendments have been proposed for Site 8 (Attachment 3). The developer proposes dividing Site 8 into two parcels (Site 8a and 8b) and redesignating Site 8a from Multiple Family Residential to Stacked Townhousing (Schedule A). Dividing Site 8 into two parcels will allow for densities to be reallocated on Site 8a and 8b, and therefore, enable development that meets the needs of the market conditions and housing demands.

To develop the proposed commercial district, Land Use Bylaw amendments are required to redesignate Site 9 from Medium Density Residential District (R3) and Urban Expansion District (UE) to Timberlea Shopping Centre Commercial District (C3A).

Further redesignation and density reallocation is required for this commercial development so as to maintain the overall unit densities for the neighborhood. Specifically, the Land Use Bylaw amendments propose reallocating densities within Sites 7, 8, 9 and 11 (Attachment 3), as well as increasing the size of Site 7 by redesignating five Single Detached Residential District (R1) lots to Medium Density Residential District (R3), and redesignating Site 11 from Parks and Recreation District (PR) and Single Detached Residential District (R1) to Medium Density Residential District (R3).

Flexibility in site design is appropriate where the use, enjoyment, amenity and value of the neighbhourhood remain unaffected. Administration maintains that the proposed density reallocation and land use redesignation will not negatively impact the neighbouring parcels or the development area as a whole.

Administration supports the proposed amendments and recommends that Bylaw No. 11/024 and Bylaw No. 11/025 be given first reading to allow for the scheduling of a public hearing.

Attachments:

1. Bylaw No. 11/024
2. Bylaw No. 11/025
3. Context Plan

Attachment 1

BYLAW NO. 11/024

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE TIMBERLEA AREA STRUCTURE PLAN BYLAW NO. 01/020

WHEREAS Section 633 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting an Area Structure Plan;

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend an Area Structure Plan;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, in the Province of Alberta, in open meeting hereby enacts as follows:

1. THAT Bylaw No. 01/020 is hereby amended by:

    a) Increasing the housing unit restriction from 1,685 to 1,719;

    b) Redesignating Lot 9, Block 1, Plan 062 5817 from Block Townhousing, Single Detached Residential and Additional Non-Credit Dedication to Stacked Townhousing;

    c) Redesignating a portion of Lot 2, Block 7, Plan 082 8922 from Multiple Family Residential to Stacked Townhousing;

    d) Redesignating Lot 4, Block 7, Plan 092 3934 from Multiple Family Residential to Community Commercial;

    e) Redesignating Lot 1MR, Block 9, Plan 092 3934 from Additional Non-Credit Dedication to Parks and Recreation; and

    f) Increasing the boundary of the Timberlea Area Structure Plan to include additional lands within SE 31-89-9-W4M and designating these lands Community Commercial, as illustrated in Schedule A.

2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.

3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D 2011.

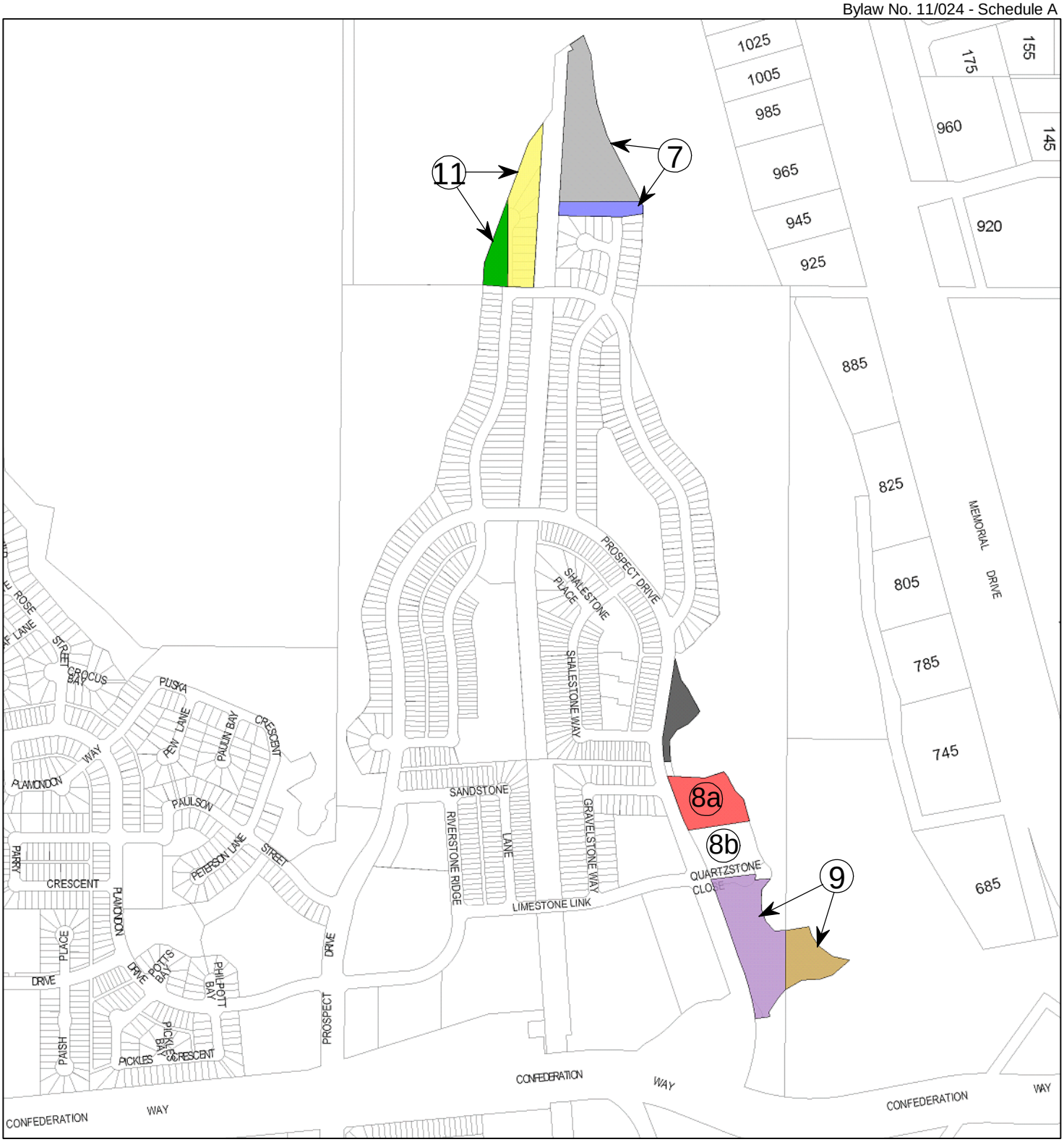
READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____ day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

_____
Mayor

_____
Chief Legislative Officer



Timberlea Area Structure Plan Amendment

- From Additional Non-Credit Dedication To Parks and Recreation (Lot 1MR, Block 9, Plan 092 3934)
- From Single Detached Residential To Stacked Townhousing (Part of Lot 9, Block 1, Plan 062 5817)
- From Multiple Family Residential To Stacked Townhousing (Part of Lot2, Block 7, Plan 082 8922)
- From Parks and Recreation To Stacked Townhousing (Part of Lot 9, Block 1, Plan 062 5817)
- From Block Townhousing To Stacked Townhousing (Part of Lot 9, Block 1, plan 062 5817)
- From Single Detached Residential To Stacked Townhousing (Part of Lot 9, Block 1, Plan 062 5817)
- From Multiple Family Residential To Community Commercial (Lot 4, Block 7, Plan 092 3934)
- Increase Timberlea Area Structure Plan Boundary and Designate To Community Commercial (Part of SE31-89-9-W4M)

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Attachment 2

BYLAW NO. 11/025

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, in the Province of Alberta, in open meeting hereby enacts as follows:

1. THAT Bylaw No. 99/059 is hereby amended by:

    a) Redesignating Lot 9, Block 1, Plan 062 5817 from Single Detached Residential District (R1) and Parks and Recreation District (PR) to Medium Density Residential District (R3);

    b) Redesignating parts of SE 31-89-9-W4M from Urban Expansion District (UE) to Timberlea Shopping Centre Commercial District (C3A);

    c) Redesignating Lot 4, Block 7, Plan 092 3934 from Medium Density Residential District (R3) to Timberlea Shopping Centre Commercial District (C3A);

    d) Reallocating unit densities between four parcels in Stonecreek – Parcel F; and

    e) Dividing parts of Lot 2, Block 7, Plan 082 8922 into two parcels, as illustrated in Schedule A.

2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.

3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D 2011.

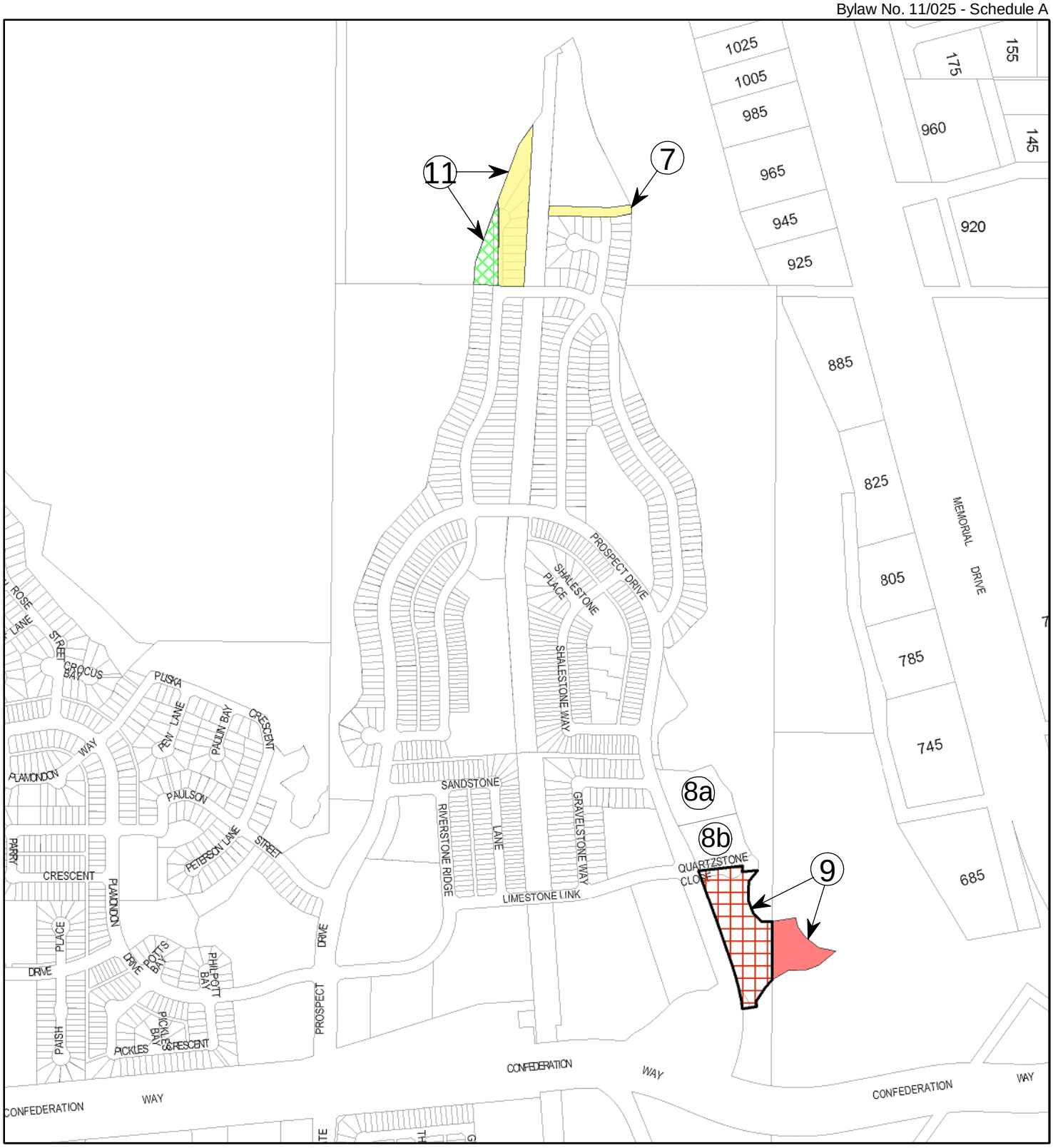
READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____ day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

