

CITY OF NORTH BATTLEFORD

AGENDA

for

PLANNING COMMITTEE

No. 26/20
Monday, January 20, 2020
5:15 P.M.



**PLANNING COMMITTEE MEETING NO. 26/20
COUNCIL CHAMBERS, CITY HALL**

MONDAY 20 JANUARY 2020 5:15 P.M.

AGENDA

- AGENDA** : Approval
- MINUTES** : Planning Committee Mtg. 25/19 – November 18, 2019
- DELEGATION** :
- CORRESPONDENCE** :
- REPORTS** :
- UNFINISHED BUSINESS** :
- NEW BUSINESS** : DIRECTOR OF OPERATIONS
Re: Next Steps for the Automatic Meter Infrastructure
- INQUIRIES** :
- NEXT MEETING DATE** : Tuesday, February 18, 2020
- FREEDOM OF INFORMATION &
PROTECTION OF PRIVACY ACT** : Part III Exemptions
- ADJOURNMENT** :

PLANNING COMMITTEE MEETING NO. 25/19

Minutes of Planning Committee Meeting No. 25/19 held Monday, November 18, 2019, Council Chambers, City Hall, commencing at 5:15 p.m.

MEMBERS PRESENT:

Mayor R. Bater
Councillors D. Buglas
K. Hawtin
G. Lightfoot
K. Lindgren
K. Steinborn
L. Taylor

ADMINISTRATION PRESENT:

City Manager
City Clerk
City Planner
Director of Leisure Services
Director of Operations
Director of Planning and Development
Asset Management Coordinator
Acting Director of Protective Services/Fire Chief
Finance Manager
Junior Planner
Permits Clerk

Deputy Mayor Coun. K. Steinborn in the Chair.

AGENDA

136) BE IT RESOLVED that Agenda No. 25/19 for November 18, 2019, be approved.

Moved by Coun. K. Lindgren,
CARRIED.

MINUTES

137) BE IT RESOLVED that minutes of Planning Committee Meeting No. 24/19 held September 16, 2019, be adopted.

Moved by Coun. G. Lightfoot
CARRIED.

DELEGATIONS

None

CORRESPONDENCE

None

REPORTS

DIRECTOR OF PLANNING AND DEVELOPMENT

Re: Downtown Revitalization Report

138) BE IT RESOLVED that the Downtown Revitalization Report outlining what has been completed since the Master Plan was adopted and the expressed need to continue developing from the Plan, be received.

Moved by Coun. K. Hawtin,
CARRIED.

UNFINISHED BUSINESS

DIRECTOR OF PLANNING AND DEVELOPMENT

Re: Clarification on Proposed Vehicle for Hire Bylaw

139) BE IT RESOLVED that Administration bring forward the proposed Vehicles for Hire bylaw to the next meeting of Council.

Moved by Coun. G. Lightfoot,
CARRIED.

NEW BUSINESS

DIRECTOR OF FINANCE

Re: GIS and Sidewalk Inventory – Asset Management

140) BE IT RESOLVED that the report from the Asset Management Coordinator regarding the use of ArcGIS software to illustrate sidewalk inventory, be received.

Moved by Coun. L. Taylor,
CARRIED.

INQUIRIES

None

NEXT MEETING DATE

Monday, December 16, 2019 - meeting date to be used for budget deliberations.

**FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT
Part III Exemptions**

None

ADJOURNMENT

141) BE IT RESOLVED that the meeting do adjourn.

Moved by Coun. K. Hawtin,
CARRIED.

CHAIR

SECRETARY



MEETING DATE: January 20, 2020

MEETING: Planning Meeting X Public In Camera

TO: Randy Patrick, City Manager

FROM: Stewart Schafer, Director of Utilities

SUBJECT: Next Steps for the Automatic Meter Infrastructure

As you may recall, Administration proposed a 3-year capital program of constructing an Automatic Metering Infrastructure (AMI) system for the City's water meters. The reason to upgrade the water meter infrastructure was to

- Modernize the meter reading system.
- Reduce the cost to read the water meters for billing purposes.
- Improve customer service by giving the customers the ability to access to actual water usage data that has not been available to them previously.
- Alert customers of possible water usage concerns.
- Allow customers to identify leaks and other water problems in their plumbing system.
- To create efficiencies in the City's Waterworks and Finance Department.
- To understand the City's consumption through the water distribution system.
- To better operational efficiencies in the water treatment and distribution system.

Currently, Administration has issued a Request For Proposal (RFP) asking for the costs and how a contractor would implement the AMI system throughout the City. The RFP is closing on January 30, 2020 at which point Administration will study the proposals and bring a recommendation back to council.

In the mean time, Administration will be working on the guidelines, policy and bylaw(s) to implement an AMI to the City. These documents will address the role and responsibility of the City, Contractor(s) and Property Owners. This includes the following:

- Administration must develop an AMI By-law that outlines the steps for accessing changing water meters on properties. The By-law will have to identify:
 - What are the City responsibilities in changing the water meters to AMI system?
 - The methods of communicating to the property owner when the water meter on their property need to be changed?
 - What would happen if the property owner will not or can not allow access to the water meter?
 - The charges to the property owner if access to the water meter is delayed?
 - Who will be responsible to possible damage to property if property development has restricted access to the water meter?
 - Who pays to the extra costs when problems occur while trying to switch to the AMI water meters?

- How do we handle lead water lines when changing the water meters?
- Additional items that Administration must address before the AMI system come into operations are:
 - What services will be provided to customers after the water meters have been changed?
 - Changes to the existing by-laws and policies?
 - How to handle temporary service connections?
 - How to handle repair damages to the AMI system when damaged by customers?
 - How the AMI information is transferred to the Financial Department's accounting system.
 - Changes to exiting utility invoicing to customers?
 - Any concerns that may be raised by the Water Security Agency while changing the water meters.

Administration will be bringing forward to Council a new By-law and policies to address the issues outlined in the next few months.

Respectfully,


Stewart Schafer, P-Eng.
Director of City Operations

Director:



Date: January 16, 2019

City Manager:



Date: Jan 16/20