

CITY OF NORTH BATTLEFORD

AGENDA

for

PLANNING COMMITTEE

No. 28/20
Monday, March 16, 2020
5:15 P.M.



**PLANNING COMMITTEE MEETING NO. 28/20
COUNCIL CHAMBERS, CITY HALL**

MONDAY 16 MARCH 2020 5:15 P.M.

AGENDA

- AGENDA** : Approval
- MINUTES** : Planning Committee Mtg. 27/20 – February 18, 2020
- DELEGATION** :
- CORRESPONDENCE** :
- REPORTS** :
- UNFINISHED BUSINESS** :
- NEW BUSINESS** : DIRECTOR OF FINANCE
Re: Asset Management – Parks 2020 – Levels of Service Changes
- INQUIRIES** :
- NEXT MEETING DATE** : Monday, April 20, 2020
- FREEDOM OF INFORMATION &
PROTECTION OF PRIVACY ACT** : Part III Exemptions
- ADJOURNMENT** :

PLANNING COMMITTEE MEETING NO. 27/20

Minutes of Planning Committee Meeting No. 27/20 held Tuesday, February 18, 2020, Council Chambers, City Hall, commencing at 5:15 p.m.

MEMBERS PRESENT:

Mayor R. Bater

Councillors G. Lightfoot
K. Lindgren
K. Steinborn
L. Taylor

MEMBERS ABSENT:

Councillors D. Buglas
K. Hawtin

ADMINISTRATION PRESENT:

City Manager
City Clerk
Director of Finance
Director of Operations
Director of Planning and Development
Director of Protective Services/Fire Chief
Asset Management Coordinator

In the absence of Deputy Mayor Coun. K. Hawtin, Coun. L. Taylor assumed the Chair.

AGENDA

146) BE IT RESOLVED that Agenda No. 27/20 for February 18, 2020, be approved.

Moved by Coun. G. Lightfoot,
CARRIED.

MINUTES

147) BE IT RESOLVED that minutes of Planning Committee Meeting No. 26/20 held January 20, 2020, be adopted.

Moved by Coun. K. Steinborn,
CARRIED.

DELEGATIONS

None

CORRESPONDENCE

None

REPORTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

DIRECTOR OF PROTECTIVE SERVICES/FIRE CHIEF

Re: Pandemic Emergency Plan - Discussion

Director of Protective Services/Fire Chief presented the pandemic emergency plan that has been developed. The intent is to develop this plan into a policy.

DIRECTOR OF FINANCE

Re: DRAFT – Asset Management – Waste Management Facility

148) BE IT RESOLVED that the draft Asset Management Plan prepared by the Asset Management Coordinator for the Waste Management Facility be received.

Moved by Mayor R. Bater,
CARRIED.

INQUIRIES

Fire Chief Requested feedback on an enhanced method of reporting the monthly fire department activities.

Council Receptive to the proposed changes to the reporting methods.

Fire Chief Advised the Sask. Volunteer Fire Fighters Association have asked the City to host the Fall training school where approximately 200 – 250 volunteers attend. Asked for support from Council to proceed.

Council Provided their support to this initiative.

- Coun. Taylor Commented on the bus trip arranged by the TRCC to attend the Scotties curling in Moose Jaw and how the support from an organization has given the opportunity for Nation-wide recognition of the City of North Battleford.
- Mayor Bater Advised of attendance in Ottawa on February 24th on invitation of FCM to present, along with the Director of Finance, at the Asset Management Collaboration Workshop.

NEXT MEETING DATE

Monday, March 16, 2020.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT Part III Exemptions

149) BE IT RESOLVED that pursuant to Section 1 and 5(a) & (e) of Part III of the Freedom of Information & Protection of Privacy Act, Committee meet in camera.

Moved by Coun. K. Steinborn,
CARRIED.

Session commenced at 6:20 p.m.

Session adjourned at 7:30 p.m.

ADJOURNMENT

150) BE IT RESOLVED that the meeting do adjourn.

Moved by Coun. K. Lindgren,
CARRIED.