_____
Mayor

_____
Chief Legislative Officer



Land Use Bylaw Amendment

From Single Detached Residential District (R1) To Medium Density Residential District (R3)
(Part of Lot 9, Block 1, Plan 062 5817)

From Parks and Recreation District (PR) To Medium Density Residential District (R3)
(Part of Lot 9, Block 1, Plan 062 5817)

From Urban Expansion District (UE) To Timberlea Shoping Centre Commercial District (C3A)
(Part of SE31-89-9-W4M)

From Medium Density Residential District (R3) To Timberlea Shoping Centre Commercial District (C3A)
(Lot 9, Block 7, Plan 092 3934)

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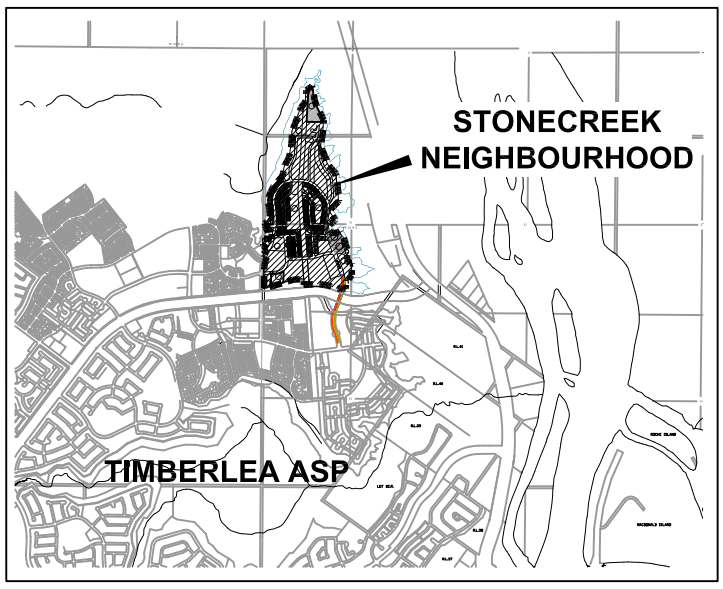

CONTEXT PLAN

NOT TO SCALE

Legend

- *(R1) Single Detached Residential*
- *(R1S) Single Family Small Lot*
- *(R2) Low Density Residential Duplex*
- *(R3) Medium Density Residential*
- *(C3) Shopping Centre Commercial*
- *(PR) Parks and Recreation*
- *Proposed Amendment Area*
- *Proposed Text Amendment Area*
- *(7) R3 site numbers from LUB 99/059*

Site 11
Create 1.75 ha R3 Site with density of 48 units/ha **(84 Units).**

R1 to R3
Increase size of R3 from 2.73 ha to 3.17 ha **(-5 R1 lots).**

R1 to R3
(-11 R1 Lots).

Site 7
Increase R3 from 2.73ha to 3.17 ha. Increase maximum density from 7.75 units/ha to 46.1 units/ha (from 21 to 146 units) or **(+125 units).**

PR (Park) to R3

Site 8 is split into 2 parcels of 0.98 ha. each.
8a accomodates 50 townhouses at a density of 51 units/ha.
8b maintains a density of 113 units/ha providing 110 apartments.
(Overall -61 units)

UE to C3A

Site 9
R3 to C3A - Transfer of 98 Residential Units to Sites 7 and 11. **(-98 Units)**

Overall Unit Totals			
Zone	Approved Units	Proposed Units	Net Change
R1	55	39	-16
R1S	476	476	0
R2	152	152	0
R3	790	840	+50
Remainder	212	212	0
Total	1685	1719	+34

Density Transfers

R3 Site	Approved Units	Proposed Units	Net Change
9	98	0	-98
8	221	160	-61
7	26	146	+120
11	11	84	+73
TOTAL	356	390	+34

LUB AMENDMENT FROM R1 (Single Detached Residential) to R3 (Medium Density Residential), PR (Parks and Recreation) to R3 , R3 to C3A (Timberlea Shopping Centre Commercial) and UE (Urban Expansion) to C3A

Part of Block 7, Lot 2, Plan 0828922, Block 1, Lot 9, Plan 0625817, Block 7, Lot 4, Plan 0923934, and Block 5, Lot 168, Plan 1023470
Stonecreek Neighbourhood, Ft. McMurray, Alberta

IBI GROUP

March 2011

N.T.S. (FOR REFERENCE ONLY)

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REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Bylaw No. 11/026 – Land Use Bylaw Amendment – Lot 1, Block 2, Plan 082 8922 (Stonecreek – Parcel F)

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Carol Theberge, Divisional Manager
Samuel Alatorre, Director

Administrative Recommendation(s):

THAT Bylaw No. 11/026, being a Land Use Bylaw specific to Lot 1, Block 2, Plan 082 8922 (Stonecreek – Parcel F), be read a first time.

Summary:

An application has been received to amend the Land Use Bylaw specific to Lot 1, Block 2, Plan 082 8922 to redesignate the subject property from Urban Expansion District (UE) to Shopping Centre Commercial District (C3).

The authority to amend the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

Background:

The Timberlea Area Structure Plan, which includes the growth area known as Stonecreek – Parcel F, was adopted by Council on March 27, 2001. The Area Structure Plan was then amended in 2007 to designate the subject property as Mixed Use.

On October 26, 2010, an application was made to amend the Land Use Bylaw by redesignating the subject property as Shopping Centre Commercial District (C3), which will allow for a mix of commercial uses on the ground floor and residential units above.

Alternatives:

1. Approve the proposed amendment.
2. Refuse the proposed amendment.
3. Approve the proposed amendment with conditions.

Rationale for Recommendation(s):

The Timberlea Area Structure Plan designates the site as Mixed Use. The purpose of the Mixed Use designation is to provide for commercial space for neighbourhood shops that will be orientated for pedestrian access and the use of local residents. The Mixed Use designation also

supports the development of residential units above ground floor commercial as a means of providing an alternate form of housing.

The Land Use Bylaw currently designates the subject property as Urban Expansion District (UE). The purpose of this district is to protect land suited for future urban and hamlet expansion from premature subdivision and development. With development in Stonecreek – Parcel F underway, Administration supports redesignating the subject property as Shopping Centre Commercial District (C3). This amendment aligns with the vision of the Timberlea Area Structure Plan, and the proposed development will allow for a mix of ground floor commercial uses in addition to dwelling units above.

A Traffic Impact Assessment has been completed for the subject area. Based on this assessment, some minor improvements are proposed for intersections around the subject area. Should Council approve this bylaw amendment, these improvements will be the responsibility of the developer. Administration found no other concerns upon their evaluation of the Traffic Impact Assessment.

Administration supports the proposed amendment and recommends that Bylaw No. 11/026 be given first reading to allow for scheduling of a public hearing.

Attachments:

1. Bylaw No. 11/026

Attachment 1

BYLAW NO. 11/026

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, in the Province of Alberta, in open meeting hereby enacts as follows:

1. THAT Bylaw No. 99/059 is hereby amended by redesignating Lot 1, Block 2, Plan 082 8922 from Urban Expansion District (UE) to Shopping Centre Commercial District (C3), as illustrated in Schedule A.

2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.

3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D 2011.

