

ADMINISTRATIVE BRIEFING REQUEST FORM

Administrative Briefing Information:

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

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