CHAIR

SECRETARY

MEETING DATE: March 16, 2020

MEETING: Planning Committee Public In Camera

TO: Cheryl DeNeire Director of Leisure Services

FROM: Karstin Mitchell Asset Management Coordinator

SUBJECT: Parks 2020: Planned Levels of Service Changes

Background Information

The purpose of this report is to bring to light the proposed changes to our parks department for the 2020 season. This will involve minor reductions in levels of service for several areas around the city, as well as improvements in beautification and enforcing current parks bylaws.

Cheryl DeNeire, Director of Leisure services brought forth a need to investigate the efficiency of the grass maintenance work plan being implemented by the Parks Department. The goal of the investigation is to identify areas that could be streamlined/reduced, in order to maximize overall staff output.

Strategic Goal(s)

This report supports Strategic Goal(s):

FS3: Asset Management Systems
SP1: Downtown Revitalization

Over and above goal SP1 above, this report also addresses beautification outside of the downtown area. It also ties into Asset Management and making the best use of the resources we currently have available to meet an agreed upon level of service.

The goal is to find ways of freeing up more time for our parks staff to try and determine if it is possible to be stable with number of parks staff resources currently available.

Discussion and Comment

The report will cover the various changes that are being proposed for the 2020 parks season to help improve operations and increase sustainability with the current staffing levels for the Parks Department.

As Council has seen, parks staff maintain a very large area of greenspaces or grass (approximately 745 acres). Besides mowing the grass, parks staff also perform many other activities for the City such as trash pickup, string trimming, tree maintenance, irrigation

maintenance, spraying, top dressing, graffiti removal, flower planting, cemetery maintenance, to name a few. The parks department also takes responsibility for most of the setup and takedown of the small and large events around the city and facilities. Therefore, keeping the current level of service provided to residents would be impossible without some changes to what we are currently managing and how we are managing it.

For example, the Arborist crew is being used to assist with string trimming and mowing activities due to not enough regular mowing staff being available to maintain it themselves. This is leading to the Arborists being a year or more behind in terms of tree maintenance cycles. Old, dead, or dying trees are being left untouched and can be a significant safety risk.

A list of proposed changes is shown below:

- **Parson Industrial Park/Highway 4 North:** As per bylaw 1908 Property and Nuisance, all business must maintain the grass and weeds on their property and adjacent boulevards or lanes. Currently our City crew spends a significant amount of time maintaining these areas themselves every 2 or so weeks. It is estimated a month of work could be saved for the worker who currently maintains these greenspaces. Similarly, businesses on Highway 4 North would fall under this change.
- **Lawn bowling Green:** Will be reduced from three cuts a week to two to meet the lower demand seen.
- **Horseshoe Pits:** Half of the pits will be removed for ease of cutting and to better meet the lower demand seen.
- **King Hill field and NBGCC northern field:** To be uncut and monitored by the Parks/Arenas Manager and Fire Chief on an agreed upon basis as they were deemed low risk for fire. A border will be cut on the outside edge to indicate property lines only.
- **Railway Ave. & 100th Street:** Funds can be set aside to better manage weed problem areas along the arterial roads of the City. This includes numerous abandoned buildings, ditches, and along sidewalks to prevent further sidewalk deterioration due to roots and plant growth, as well as beautifying the main arterial roads of the City where visitors and residents travel through.
- **Miller Road:** Is currently being mowed to the old dirt road on Amos Drive which no longer connects to Henderson Drive and is closed. This is proposed to stop this year, with mowing to visible sightline only.

Options for Consideration

No other alternatives currently.

Budget Issues

This should have no impact on budget as it is a reduction in levels of service. Funds for weed control are already in place.

Public Notice and Communication

Public notice for these changes is to take place as soon as a list of affected business is compiled. Letters are expected to be sent to any business's affected by these level of service adjustments before the changes are implemented.

Recommendation(s)

To receive this report and the recommended levels of service changes.

Respectfully submitted,



Karstin Mitchell
Asset Management Coordinator
Department of Finance

Approvals: (signatures required prior to presentation to Committee)

Director: Cheryl DeFenu

Date: March 12/2020

City Manager: R. [Signature]

Date: March 12, 2020