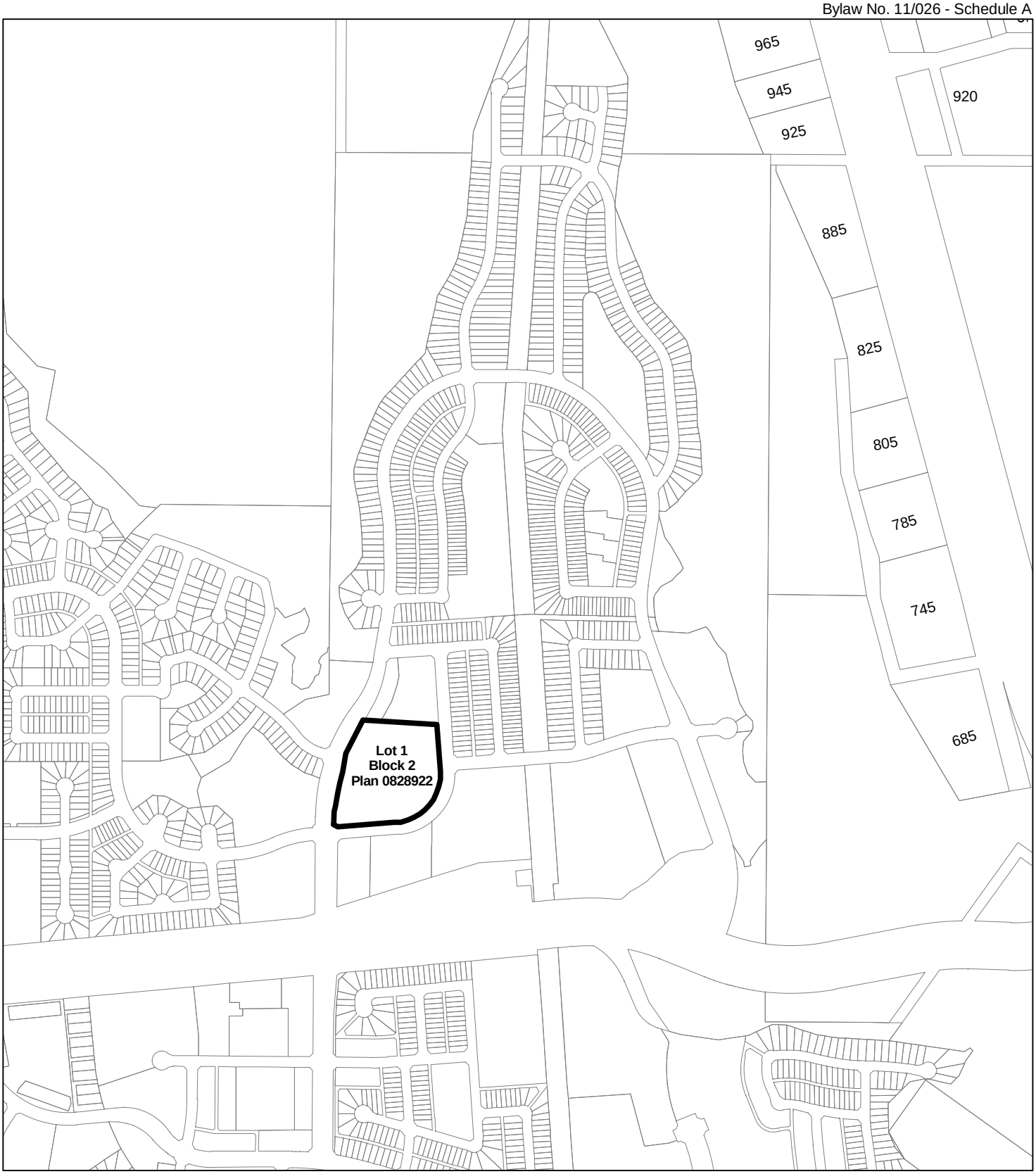
READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____ day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

_____
Mayor

_____
Chief Legislative Officer



Land Use Bylaw Amendment

From Urban Expansion District (UE) To Shopping Centre Commercial District (C3)
(Lot 1, Block 2, Plan 0828922)

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REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Capital Budget Amendment - Enterprise Resource Planning Solution Phase 1

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Paige Tracey, Divisional Manager

Administrative Recommendation(s):

THAT the 2011 Capital Budget be amended by $3.914 million from $9.5 million to $13.064 million as outlined in the Attachment 1, titled Capital Budget Amendment – Enterprise Resource Planning Solution Phase 1, dated July 12, 2011.

Summary:

Council approval is required for an amendment to the Enterprise Resource Planning Solution Phase 1 capital budget. This will enable the Municipality to proceed on its path forward of harmonizing systems and business process to increase efficiency and effectiveness of project management and support migration of the current AR sub ledger onto a common platform. This allows for centralized data storage and reporting thereby reducing required staff time and enabling analytic reviews.

Background:

The Enterprise Resource Planning (ERP) Solution SAP project will support and improve the Municipality's strategic accountability framework by leveraging information technology as one of the key drivers of this objective. Phase 1 includes the Financial and Management Accounting, Procure to Pay, Assets Under Construction, Human Capital Management, Workforce Time, Payroll and Benefits Management solutions. The modules have been implemented and went live at the Municipality as of May 2, 2011.

The Accounts Receivable and Project Systems Phase 1 modules have yet to be implemented and additional funding will be required to complete and implement these modules.

Current project implementation timelines indicate that once additional funding is secured, Phase 1 will be fully implemented in early 2012.

Budget/Financial Implications:

Approval of this capital budget amendment would increase 2011 capital project funding by $3,000,000 and $914,000 in 2012, with funding coming from the Capital Infrastructure Reserve.

Author: Paige Tracey
Division: Governance Risk and Compliance

Rationale for Recommendations:

Through the ERP implementation, the Municipality has embarked on a mission to harmonize business processes across its many departments and reduce the cost of process inefficiencies. The current financial system used to manage the Accounts Receivable sub-ledger is outdated and requires significant staff time and upgrading costs to obtain the required functionality.

A system to manage the significant number of capital projects and daily operating programs at the Municipality is required. Currently the forecast for the future capital programs will be approximately 50 projects with a total estimate $240 to $340 million per year for the next 6 years. Using the Project Systems module will enable better cost and contract controls and reduce staff time because systems will be integrated and work will not be duplicated unnecessarily.

The ERP project is one of the priority projects at the Municipality and the key enabler of the Municipality's strategic objectives.

Attachments:

1. Capital Budget Amendment- Enterprise Resource Solution Phase 1

REGIONAL MUNICIPALITY OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Date of Amendment: **July 12, 2011**

CURRENT PROJECT NAME: Enterprise Resource Planning Solution Phase 1

AMENDED PROJECT NAME:

ORDER CODES (if assigned): 6000363

PROJECT NUMBER: 10748-7-01

Project Amendment

CURRENT PROJECT BUDGET

Select current funding status

Current Priority Score: **54**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Operating Budget	Other Sources	Debenture Financed
Prior	6,150,000			6,150,000			
2011	3,000,000			3,000,000			
2012	-						
2013	-						
2014	-						
Thereafter	-						
TOTAL	9,150,000	-	-	9,150,000	-	-	-

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

Amendment is required to complete the uncompleted portion of phase 1. Phase 1 includes the Financial and Management Accounting, Procure to Pay, Assets Under Construction, Human Capital Management, Workforce Time, Payroll and Benefits Management solutions. These modules have been implemented and we have gone live at the Municipality as at May 2nd, 2011. The Accounts Receivable and Project Systems modules have yet to be implemented and additional funding will be required for the completion and implementation of these modules.

AMENDED PROJECT BUDGET

Select amended funding status

Amended Priority Score: **72**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Operating Budget	Other Sources	Debenture Financed
Prior	6,150,000			6,150,000			
2011	6,000,000			6,000,000			
2012	914,000			914,000			
2013	-						
2014	-						
Thereafter	-						
TOTAL	13,064,000	-	-	13,064,000	-	-	-

PROJECT ACCOUNTABILITY

PROJECT MANAGER ASSIGNED	Leesa McLeod
DELIVERY DEPARTMENT DIRECTOR/MANAGER	Paige Tracey
DELIVERY DIVISIONAL MANAGER	Paige Tracey
SPONSOR DEPARTMENT DIRECTOR	Paige Tracey
CHIEF FINANCIAL OFFICER	Elsie Hutton
CHIEF ADMINISTRATIVE OFFICER	Glen Laubenstein
POSTED BY (for Finance only)	

PROJECT PRIORITY SCORE

10748-7-01

HIGH PRIORITY - Project needs to start in the first year of the capital plan

MEDIUM PRIORITY - Project does not need to start until the second or third year of the capital plan

LOW PRIORITY - Project does not need to start within the first three years of the capital plan

NOT APPLICABLE - Criterion does not apply to this capital project

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		HIGH Yr 1	MEDIUM Yr 2 or 3	LOW After Yr 3	N/A	SCORE
		6	**3**	**1**	**0**	
Imminent Health or Safety	**7**					**0**
Legislation/Contractual Obligation	**6**					**0**
Maintain Existing Assets	**5**	x				**30**
Maintain Current Service Levels	**4**	x				**24**
Increase Efficiencies	**3**	x				**18**
Increase Level of Existing Service	**2**					**0**
New Service	**1**					**0**
					Total Score	**72**

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Capital Budget Request – Municipal Data Storage Virtualization Solution 2011

APPROVALS:

Glen Laubenstein, Chief Administrative Officer

Paige Tracey, Divisional Manager

Administrative Recommendation(s):

THAT the 2011 Capital Budget be amended by a net amount of $270 thousand to a total of $450 thousand as outlined in Attachment 1, titled Capital Budget Amendment Municipal Data Storage Virtualization Solution 2011, dated July 12, 2011.

Summary:

Council approval is required for an amendment to the capital budget to increase the capital budget. This virtualization solution was developed as a result of investigation of the current data centre heat and power capacity requirements that will be exceeded by winter 2011. It will enable the consolidation of the current servers thereby reducing number of servers. This will ultimately result in a more environmental and fiscally sustainable solution by reducing draw on power, decrease the footprint of required space, mitigate heat related downtime, and increase quality of service and usage of servers. This is also the first phase in addressing the long-term requirements for a permanent data centre solution that is currently under development.

Background:

The Municipal server room is currently at capacity for weight and cooling requirements. Jubilee Centre electrical and back-up generators are stressed to support the Jubilee Centre due to the power draw from the servers many of which were required to support system changeovers.

Budget/Financial Implications:

Funding for this capital project will be provided by combining $90 thousand from Municipal Data Storage Expansion 2011, $90 thousand from Server Replacements 2011-2013 and $270 thousand from the Capital Infrastructure Reserve.

Rationale for Recommendations:

Most Municipal software applications are typically running one application per computer (server). This has resulted in considerable server requirements consuming valuable space, power and cooling resources and increased cost in management and maintenance. Most of the current software applications require a fraction of the resources available on each server, resulting in very low utilization rates and poor return on capital. Virtualization is a recent innovation that

allows the consolidation of many applications onto a single server, enabling the elimination of over 75% of the non-SAP related servers currently running in the data centre today, while improving quality of service and lower the overall cost of IT infrastructure. This improves utilization, reduces the physical footprint and resulting power and cooling requirements, lowers the cost and complexity of managing the IT systems and dramatically improves quality of service and return on capital. This solution will address the mid-term needs of the Municipality's information technology server infrastructure and will address projected growth in the foreseeable future for infrastructure.

A data centre solution is under development to address the long-term requirements for the Jubilee Centre which will enable the required renovations identified in the 2011 and 2012 capital plan for Jubilee Centre without increasing the risks of construction related server downtime. The virtualization solution is a requirement to ensure the long term solution is feasible.

