

# CITY OF SASKATOON COUNCIL POLICY

<b>POLICY TITLE</b> Advanced Metering Infrastructure Participation Policy	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b>
<b>AUTHORITY</b> City Manager	<b>CITY FILE NO.</b> <i>CK.</i>	<b>PAGE NUMBER</b> <i>1 of</i>
<b>CONTACT</b> Utility Revenue Services Manager		

1. PURPOSE

- 2.1 **Advanced Metering Infrastructure (AMI)** - An integrated system of smart meters, communication networks and data management systems that enable communication between the Utility Service and a Customer's meters.
- 2.2 **AMI meter** - Smart electricity meter or water communication module used to measure and transmit consumption information to the billing system.
- 2.3 **Customer** – Homeowner or tenant, who is the City billing account owner of the concerned Site, is in Good Standing, and receives Utility Service from Saskatoon Light & Power or Saskatoon Water.
- 2.4 **Good Standing** – A Customer whose account is not in arrears and who provides routine and unimpeded access to City owned electricity and water infrastructure and equipment installed on the Customer's Site, when required.
- 2.5 **Site** – Civic address where Utility Service is received.
- 2.6 **Utility Service** – Electricity utility service provided by Saskatoon Light & Power, or water utility service provided by Saskatoon Water.

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## 3.1 Eligibility

Existing Customers who receive Utility Service at a Site, on or before May 31, 2021, and have yet to receive an AMI meter, shall have a one-time choice to opt-out of receiving an AMI meter at those Sites.

All new Sites that receive Utility Service after May 31, 2021, shall receive an AMI meter.

All new or existing Customers that receive Utility Service at a Site after May 31, 2021, shall receive an AMI meter. For greater certainty, existing opt-out Customers moving after May 31, 2021 shall receive an AMI meter at the Site to which they move. Their former Site shall also receive an AMI meter.

Existing Customers who fail to confirm their choice to opt-out within the time prescribed, shall be deemed to have opted-out of receiving an AMI meter.

## 3.2 Eligibility Conditions - Loss of Opt-Out Choice

Any Customer who has opted-out of receiving an AMI meter at a Site, shall lose their eligibility to opt-out at that Site under the following circumstances:

- a) Customer accepts an AMI meter at the concerned Site.
- b) Customer closes their account for the concerned Site.
- c) Customer relocates to a different Site.
- d) Customer fails to remain in Good Standing.
- e) Customer chooses to participate in the Self-Generation Programs offered by Saskatoon Light & Power.

## 3.3 Fees

Customers who have opted-out of receiving an AMI meter shall incur the following charges:

- a) A one-time administrative setup fee which shall be applicable per Site and Utility Service for which an opt-out was requested.
- b) Recurring monthly meter read fee for all Utility Services provided at the Site as per City Bylaw No. 2685, *The Electric Light and Power Bylaw, 1940* and City Bylaw No. 7567, *The Waterworks Bylaw, 1996*.

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Implementation of opt-out fees will occur within ninety (90) days of a Utility Service Customer receiving communication under this Policy to confirm their choice to opt-out of receiving an AMI meter. All fees associated with a Customer's choice to opt-out of receiving of an AMI meter shall be reflected on the Customer's utility bill.

### 3.4 Consequence of Non-compliance

Failure to comply with this Policy may result in disruption or discontinuation of Utility Service to the Customer.

### 4.1 **Corporate Revenue Responsibilities**

- a) Establish opt-out Customers in the billing system and apply applicable opt-out fees within:
  - (i) thirty (30) days of Customer confirmation of opt-out; or
  - (ii) ninety (90) days of the City sending communication to the Customer seeking confirmation of opt-out.
- b) Provide monthly meter reading services to Customers.
- c) Provide customer service to opt-out Customers regarding this Policy.
- d) Inform Customers when they are no longer eligible to opt-out.

### 4.2 **Saskatoon Light and Power Responsibilities**

- a) Inform Customers of this Policy and associated fees.
- b) Request confirmation of opt-out choice and allow Customers up to sixty (60) days for confirmation.
- c) Inform Corporate Revenue of Customer choice.
- d) Schedule exchange of meter at the earliest opportunity when a Customer decision or change in eligibility occurs.

### 4.3 **Saskatoon Water Responsibilities**

- a) Inform Customers of this Policy and associated fees.
- b) Request confirmation of opt-out choice and allow Customers up to sixty (60) days for confirmation.
- c) Inform Corporate Revenue of Customer choice.

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- d) Schedule exchange of module at the earliest opportunity when a Customer decision or change in eligibility occurs.

#### **4.4 Chief Financial Officer & General Manager**

The Chief Financial Officer and General Manager, Utilities and Environment are responsible for administering this Policy and recommending updates to this Policy.