Attachments:

1. Capital Budget Amendment – Server Replacement 2011-2013
2. Capital Budget Amendment -Municipal Data Storage Virtualization Solution 2011

REGIONAL MUNICIPALITY OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Date of Amendment: **July 12, 2011**

CURRENT PROJECT NAME: Server Replacements 2011 - 2013

AMENDED PROJECT NAME:

ORDER CODES (if assigned): 600296

PROJECT NUMBER: 10207-7-01

Project Consolidation

CURRENT PROJECT BUDGET

Select current funding status

Current Priority Score: **66**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Operating Budget	Other Sources	Debenture Financed
Prior	-						
2011	90,000			90,000			
2012	90,000			90,000			
2013	90,000			90,000			
2014	-						
Thereafter	-						
TOTAL	270,000	-	-	270,000	-	-	-

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This amendment is to consolidate the Server Replacements 2011 - 2013, and Municipal Data Storage Expansion 2011 into one Virtualization Solution. The requirement for virtualization is due to rapidly increasing storage needs for the Municipality, and the environmental controls risk analysis in November 2009 as well as November 2010 internal audit.

AMENDED PROJECT BUDGET

Select amended funding status

Amended Priority Score: **54**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Operating Budget	Other Sources	Debenture Financed
Prior	-						
2011	-			-			
2012	90,000			90,000			
2013	90,000			90,000			
2014	-						
Thereafter	-						
TOTAL	180,000	-	-	180,000	-	-	-

PROJECT ACCOUNTABILITY

PROJECT MANAGER ASSIGNED	Peter Glover
DELIVERY DEPARTMENT DIRECTOR/MANAGER	Paige Tracey
DELIVERY DIVISIONAL MANAGER	Paige Tracey
SPONSOR DEPARTMENT DIRECTOR	Paige Tracey
CHIEF FINANCIAL OFFICER	Elsie Hutton
CHIEF ADMINISTRATIVE OFFICER	Glen Laubenstein
POSTED BY (for Finance only)	

PROJECT PRIORITY SCORE

10207-7-01

HIGH PRIORITY - Project needs to start in the first year of the capital plan

MEDIUM PRIORITY - Project does not need to start until the second or third year of the capital plan

LOW PRIORITY - Project does not need to start within the first three years of the capital plan

NOT APPLICABLE - Criterion does not apply to this capital project

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		HIGH Yr 1	MEDIUM Yr 2 or 3	LOW After Yr 3	N/A	SCORE
		6	**3**	**1**	**0**	
Imminent Health or Safety	**7**					**0**
Legislation/Contractual Obligation	**6**					**0**
Maintain Existing Assets	**5**	x				**30**
Maintain Current Service Levels	**4**	x				**24**
Increase Efficiencies	**3**					**0**
Increase Level of Existing Service	**2**					**0**
New Service	**1**					**0**
					Total Score	**54**

REGIONAL MUNICIPALITY OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Date of Amendment: **July 12, 2011**

CURRENT PROJECT NAME: Municipal Data Storage Expansion 2011

AMENDED PROJECT NAME: Municipal Data Storage Virtualization 2011

ORDER CODES (if assigned): 600276

PROJECT NUMBER: 10751-7-02

Project Consolidation

CURRENT PROJECT BUDGET

Select current funding status

Current Priority Score: **54**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Operating Budget	Other Sources	Debenture Financed
Prior	-						
2011	90,000			90,000			
2012	-						
2013	-						
2014	-						
Thereafter	-						
TOTAL	90,000	-	-	90,000	-	-	-

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This amendment is to consolidate the Server Replacements 2011 - 2013, and Municipal Data Storage Expansion 2011 into one virtualization solution. The requirement for virtualization is due to rapidly increasing storage needs for the Municipality, and the environmental controls risk analysis in November 2009 as well as November 2010 internal audit recommendations.

AMENDED PROJECT BUDGET

Select amended funding status

Amended Priority Score: **54**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Operating Budget	Other Sources	Debenture Financed
Prior	-						
2011	450,000			450,000			
2012	-			-			
2013	-			-			
2014	-						
Thereafter	-						
TOTAL	450,000	-	-	450,000	-	-	-

PROJECT ACCOUNTABILITY

PROJECT MANAGER ASSIGNED	Peter Glover
DELIVERY DEPARTMENT DIRECTOR/MANAGER	Paige Tracey
DELIVERY DIVISIONAL MANAGER	Paige Tracey
SPONSOR DEPARTMENT DIRECTOR	Paige Tracey
CHIEF FINANCIAL OFFICER	Elsie Hutton
CHIEF ADMINISTRATIVE OFFICER	Glen Laubenstein
POSTED BY (for Finance only)	

PROJECT PRIORITY SCORE

10751-7-02

HIGH PRIORITY - Project needs to start in the first year of the capital plan

MEDIUM PRIORITY - Project does not need to start until the second or third year of the capital plan

LOW PRIORITY - Project does not need to start within the first three years of the capital plan

NOT APPLICABLE - Criterion does not apply to this capital project

??

		HIGH Yr 1	MEDIUM Yr 2 or 3	LOW After Yr 3	N/A	SCORE
		6	**3**	**1**	**0**	
Imminent Health or Safety	**7**					**0**
Legislation/Contractual Obligation	**6**					**0**
Maintain Existing Assets	**5**	x				**30**
Maintain Current Service Levels	**4**	x				**24**
Increase Efficiencies	**3**					**0**
Increase Level of Existing Service	**2**					**0**
New Service	**1**					**0**
					Total Score	**54**

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject:	2011 Capital Budget Request - Confederation Way and Thickwood Boulevard Lane Widening

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Kevin Scoble, Acting Divisional Manager
Darcy Elder, Director

Administrative Recommendation(s):

THAT the Capital Budget Amendment as outlined in Attachment 1: Capital Budget Amendment for Confederation Way – Third east-bound lane dated July 12, 2011, be approved.

THAT the Capital Budget Request as outlined in Attachment 2: 2011 Capital Budget Request – Confederation Way and Thickwood Boulevard Lane Widening, dated July 12, 2011, be approved.

Summary:

A Capital Budget is requested to proceed with the design and construction of a third lane along Confederation Way from Eagle Ridge Boulevard to Highway 63, and along Thickwood Boulevard from Ross Haven Drive to Highway 63. This is being brought forward because Capital Budget requests must receive Council approval.

Background:

Population and employment growth in the region has strained the ability to deliver necessary transportation improvements. The nature of travel patterns and the sheer volume of trips to and from the oil sands developments have overwhelmed the existing road network; making traffic operations on Highway 63 very unstable during peak periods. Operation of industry-supported buses to and from the plant sites has helped; however, buses are delayed by congestion on Highway 63 as well as urban roads approaching Highway 63.

Improvements to Highway 63 such as highway widening, interchanges, and the new Athabasca Bridge are meant to address the volume of highway traffic; however, congestion on Confederation Way and Thickwood Boulevard remains an issue.

In developing a bus priority system to address congestion issues, IBI Group recommended dedicating a third eastbound lane solely to bus traffic on Confederation Way and Thickwood Boulevard. Decreasing traffic volumes within the urban area and along the highway will eliminate bus delays. It will also make bus trips to and from the oil sands developments more efficient, predictable, reliable, and quicker; thereby encouraging more workers to use buses rather than their personal vehicles.

Author: Derek Falardeau-Mercier
Department: Engineering

Implementing a bus priority lane will not only relieve congestion by encouraging bus transit, it also follows the course of shifting toward the transit-oriented development as endorsed by the Municipal Development Plan.

Alternatives:

1. Maintain existing roads and traffic operation
2. Dedicate one of the existing lanes as a bus lane
3. Construct a third lane
4. Utilize one of the existing lanes as a lane reversal to accommodate peak traffic periods

Budget/Financial Implications:

This project will be partially funded by Capital Infrastructure Reserve ($2,144,453) with the remaining ($10,855,547) funded by Provincial Grants (MSI Grants).

Rationale for Recommendation(s):

- Based on current traffic volumes, alternative #1 does not address immediate needs.
- Alternative #2 may maximize bus throughput, but it does not provide sufficient capacity for vehicles and will be difficult to enforce.
- Alternative #3 maximizes capacity for both vehicles and buses.
- Although alternative #4 will capitalize on unused off-peak direction capacity, it creates a safety concern and requires extensive signage and traffic management.

Alternative #3 - to construct a third lane – is recommended as it follows the course of shifting towards transit-oriented development endorsed by the Municipal Development Plan.

Attachments:

1. Capital Budget Amendment for Confederation Way
2. 2011 Capital Budget Request

REGIONAL MUNICIPALITY OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Date of Amendment: **July 12,2011**

CURRENT PROJECT NAME: Confederation Way - Third East Bound Lane

AMENDED PROJECT NAME:

ORDER CODES (if assigned): 600356

PROJECT NUMBER: 118

Project Amendment

CURRENT PROJECT BUDGET

Funded capital project

Year	*Annual Cost*	*Fed Grants*	*Prov Grants*	*Reserves*	*Operating Budget*	*Other Sources*	*Debenture Financed*
Prior	5,000,000			2,500,000		69,705	2,430,295
2011	-						
2012	-						
2013	-						
2014	-						
Thereafter	-						
TOTAL	5,000,000	-	-	2,500,000	-	69,705	2,430,295

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

By reducing the original scope of the project there is a saving of $572,616 dollars in this project which would be utilized for Confederation Way and Thickwood Boulevard Lane Widening

AMENDED PROJECT BUDGET

Funded capital project

Year	*Annual Cost*	*Fed Grants*	*Prov Grants*	*Reserves*	*Operating Budget*	*Other Sources*	*Debenture Financed*
Prior	-						
2011	4,427,384			1,927,384		69,705	2,430,295
2012	-						
2013	-						
2014	-						
Thereafter	-						
TOTAL	4,427,384	-	-	1,927,384	-	69,705	2,430,295

PROJECT ACCOUNTABILITY

PROJECT MANAGER ASSIGNED	Wayne MacIntosh
DELIVERY DEPARTMENT DIRECTOR/MANAGER	Darcy Elder/Emdad Haque
DELIVERY DIVISIONAL MANAGER	Wes Holodniuk
SPONSOR DEPARTMENT DIRECTOR	Samuel Alatorre
CHIEF FINANCIAL OFFICER	Elsie Hutton
CHIEF ADMINISTRATIVE OFFICER	Glen Laubenstein
POSTED BY (for Finance only)	

REGIONAL MUNICIPALITY OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Date of Amendment: **July 12,2011**

CURRENT PROJECT NAME: Confederation Way and Thickwood Boulevard Lane Widening

AMENDED PROJECT NAME:

ORDER CODES (if assigned):

PROJECT NUMBER: New Project

CURRENT PROJECT BUDGET

Select current funding status

Year	*Annual Cost*	*Fed Grants*	*Prov Grants*	*Reserves*	*Operating Budget*	*Other Sources*	*Debenture Financed*
Prior	-						
2011	-						
2012	-						
2013	-						
2014	-						
Thereafter	-						
TOTAL	-	-	-	-	-	-	-

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This project is for the design and construction of a third eastbound lane along Confederation Way from Eagle Ridge Boulevard to Highway 63 as well as a third eastbound lane along Thickwood Boulevard from Rossi Haven Drive to Highway 63.

AMENDED PROJECT BUDGET

Funded capital project

Year	*Annual Cost*	*Fed Grants*	*Prov Grants*	*Reserves*	*Operating Budget*	*Other Sources*	*Debenture Financed*
Prior	-						
2011	13,000,000		10,855,547	2,144,453			
2012	-						
2013	-						
2014	-						
Thereafter	-						
TOTAL	13,000,000	-	10,855,547	2,144,453	-	-	-

PROJECT ACCOUNTABILITY

PROJECT MANAGER ASSIGNED	Derek Falardeau - Mercier
DELIVERY DEPARTMENT DIRECTOR/MANAGER	Darcy Elder/Emdad Haque
DELIVERY DIVISIONAL MANAGER	Wes Holodniuk
SPONSOR DEPARTMENT DIRECTOR	Darcy Elder
CHIEF FINANCIAL OFFICER	Elsie Hutton
CHIEF ADMINISTRATIVE OFFICER	Glen Laubenstein
POSTED BY (for Finance only)	

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Green Fleet Action Plan

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Sid Bennett, Divisional Manager

Administrative Recommendation:

THAT the Green Fleet Action Plan be accepted as information.

Summary:

The Green Fleet Action Plan will be implemented over the next three years with continuous analysis of greenhouse gas (GHG) emissions as an indicator of the municipality's carbon footprint.

Background:

The Municipality has an inventory of 594 units, ranging from light duty vehicles to off-road heavy construction equipment. Presently, the Fleet Services Branch is responsible for managing 447 units. The remaining 147 units are divided between and managed by the Transit Services Branch and the Regional Emergency Services (RES) heavy and light fleet.

Administration has investigated methods to create efficiencies in the overall fleet inventory in the past. To align with current sustainability initiatives, Administration is implementing a number of strategies in the short term as well as a continuous improvement plan for the long term.

Budget/Financial Implications:

This initiative can be met within the existing operating budgets with the expectation that future budgets may result in lower fuel costs. Capital expenditures will be limited to normal fleet replacement costs.

Rationale for Recommendation:

The intent of the Green Fleet Action Plan is to reduce the municipal carbon footprint within the entire region. Administration understands the need to mitigate its carbon footprint through the reduction of greenhouse gas emissions. The Municipality will, therefore, rely on a multi-faceted approach to reduce the overall carbon footprint in the region in order to pursue a more comprehensive approach to sustainable development.

The Plan addresses the following:

Author: Ken Fryer
Department: Fleet Services

- Ensuring vehicles purchased are the right size for their intended use;
- Purchasing the most fuel-efficient units wherever it is operationally feasible;
- Utilizing technologies that could help decrease fuel use and emissions (e.g., hybrid electric);
- Using alternative fuels when they have been evaluated and proven to meet the Municipality's operational, budgetary and environmental requirements;
- Implementing and enforcing a corporate anti-idling guideline and installing idle-reduction technologies on vehicles that tend to idle at job sites;
- Investigating how maintenance and management practices could be modified to lower fuel use;
- Teaching vehicle and equipment operators driving techniques that can cut fuel use;
- Exploring opportunities within the overall organization to reduce unnecessary kilometres (e.g., car pooling and travel demand management and teleconferencing); and
- Supporting internal and external communication on sustainable transportation alternatives available in the region.

Administration supports the Green Fleet Action Plan as it will demonstrate a commitment to sustainability in the region.

Attachment:

1. Green Fleet Action Plan

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Green Fleet Action Plan

Fleet Services Branch
Corporate Services
May 2011

Prepared by: Ken Fryer
Manager of Fleet Services

Our Vision: "A balanced future with opportunity for all"

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Plan Development

The Green Fleet Plan was written by staff at the Regional Municipality of Wood Buffalo, “The Municipality” Fleet Services Branch.

Prior to developing the plan, Fleet Services reviewed municipal green fleet plans and incorporated elements from existing municipal plans, current green fleet activities being pursued by the Regional Municipality of Woodbuffalo Fleet Services Branch, best industry practices for greening a municipal fleet and incorporated recommendations from industry experts from across Canada.

Executive Summary

The Municipality is dedicated to reducing emissions from its corporate vehicle fleet and has developed a Green Fleet Plan to reduce the environmental impact of the Municipality’s vehicle and equipment fleet by reducing fuel consumption and emissions.

The Green Fleet Plan will achieve its goal of reducing emissions while maintaining or increasing the level of service offered to citizens of the region.

The Regional Municipality of Wood Buffalo will implement a number of strategies aimed at reducing its 2012 greenhouse gas emissions from its corporate fleet by 5% from 2011 levels.

Vehicle emissions are the largest source of greenhouse gas emissions from the Municipality’s corporate activities.

The Green Fleet Plan is anticipated to result in a net savings to the Municipality over the ten year timeframe for which it is implemented. The total cost of the Green Fleet Plan is estimated at $290,000.

The Regional Municipality of Wood Buffalo has 594 motorized vehicle and unitized equipment in its entire fleet. This Green Fleet Plan contains action-oriented strategies to help reduce air pollution and lower noxious air pollutants currently focusing on 447 units with the intent to extend the plan to include the emissions benefits from the Transit Department’s fleet by 2013.

All of the strategies within the Green Fleet Plan have associated performance indicators to measure progress towards that strategy. However, certain actions within the strategies do not include emission reduction estimates associated with that action because the action is not readily quantifiable, for example; certain strategies include actions to investigate the feasibility of initiatives that could reduce emissions and until this investigation is complete the emission reduction cannot be reasonably assumed. The plan does present estimates for key actions that are anticipated to provide significant emission reductions. As the plan is rolled out, all possible activities that can be measured in terms of their emission reduction potential will be quantified in the annual reporting for the plan. Each of the strategies and corresponding actions that have quantifiable emission reductions are denoted below.

- Training and Awareness
- Idle Reduction Anti-Idling Policy
- Idle Reduction Technologies
- Fuel Efficient Vehicles Green Purchasing Specifications
- Fuel Data Management
- Operational Maintenance
- Trip and Route Planning – AVL
- Utilization Management
- Improvements in Fuel Efficiency
- Emission Performance – Fleet Advantage Canada
- Alternative Fuels - Ethanol and Biodiesel

Additional Projects

- Hybrid Replacement Program
- Right Size the Fleet (Match Vehicle Use to Job Requirement)

Each year, performance indicators will be measured to assess the progress and success of all strategies and the overall plan towards our emission reduction goals.

An annual report of the Green Fleet Plan will be submitted to the Senior Leadership Team for review. The report will be authored by the Municipality with the input from all participating departments. Departmental trends will be provided in the annual report and adjustments will be made to the strategies if they are not completing the desired result. This process will ensure that: The Municipality is working toward achieving the targeted emission reduction.

Introduction

The Municipality has been working towards implementing a corporate Climate Change Action Plan with a focus to reduce corporate GHG emissions. The largest sources of corporate GHG emissions are from the Vehicle and Civic Building sectors.

The Regional Municipality of Wood Buffalo goal is to reduce corporate emissions. Emissions from the Municipality's vehicle fleet have not been calculated and a baseline has not been established.
However, the Regional Municipality of Wood Buffalo is deploying a Green Fleet Plan to ensure that Green House Gasses (GHG's) are managed towards a downward trend.

The combustion of fossil fuels to power vehicles and engines such as cars, trucks, buses and construction equipment has significant environmental and health impacts. Some of the pollutants emitted from Municipal vehicles and equipment include greenhouse gases, volatile organic compounds (VOC's), nitrogen oxides (NOx), particulate matter (PM), carbon monoxide (CO), and sulfur oxides (SOx), all of which cause varying types of detrimental environmental and health effects.
According to Environment Canada, air pollution is inextricably linked to numerous health conditions including respiratory diseases (i.e. asthma), cardiovascular disease, allergies, and neurological effects.
Over the last several years the Municipality has been actively involved in exploring opportunities for greening our environment. Fleet Services and the Green Fleet Plan will continue these efforts while deploying additional strategies aimed at making the fleet as environmentally sustainable as possible.

2007, Environment Canada, *Transportation,* Retrieved January 28, 2009 from http://www.ec.gc.ca/cleanairairpur/

Planned Green Fleet Actions

Some of the types of green fleet actions currently being considered by the Municipality include:

Low Emission Diesels:
The Municipality to purchase new pieces of heavy equipment that have low emission engines, which results in lower emissions and improved fuel efficiency over older diesel vehicles in the fleet. The 2010 diesel engine standard has significantly lower emissions over previous models. While the 2007 diesel engines emit a slightly higher amount of pollution per litre than gasoline fuel, the fact that many newer diesel engines are 20% more fuel efficient than pre 1990 models, makes them a greener choice. Additionally, the new engines have improved operational capabilities.

Hybrid Evaluations:
The Municipality has been testing hybrid gas electric vehicles in its fleet and will begin to monitor and assess vehicle performance and where applicable the fuel efficiency of these hybrids. To date, these vehicles have performed well in all seasons and have proven to be one of the most reliable vehicles in the fleet.

Fuel Efficiency
The Municipality will ensure that fuel efficiency is a key criterion in all its vehicle purchasing tenders so that fuel efficiency is a part of the set of evaluation criteria considered when selecting vehicles for purchase. Fleet Services will also distribute a comprehensive fuel efficiency guide to Municipality employees that highlights tips and strategies on how to reduce fuel consumption such as having properly inflated tires and employing fuel efficient driving techniques. Fleet Services will be conducting in-house workshops to raise the awareness of staff.

Idle Monitoring & Technology Evaluations:
In instances where a vehicle is normally required to be kept running, such as to have safety lights or operational equipment engaged while at a job site or to prevent ignition failure during cold weather, Fleet Services is evaluating technologies that could provide the necessary auxiliary heating, cooling and battery power using a fraction of the fuel that would normally be consumed while idling.
In the future, Municipal Branches, such as the Transit Services Branch will have an anti-idling policy in place to reduce idling in Municipality buses and other Branches, such as By-Law Services Branch will have technologies installed in their vehicles that monitor real-time idling in their vehicles to help reduce their carbon footprint.

Biodiesel Study:
In 2012, the Regional Municipality of Wood Buffalo will have completed the fuel tank installation to include biodiesel blending at the pump. Fleet Services will be conducting in-house workshops on the use of biodiesel prior to fuel tank installations.
Biodiesel is a cleaner burning alternative to diesel fuel that can be made from new or used animal fat, virgin vegetable oil such as canola or restaurant grease. The biodiesel purchased will meet fuel quality standards.

Evaluating Advanced Vehicle Technologies:
Every day new vehicle technologies are being deployed to green the transportation sector. The Municipality continually monitors new advanced vehicle technologies. The Fleet Services Branch will be evaluating such as plug-in hybrid gas electric vehicle as part of a future project.

Support for the Alberta Motor Truck Association (AMTA) Fort McMurray Chapter:
The Fleet Services Branch supports the local AMTA chapter. The Regional Municipality of Wood Buffalo Chapter is a voluntary partnership between

provincial government, local government, business, non-profit organizations and post secondary institutions with a mandate to promote road safety using commercial vehicles. Alternative fuels, clean vehicle technologies (including idle reduction and fuel efficiency), and sustainable transportation choices in Alberta. The AMTA hosts conferences, workshops and events to educate local stakeholders on sustainable transportation topics of interest.

Participating in the municipal fleet forum-CAMFM:
The Regional Municipality of Wood Buffalo has recently been added as a member of a municipal fleet forum called the Canadian Association of Municipal Fleet Managers. The forum was launched in 2004 and is a consortium of municipal fleet managers from across Canada. The mandate of the association is to share information on alternative fuels, advance vehicle technologies, environmental initiatives, in addition to best business practices for municipal fleets across Canada. This group meets face to face on an annual basis and conference calls on a monthly basis. This interaction will keep Fleet Services informed on a continuous basis.

Boards and Workshops:
The Municipality Fleet Services Branch has been invited to sit on various boards and attend focus group workshops to provide input into policy direction on sustainable transportation initiatives, including alternative fuels in Alberta and other provinces in Canada.
Fleet Services is also represented on the Alberta Biodiesel Board and currently sits on the board in Alberta.

Purpose, Scope and Emission Target

Purpose
The purpose of the Green Fleet Plan is to reduce the environmental impact of the Municipality's vehicle and equipment fleet by reducing fuel consumption and emissions. The Green Fleet Plan will achieve its goal while maintaining or increasing the level of service offered to citizens of Wood Buffalo.
Consideration of all strategies within the Green Fleet Plan will take into account life cycle cost management principles that are the cornerstone of the fleet management business.

Scope
Scope of Vehicles & Equipment
All of the Regional Municipality of Wood Buffalo vehicles and equipment will fall into the scope of this plan. The Municipality has a vehicle and equipment inventory of 594 units in its fleet ranging in scale from light fleet under 4,500 Kg to off-road heavy construction equipment and aerial man lifts and material handling equipment. .
The Fleet Services Branch is responsible for managing 447 of these units, representing approximately 75% of Municipality vehicles. There are 147 units

that are not managed by the Fleet Services, including Wood Buffalo Transit Services Branch fleet, and the (RES) Regional Emergency Services heavy fleet. These categories of vehicles, equipment and buses have unique operating requirements within the Regional Municipality of Wood Buffalo and will address the greening of their fleet in a slightly different manner than the 447 managed fleet vehicles and equipment.

The breakdown of the Municipality's vehicle inventory is as follows:

Number of Vehicles Description Department % Relative to Total
447 Regional Municipal Wood Buffalo Managed Units Variety of Civic Departments 75.3%
72 (RES) Regional Emergency Services 12.1%
75 Buses Wood Buffalo Transit 12.1%
Total of 594 - 100%

City-Owned Vehicle Breakdown (approximate)
The breakdown of fuel use by The Municipality owned vehicles is as follows:

Annual Fuel Gasoline and Diesel (L) Description Department % Relative to Total
1,329,417 Litres managed units in a variety of civic department's – 56%
198,427 Litres (RES) Regional Emergency Services - 9%
807,365 Litres Buses Wood Buffalo Transit – 35%
Total - 2,335,209 Litres – 100%

Annual Municipality Fuel Use Breakdown (approximate)
Due to the specific nature of their operations, the Municipality's (RES) Regional Emergency Services will be expected to adhere to most, but not all, of the actions identified within each of the strategies in this plan. Specific exemptions of the Municipality's (RES) Regional Emergency Services are noted within the strategies section and primarily relate to vehicles responding to emergencies. Wood Buffalo Transit also presents an operating environment with unique opportunities and challenges in greening their fleet, most notably because the Transit fleet is comprised primarily of Transit busses currently being managed through an outside contractor (Diversified). It should be noted that Fleet Services has the skill set to manage our own bus fleet once an appropriate vehicle maintenance program is adopted. An alternate, Wood Buffalo Transit-specific Green Fleet Plan will need to be created as an amendment to this Plan.
All Municipality departments and their respective business analysis (BA) will be included in the scope, with exception to those noted and will implement all applicable strategies included in the Green Vehicle Plan unless it is demonstrated that the strategies are not operationally feasible for the department or BA. For example, emergency vehicles such as RES Trucks responding to a RES will not be required to follow the Municipality's anti-idling directive at that time.

All 594 Municipality vehicles will eventually be reported on their green fleet initiatives in the same annual report so that the Municipality can assess the concerted efforts to green transportation related initiatives from operating vehicles, equipment and buses used for the delivery of Municipal services. The Regional Municipal of Wood Buffalo will work collaboratively with the RES Department and Wood Buffalo Transit to develop templates for reporting requirements.

Scope of Emission Analysis

Currently, the Regional Municipality of Wood Buffalo's vehicle and equipment fleet's environmental impact is not being measured directly by total annual fuel usage and the total equivalent annual carbon dioxide equivalent (CO_2e) tailpipe emissions released. Total annual fuel use is therefore a key indicator for the Green Fleet Plan for which the Regional Municipality of Wood Buffalo currently developing the ability to track accurately and for which there is limited sufficient historical data for use as a baseline comparator.

While total fuel consumption is a very useful and practical indicator of the Regional Municipality of Wood Buffalo's overall progress towards a greener fleet, the Green Fleet Plan acknowledges that a full life cycle analysis of all vehicles & equipment, fuels, technologies, and alternative fuels would ultimately provide a much clearer understanding of the full environmental impact of the Municipality's fleet. Life cycle analysis considers the total environmental impact of a given product or service necessitated by its existence from resource extraction, processing, distribution, manufacturing, transport, use, decommissioning, and disposal, and thus enables more sound decision making.

Fleet Services Branch is researching appropriate fleet management software currently used by larger cities in Alberta specifically Edmonton and Calgary. In addition to the data collection, Fleet Services Branch is developing relationships with Fleet Advantage to support ongoing data analysis of vehicle utilization, replacement analysis and GHG emission reporting.

The Green Fleet Plan will continue to utilize total fuel use as a primary indicator for municipal vehicles with the exception of the Transit fleet. The intent is to expand the scope of its analysis towards a life cycle analysis model and a net emissions reduction from Transit operations as resources to do so become available.

The scope of analysis for the Transit Department will be different than that used for the rest of the Green Fleet Plan due to the nature of Transit operations. The Transit Branch's emissions performance is most appropriately measured by the emissions avoided when passengers choose to take public transit over their own motor vehicles. There are a variety of reasons for this difference. For example, the demand for Transit service has increased in recent years and is expected to continue. This increase in demand will require additional service hours and an increase in the size of Transit's fleet. This type of demand-driven operational

change will result in an increase in the fuel consumed and the production of GHG emissions by Transit vehicles; however, the true impact of improved Transit Services will be a net reduction of vehicle emissions produced in the Municipality.

Emission Target

By 2012, The Green Fleet Plan is aiming to reduce GHG emissions by 5% from 2011 levels for the units addressed within the Green Fleet Plan. This reduction in the corporate vehicle fleet emissions is estimated to result in a reduction in the Municipality's overall corporate GHG inventory.

Each year an inventory on the GHG emissions from the Municipality's fleet will be evaluated to ensure there is a continuing trend to decreasing emissions. The emissions estimates included in the Green Fleet Plan are based on best available data and once the strategies begin to be deployed and actual emissions are documented, it will provide the Municipality with a mechanism to assess the effectiveness of each strategy in the Plan.

While all of the strategies within the Green Fleet Plan have associated performance indicators to measure progress of the strategy, some activities within the strategies present a challenge to make reasonable assumptions of the potential emission reductions until the activities begin to be implemented. For example some of the strategies are to investigate the feasibility of actions that could reduce emissions and until the feasibilities are complete the emission reduction cannot be reasonably assumed. The plan does present estimates for the key activities that are anticipated to provide significant emission reductions. As the plan is rolled out, all possible activities that can be measured in terms of emission reduction will be quantified in the annual reporting for the plan. Each of the strategies that have quantifiable emission reductions are denoted below.

- Idle Reduction Anti-Idling Policy & Idle Reduction Technologies
- Alternative Fuels 5% Ethanol & 2% (or greater) Biodiesel Use
- Fuel Efficient Vehicles Green Specifications, Hybrids, Diesels
- Right Size the Fleet Match Vehicle to Job Function
- Annual GHG Reduction (Tonnes CO_2e /year)
- Strategy Key Activity
- Quantifiable Strategies and Associated Emission Reductions

It is estimated that the Green Fleet Plan will achieve an annual reduction of 144 tonnes of CO_2 equivalent emissions from diesel engines only by 2012 referenced baseline 2,889 tonnes of CO_2e. This estimate is based on best available data to date and actual emission reduction may be greater or less than anticipated. The greatest reduction in emissions is anticipated to come from idle reduction, followed by alternative fuel use, the purchase and use of fuel efficient vehicles, right sizing the fleet and ongoing operator training.

In the past, the Municipality has not monitored its corporate vehicle fleet emissions. A standard model (Fleet Advantage/E3 Fleet) is being explored to

provide a consistent framework for analysis that can be used to make comparisons with other municipalities. The total Regional Municipality of Wood Buffalo's corporate vehicle related greenhouse gas inventory will need to be established (baseline). Once established, this will allow for ongoing historical measurements of greenhouse gas emissions from all of the Regional Municipality of Wood Buffalo vehicles, with the exception of the Transit's vehicle fleet.
As such, the Municipality does not currently have an inventory for GHG emissions from any division.

Strategies
A variety of Green Fleet strategies will be deployed immediately upon approval of the Green Fleet Action Plan to achieve targeted emission reductions. Each year, performance indicators (emission intensity) will be compiled to assess the progress and success of all strategies and the overall plan.
An annual report of the Green Fleet Action Plan will be submitted to the Regional Municipality of Wood Buffalo Executive for review. Departmental trends will be provided in the annual report and adjustments will be made to the strategies if they are not completing the desired result. New technologies that reduce emissions and vehicle models that are more fuel efficient than their predecessor are continually coming to the market and as such, when these become available new strategies may be identified on an annual basis to incorporate them into the Green Fleet Action Plan .
This process will enable the Regional Municipality of Wood Buffalo to achieve the targeted emission reduction in the most cost effective manner.
Most strategies will be initiated through the Fleet Services Branch in cooperation with affected departments and BA's since Fleet Services is the primary entity responsible for purchasing, maintaining and disposing of Municipality vehicles and equipment included in the Green Fleet Plan.
All strategies will be implemented using the principles of life cycle cost management to ensure the strategy does not significantly impact a department's ability to undertake its required functions.

The principles of life cycle cost management include the following elements:
• Vehicle capital cost
• Vehicle operating cost
• Vehicle functionality (ensuring the vehicle meets operational requirements)
• Vehicle useful life
• Vehicle resale value
• Vehicle maintenance requirements.

There are a number of strategies that will be deployed requiring the Municipality's vehicle and equipment fleet managed by Regional Municipal of Wood Buffalo to include: Actions, Performance Indicators and Responsibility

1. Right Size the Fleet

Goal: Implement actions to reduce the overall number of vehicles and fuel used by: The Municipality's fleets in addition to ensuring all Municipality vehicles are appropriately sized for their required job function.

(a) When a vehicle is due for replacement, the Fleet Services Branch will meet with departments and BA's to determine whether an existing vehicle actually needs to be replaced to meet operational needs. If the vehicle is not required, it in cooperation with Departments and BA's not be replaced, thus reducing the size of the Municipality's vehicle fleet. RES will complete this action within their respective Depts.

(b) Encourage multi-purpose vehicles, such as outfitting one vehicle with multiple attachments so the vehicle can conduct multiple functions, that otherwise would have required two separate vehicles.
RES will complete this action within their respective Departments.

(c) Encourage vehicle sharing amongst Departments whereby the vehicle is only needed on a seasonal basis for respective Departments. The method to implement will include:

- Upon the year a vehicle is to be replaced, Departments and BA's will advise Regional Municipal of Wood Buffalo of vehicles and equipment that are used for seasonal functions.
- Regional Municipal of Wood Buffalo will review opportunities for vehicle sharing from other seasonal use vehicles.
- Regional Municipal of Wood Buffalo will provide the recommendation to both departments and will implement the option based on Departmental and BA approvals.

RES will complete this action within their respective Departments.

(e) When a vehicle is up for replacement, the Regional Municipality of Wood Buffalo will meet with Departments to ensure the right size vehicle is purchased for the required job function. This may entail purchasing a smaller vehicle if it meets operational needs or purchasing a larger vehicle in instances where it would improve the fuel efficiency to have a larger vehicle that can carry heavier loads required to
undertake a job function.
RES will complete this action within their own respective Departments.

2. Purchase the Most Fuel Efficient Vehicles where Operationally Feasible
Goal: Purchase the most fuel efficient vehicle or equipment, providing it meets operational requirements of the Department or BA Actions Performance Indicator Responsibility.

(a) Ensure all light duty fleet tenders put a significant weight on fuel efficiency to ensure light duty vehicles are as fuel efficient as possible.
RES will complete this action within their respective Departments.

(b) Review all light fleet tender processes to ensure the process maximizes the potential to purchase the most fuel efficient vehicle possible, including encouraging a larger set of vendors to bid on Municipality tenders and writing green specifications aimed at reducing fuel use into all the Municipal vehicle tenders.
RES will complete this action within their respective Departments.

(c) Purchase hybrid-electric vehicles for light duty, high and extreme usage vehicles, when operationally proven hybrid models are available and meet operational needs.
Fifty percent (50%) of all high and extreme usage vehicles will be hybrid where hybrid models exist. Reduction in fuel use All Departments and BA's, with the exception of RES who will assess the feasibility of this action on a case by case basis.

(d) Purchase fuel efficient diesel vehicles and equipment over less fuel efficient gasoline vehicles and equipment where diesel models are available and meet operational needs, in all cases where the diesel alternative is available.
Reduction in fuel use all Departments and BA's, with the exception of RES who will assess the feasibility of this action on a case by case basis.

(e) Assess opportunities on a case by case basis for accelerated vehicle replacement for light duty applications (where a vehicle is not yet due for replacement) but that could immediately benefit from a more fuel efficient vehicle and whereby the Regional Municipality of Wood Buffalo can accommodate the resale of the vehicle in question.

3. Replace Older Diesel Engines with Low Emitting Diesel Engines
Goal: Replace older diesel engines with new diesel engines that emit significantly less pollution than older models.

(a) When a diesel unit is due for replacement, replace the older and higher emitting diesel engines with newer low emitting diesel engines.
Reduction in emissions all Departments and Special Operating Agencies,

with the exception of RES who will assess the feasibility of this action on a case by case basis.

(b) Assess opportunities on a case by case basis for accelerated vehicle replacement of older diesel vehicles not yet due for replacement but that could benefit from a lower emitting diesel engine and whereby the Regional Municipality of Wood Buffalo can accommodate the resale of the vehicle in question.
RES will complete this action within their respective Departments.

4. Evaluate and Use Alternative Fuels
Goal: Use Alternative Fuels in Fleet vehicles when they are either mandated or have been evaluated and proven to meet operational and economic needs for the Municipality and whereby environmental benefits are demonstrated.

(a) Use the provincially mandated 5% blend of ethanol fuel in all gasoline vehicles and equipment operated by the Municipality. Reduction in emissions will require all departments to be involved.

(b) Begin using a B2 blend of biodiesel upon renewal of the Municipality fuel tender to comply with anticipated Provincial (RFS) renewable fuel standards requirements. Reduction in emissions all Departments and Special Operating Agencies

(c) Investigate the feasibility of using higher level blends of biodiesel such as B5-B20 in summer months.

(d) Assess all alternative fuel opportunities as they arise, and where they are operationally feasible. Reduction in emissions the Municipality in cooperation with all Departments for the purposes of this Green Fleet Plan alternative fuels are considered to be ethanol, biodiesel, natural gas, propane, and hydrogen. While electric vehicles in the Municipality are considered an alternative fuel, this plan puts all measures associated with evaluating gas electric hybrids, plug in hybrids and electric vehicles in the strategy associated with testing or piloting green advanced vehicle technologies or purchasing fuel efficient vehicles.

5. Implement and Enforce a Corporate Anti-idling Policy and Install Idle Reduction Technologies
Goal: Implement and enforce a Municipality wide anti-idling policy that limits the amount of time a Municipal vehicle or piece of equipment can idle and install idle reduction technologies on Municipality vehicles that idle significantly at job sites.

(a) Implement and enforce a Municipality wide anti-idling policy that limits the amount of time a Municipality vehicle or piece of equipment can idle, with an aim to reduce idling by 10% by 2013.

(b) Install idle reduction technologies such as auxiliary heaters selected power units that provide battery power, heating and cooling to vehicles while they are at a job site and require these functions.

6. Deploy Fuel Efficient Driver Training

Goal: Deploy fuel efficient driver training to all Municipality vehicle and equipment operators, so that operators can learn specific driving techniques that can reduce fuel use while driving or operating vehicles and equipment in the Municipality's fleet.

(a) Create an internal cross departmental working group to deploy this strategy. Group created Regional Municipality of Wood Buffalo to initiate.

(b) The group will be responsible to:

- Investigate what driver training program(s) would be suitable for each individual Department, starting with an exploration of programs deployed by other municipalities and programs offered by organizations such as the Smart Driver Training, offered through the Federal Government's Fleet Smart program or using simulators to provide fuel efficient driver training. Hazard Avoidance and Defensive Driver training could also include a component on how to reduce vehicle idling, jack rabbit starts, hard braking, and professional driver techniques.

- Assess how the program will be funded.
- Develop a mechanism to measure the success of the program
- Develop a schedule for deploying the fuel efficient driver program. (Fuel efficiency driver training plan to be created).

Fuel Efficient Driver Training Internal Working Group to include Human Resources and Fleet Services including dedicated trainers for light and heavy duty classes of vehicles. This group would also be able to analyze incidents/accidents that have a direct affect on safety and productivity.

(c) Assess which department will be responsible for deploying the driver training program. Formalize departmental responsibility Fuel Efficient Driver Training Internal Working Group

(d) Deploy the training Municipality wide. All relevant Municipal operators to be trained TBD.
RES will assess the feasibility of this action on a case by case basis.

(e) Provide the Regional Municipality of Wood Buffalo with an annual report on the progress of the program.

7. Evaluating New Advanced Vehicles and Technologies

Goal: Evaluate advanced vehicles and technologies that offer the potential to reduce fuel use and emissions in Municipality vehicles and equipment, where pre-established data exist to demonstrate its benefits to reduce fuel use and emissions. The evaluation results will be assessed to consider the adoption of the vehicle or technology, fleet wide where appropriate.

The Department responsible will be able to determine whether any alternative vehicle or technology is suitable or potentially beneficial for evaluation and will conduct the evaluation within their Departments.

(a) Investigate the feasibility of evaluating a large set of all electric vehicles in cooperation with other local public entities. This could include developing a car share opportunity for testing electric vehicles in Alberta with other Public partners approach and feasibility of the project is assessed.

(b) Evaluate a plug in hybrid gas electric vehicle conversion that is part of a project sponsored Climate Change Central (C3). The project includes the conversion to plug in hybrid gas electric models.

(c) Evaluate new hybrid gas electric vehicle models, such as hybrid pick up trucks, as they become available to assess the actual fuel consumption gains and operational functionality. Report on progress.

(d) Evaluate a fully electric street sweeper. Electric street sweeper evaluation.
To be developed and reported.

(e) Evaluate a hydraulic assisted launch garbage truck. To be developed and reported.

8. Investigate Maintenance and Management Practices to Reduce Fuel Use

Goal: Investigate opportunities where maintenance or management practices can be modified to reduce fuel use, reduce unnecessary kilometers traveled and/or reduce vehicular emissions.

(a) Ensure planning of proposed relocation of Fleet Services main vehicle and repair facility considers the impact on the Municipality's Green Fleet Plan.
Site locations assess GHG impact.

(b) Construct touch-less bus/truck wash that uses recycled water at Municipality owned site which enables Municipality vehicles to refuel and receive a car/truck/bus wash at the same location. The intent is to reduce the kilometers traveled and associated fuel use by Municipality vehicles traveling to other car washes offsite.

(c) Investigate the feasibility of heating the Municipality's vehicle maintenance facility at the satellite yard with used waste oil during the winter months.

(d) Ensure all vehicles and equipment is brought to the Regional Municipality of Wood Buffalo facilities for regularly scheduled preventative maintenance (PM). Annual review to determine if all Departments are being properly maintained to ensure that vehicles are operating at peak performance. With the exception of RES fleet who will conduct their own regularly scheduled PM services at their respective repair facilities.

(e) Explore opportunities for improving fuel efficiency in the existing fleet by way of investigating the feasibility of programming existing fleet for automatic vehicle shut off time that could be deployed to reduce idling time in existing Municipality vehicles.
RES will complete this action within their own respective Departmentts.

(f) Ensure tires are always properly inflated to levels prescribed by the owners' manual to ensure optimal fuel efficiency. Some items that could be investigated include:

- Investigate the feasibility of Regional Municipality of Wood Buffalo conducting monthly site visits to Municipality yards to inflate tires of vehicles and equipment that do not have properly inflated tires.
- Regional Municipality of Wood Buffalo to investigate opportunities to deploy tire automated tire inflation or monitoring devices.
- Regional Municipality of Wood Buffalo to investigate one tire gauge for each light duty vehicle when it is brought in for repair.
- Departments to measure the tire inflation levels of their vehicles at a minimum of once per month. Feasibility studies to be determined. Departments measuring tire inflation documented on pre and post trips.
  RES will complete this action within their respective Departments.

(g) Investigate the opportunity to use wide base tires in applicable instances within the fleet. The practices used in other vicinities and can reduce fuel use in vehicles and equipment.
RES will assess the feasibility of this action on a case by case basis.

(h) Ensure all Municipality vehicles and equipment use the appropriate type and tread of tires. Inappropriate tires tend to reduce fuel efficiency and present a safety concern. Maintenance records to be developed identifying the work performed to match tires on Municipality vehicles.
RES will assess the feasibility of this action on a case by case basis.

9. Inclusion of Personal Vehicle Use, Rental Vehicles and Outsourced Work
Goal: Apply the strategies of the Green Fleet Plan to all outsourced work involving vehicles and equipment, after a reasonable amount of consultation has taken place with the private sector bidding on Municipality work.

(a) Ensure any Municipality employee using their personal vehicle for Municipality business follows the principles of the Green Fleet Plan where possible, such as following the anti-idling policy. Communication conducted to all Municipality employees using personal vehicles. Vehicles used for Municipality business and identify any opportunities to decrease the GHG from these vehicles, such as making a fuel efficient Municipality vehicle pool available for Departments or personal vehicle use GHG impact.

(c) Explore the opportunity for requiring adherence to the Municipality's anti-idling directive in all outsourced tenders' bid opportunity templates. Decision on whether or not to include the statement in tenders.

(d) Explore the opportunity to prioritize low-emitting engines on call-out lists for outsourced work in Municipal tenders. Consultation with the private sector would be a part of this exploration.

(e) Investigate the feasibility of applying the strategies of the Green Fleet Plan to all pieces of equipment rented by the Municipality for delivery of Municipality services. Decision on whether to apply the Green Fleet Plan strategies to rental units.

10. Transportation Demand Management
Goal: Explore opportunities for deploying Transportation Demand Management to the corporate and employee environment with the aim of reducing unnecessary vehicle kilometers traveled during the work day and for work commutes.

(a) Develop a working group to investigate and implement transportation demand management strategies that could be deployed to reduce the amount of unnecessary vehicle kilometers traveled by Municipal employees during the work day such as ensuring all Municipality boardrooms have access to equipment to conduct teleconferences rather than driving to meetings. Working group to initiate and report on opportunities for the corporate environment.

(b) Develop a working group to investigate transportation demand management strategies that could be deployed to reduce the amount of unnecessary vehicle kilometers traveled by Municipal employees for work commutes such as exploring the development of a carpooling program for Municipal employees, installing bike racks at all City facilities, encouraging the use of transit, and developing informational materials for Municipality employees promoting sustainable transportation options available for work commutes.

(c) Working group to initiate and report on opportunities for the corporate environmental group.

11) Communication and Outreach
Goal: Support internal and external communication and outreach on sustainable transportation.

(a) Undertake a Municipality wide communication strategy to communicate and explain the components of the Green Fleet Plan to all relevant Departmental representatives including as many operators of Municipality vehicles and equipment as is feasible. Strategy to be developed.

(b) Continue to provide technical and administrative support to the Environmental and sustainability initiatives being developed by the Regional Municipality of Wood Buffalo. To be identified as an organization dedicated to promoting the use of alternative fuels, advanced vehicle technology and sustainable transportation in Alberta. Promote a number of annual outreach activities on sustainable transportation.

(c) Communicate the efforts of the Green Fleet Plan at conferences, workshops and through the Regional Municipality of Wood Buffalo's Fleet webpage.
Conferences or workshop presentations, and number of activities posted on the Municipality's webpage.

National Rating System – Fleet Advantage and E3 - Begin developed.

Financial Requirements
There is an anticipated net savings to the Municipality to be gained from the implementation of the Green Fleet Plan. The total cost of the Green Fleet Plan is not clear at this time. However, once a baseline GHG inventory is established quantifying the value of CO_2e emission reductions can be performed by using Alberta Energy emission costing analysis. Currently, CO_2e emissions are valued at $15 per tonne. Operational expenditures and operational savings will be included in the annual reports. In most cases there are cost premiums for Municipality Departments to green their fleets.

Municipal Departments have an ongoing requirement to purchase vehicles for the delivery of Municipal services. The costs do not reflect the total cost of each initiative, but rather the extra cost that is required to deploy the respective Green Fleet strategy. For example the cost estimate associated with purchasing hybrid gas electric vehicles is not the full cost of purchasing hybrids, but rather the additional cost of purchasing a hybrid vehicle over a conventional non-hybrid vehicle.
Although it is expected that the overall commitments within the Green Fleet Plan will provide a Municipal wide cost savings, the objective is also to achieve cost

neutrality on a departmental basis wherever possible. In other words, the intention is to make every effort to balance operational expenditures and operational savings for each individual department. The Regional Municipality of Wood Buffalo, with the support of departments and other agencies will provide the analysis required to forecast these costs and savings by department and provide strategic advice for competitively adhering to the Green Fleet Plan actions on an ongoing basis.

The anticipated cost per unit reduction of CO2 equivalent is to be determined once proper fleet management and GHG tools are in place.

The following functions will be measured and reported.

- Anti-Idling Policy
- 5% Ethanol Use
- Green Purchasing Specifications
- Biodiesel Use
- Match Vehicle to Job Function
- Hybrid Replacement Program
- Idle Reduction Technologies
- Diesel Replacement Program

Regional Municipality of Wood Buffalo will monitor and apply for funding opportunities as they become available to help further emission reduction efforts. For example, hybrid rebates.

Reporting on Progress

Regional Municipality of Wood Buffalo will work with affected Departments and BA's to develop a report on the Green Fleet Plan's annual progress towards meeting emission targets, and provide an update on actual emission benefits and actual costs of each strategy.

The report will be reviewed by all Departments and BA's prior to sending it to the Executive to allow for Departmental and BA input into the plan.

The Regional Municipality of Wood Buffalo will be compiling all required documentation on Green Fleet Plan activities. Throughout the year, should a Department or BA indicate it is not feasible for them to be following the strategies outlined in the plan the Regional Municipality of Wood Buffalo will request documentation and justification from the Department's divisional manager so that it can be included in the annual report. This will ensure that the Regional Municipality of Wood Buffalo has all documentation required to provide an in-depth analysis and summary of Green Fleet Plan strategies in the annual reporting required for the plan.

This will ensure the Municipality is meeting its commitment by quantifying specific actions taken on each strategy outlined in this plan. Specifically, the annual progress report will report on the following:

- GHG inventory for all vehicles included in the plan and other indicators outlined in the report at the Departmental and BA level
- Actual costs being incurred to carry out the strategies
- A review of current strategies and overall progress towards the targets set out in this report
- Recommendations for additional strategies to be added to the Plan

The Transit Branch and RES will provide all of the necessary documentation to the Fleet Services Branch to report on their respective Green Fleet activities, so that all Municipal efforts will be reported on annually within the same annual Green Fleet Plan report.

Upon approval, this plan will be fully integrated into the Municipal Development Plan Strategies. In addition, this plan will reflect our commitment to sustainability set out in Envision Wood Buffalo and build, maintain and foster partnerships with all departments utilizing municipal vehicles/equipment.

REGIONAL MUNICIPALITY OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: July 12, 2011

Subject: Updated Transit and Transportation Strategy

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Carol Theberge, Divisional Manager
Glen Smith, Director

Administrative Recommendation:

THAT Administration be authorized to manage complimentary transit service for Municipal staff.

Summary:

Public Operations proposes complimentary transit service to Municipal staff to decrease the number of personal vehicles on the road, reduce the need for employee parking, and ease traffic congestion in Fort McMurray.

Background:

Traffic and parking are continuing challenges in Fort McMurray. Over the last few months, Administration has made numerous parking arrangements for employee and municipal vehicles; however, the amount of available space is severely restricted in the immediate term.

A number of options have been investigated to alleviate these challenges, including better use of transit. The Fort McMurray transit system is well-established and efficient, and can easily handle increased ridership. In general, numerous improvements to the transit system are underway that will make it an attractive commuting alternative. Improvements include an enhanced network of more comfortable bus stops, heated bus shelters for winter months, more efficient bus routes, and real-time service information for transit users.

The Municipality is also authoring a comprehensive plan to encourage various forms of alternative commuting, such as carpooling, and designated priority bus lanes.

Budget/Financial Implications:

If all Municipal employees (approximately 1,200) use the complimentary transit passes, transit pass revenue would be impacted by $54,000 per month, based on the $45 monthly fee per pass. Fifty-per cent usage is more likely since some employees live outside of the transit service area, some would carpool and some would continue to use their personal vehicles. For 600 employees, the revenue impact would be approximately $27,000 per month; however, this is based on the assumption that staff is currently purchasing this service.

Rationale for Recommendation:

Author: Jawed Malik
Department: Public Operations – Transit Branch

Offering complimentary service to Municipal staff will encourage more people to take public transit. This will have several benefits:

- Decreased traffic
- Reduced parking demands
- Reduced parking violations
- Reduced greenhouse gas emissions (GHG)
- Increased pedestrian safety
- Improved traffic flow through
- Demonstrated commitment to environmental stewardship

The proposed initiative will serve to enhance the public's perception of the Municipality as this project, among others, will help to reduce environmental impacts and overall greenhouse gas emissions. It complements the Municipality's overall transit strategy in the short and long term, as well as several other sustainability initiatives and plans.

Administration supports offering complimentary transit service to Municipal staff as it is an impelling way to build ridership, alleviate traffic congestion, and demonstrate a commitment to sustainability in the region.